

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
January 25, 2024

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY 110 CONTINENTAL DRIVE, BUDD LAKE, NJ 07828

Vice Chairman Sylvester called the meeting to order at 7:30 PM. Following the Pledge of Allegiance to the Flag, an announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

Members Present: Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Anthony Riccardi, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Steven Rattner

Others Present: Erik Bradley, Mount Olive Township Appointee, Thomas Carroll – QPA, Patrick Dwyer – Esq., Jilliam Martucci – Office Manager, James Schilling – Executive Director, James Wancho – PE

Others Absent:

Attendance Roll Call:

Mr. Cangiano	Present	Mr. Riccardi	Present
Mr. Grogan	Present	Mr. Romano	Present
Mr. McNeilly	Present	Mr. Schindelar	Present
Mrs. Michetti	Present	Mr. Schwab	Present
Chairman Rattner	Absent	Mr. Still	Present
		Mr. Sylvester	Present

Date/Time Call to Order: Thursday January 25, 2024 – 7:30PM
Others Present: Tom Carroll, Pat Dwyer, James Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Cangiano	Grogan	McNeilly	Michetti	Rattner	Riccardi	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: December 2023 ALL IN FAVOR	Abstain	Abstain	Motion Aye	Aye	Absent	Aye	Second Aye	Abstain	Aye	Aye	Aye
2023 Financials ROLL CALL	Second Yes	Yes	Motion Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes
Pending Vouchers January 18, 2024 ROLL CALL	Yes	Yes	Yes	Yes	Absent	Yes	Second Yes	Yes	Motion Yes	Yes	Yes
Correspondence ALL IN FAVOR	Aye	Aye	Motion Aye	Aye	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes
Directors Report, Maintenance & Repairs – Jan 2024 Flow Data– December 2023 ALL IN FAVOR	Motion Aye	Aye	Aye	Aye	Absent	Second Aye	Aye	Aye	Aye	Aye	Aye
Office Managers Report – January 2024 ALL IN FAVOR	Aye	Aye	Aye	Motion Aye	Absent	Aye	Motion Aye	Aye	Aye	Aye	Aye
Engineers Report – January 2024 ALL IN FAVOR	Aye	Aye	Aye	Aye	Absent	Aye	Aye	Motion Aye	Second Aye	Aye	Aye
New Business:											
Resolution 24-01 ROLL CALL	Yes	Yes	Yes	Motion Yes	Absent	Yes	Yes	Second Yes	Yes	Yes	Yes
Resolution 24-02 ROLL CALL	Yes	Yes	Yes	Yes	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
Resolution 24-03 ROLL CALL	Yes	Yes	Yes	Yes	Absent	Yes	Second Yes	Yes	Motion Yes	Yes	Yes
Resolution 24-04 ROLL CALL	Second Yes	Yes	Yes	Yes	Absent	Motion Yes	Yes	Yes	Yes	Yes	Yes
Resolution 24-05 ROLL CALL	Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Second Yes	Motion Yes	Yes
Old Business:											
TD Bank Discussion: *No action taken	---	---	---	---	Absent	---	---	---	---	---	---
Legal Counsel RFP/RFQ *No action taken	---	---	---	---	Absent	---	---	---	---	---	---
Roxbury Twp Presentation *No action taken	---	---	---	---	Absent	---	---	---	---	---	---
Adjournment: 07:50 PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Absent	Aye	Aye	Aye	Second Aye	Motion Aye	Aye

Vice Charman Sylvester introduced Mr. Erik Bradley the newly appointed representative for the Township of Mount Olive. Mr. Bradley will be sworn in as an MSA Commissioner at the 2024 R-Organization Meeting in February.

Vice Chairman Sylvester open and closed the meeting to the public.

The "Regular" meeting minutes of December 21, 2023 accepted on a motion offered by Mr. McNeilly, seconded by Mr. Romano and the affirmative All in Favor vote of members present. All In Favor:

Mr. Cangiano	Abstain	Mr. Riccardi	Aye
Mr. Grogan	Abstain	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Comments:

- None

The Financial Reports for 2023 were accepted on a motion offered by Mr. McNeilly, seconded by Mr. Cangiano and the affirmative Roll Call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

Comments:

- N/A

Financial Reports – 2023

11:38 AM

01/18/24

Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	119,889.00	-119,889.00	0.0%
Interest	10,582.93			
trustee passdown	4,480,000.02	4,480,000.00	0.02	100.0%
Total Income	4,490,582.95	4,599,889.00	-109,306.05	97.6%
Gross Profit	4,490,582.95	4,599,889.00	-109,306.05	97.6%
Expense				
Personnel Services				
B-1 - Administrative-S&W	171,133.89	180,000.00	-8,866.11	95.1%
B-14 - Operating-S&W	632,756.81	668,000.00	-35,243.19	94.7%
Total Personnel Services	803,890.70	848,000.00	-44,109.30	94.8%
Employee Benefits				
B-9 - Pension	114,061.31	110,000.00	4,061.31	103.7%
B-8 - Social Security	59,070.11	60,000.00	-929.89	98.5%
B-10 - Hosp				
Dental/Vision	7,277.87			
B-10 - Hosp - Other	218,816.70	220,000.00	-1,183.30	99.5%
Total B-10 - Hosp	226,094.57	220,000.00	6,094.57	102.8%
B-11 - Disability Insurance	7,927.49	10,000.00	-2,072.51	79.3%
B-6 - Unemployment	5,672.76	7,000.00	-1,327.24	81.0%
Total Employee Benefits	412,826.24	407,000.00	5,826.24	101.4%
Administration Expenses				
B-2 - Administrative-OE				
Influent Limit/PSS	-1,734.00			
B-2 - Administrative-OE - Other	50,597.63	40,000.00	10,597.63	126.5%
Total B-2 - Administrative-OE	48,863.63	40,000.00	8,863.63	122.2%
Total Administration Expenses	48,863.63	40,000.00	8,863.63	122.2%
Operations and Maintenance				
B-3 - Legal	34,226.37	35,000.00	-773.63	97.8%
B-4 - Audit	35,350.00	20,000.00	15,350.00	176.8%
B-5 - Engineer				
NJPDES Permit	5,328.92			
B-5 - Engineer - Other	26,921.06	35,000.00	-8,078.94	76.9%
Total B-5 - Engineer	32,249.98	35,000.00	-2,750.02	92.1%
B-15 - Telephone	11,294.98	15,000.00	-3,705.02	75.3%
B-16 - Electric	469,902.84	500,000.00	-30,097.16	94.0%
B-17 - Propane/Fuel Oil	13,107.27	30,000.00	-16,892.73	43.7%
B-18 - Supplies/Chemicals	145,980.74	225,000.00	-79,019.26	64.9%
B-27 - Laboratory Supplies	6,320.54	8,000.00	-1,679.46	79.0%
B-13 - Office	25,775.71	30,000.00	-4,224.29	85.9%
B-31 - External Services	65,886.33	75,000.00	-9,113.67	87.8%
B-28 - Education/Training	13,631.00	15,000.00	-1,369.00	90.9%
B-25 - Laboratory Fees	20,754.41	20,000.00	754.41	103.8%
B-19 - Maintenance/Repairs	199,462.37	200,000.00	-537.63	99.7%
B-20 - Insurance	143,057.00	135,000.00	8,057.00	106.0%
B-24 - NJDEP Fees	19,803.75	25,000.00	-5,196.25	79.2%
B-12 - Trustee Admin Fee	2,560.00	15,000.00	-12,440.00	17.1%
B-23 - Permit Appl/Compliance Fees	31,208.08	25,000.00	6,208.08	124.8%
B-21 - Equipment	61,956.49	70,000.00	-8,043.51	88.5%
B-26 - Sludge Disposal	979,133.30	1,095,370.00	-116,236.70	89.4%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	2,311,661.16	2,598,370.00	-286,708.84	89.0%
Debt Service				
Debt Svs - Principal Payment	54,814.91			
Debt Svs - Interest Payment	60,065.00			
Debt Service - Other	0.00	306,519.00	-306,519.00	0.0%
Total Debt Service	114,879.91	306,519.00	-191,619.09	37.5%
Reserves				
B-29 - Capital Improvement	0.00	200,000.00	-200,000.00	0.0%

11:36 AM

01/18/24

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
B-30 - Renewal & Replacement	30,748.00	200,000.00	-169,252.00	15.4%
Total Reserves	30,748.00	400,000.00	-369,252.00	7.7%
Misc. Income	-187,302.50			
Pension Reimbursement	-22,852.12			
Union Dues	-175.50			
Total Expense	3,512,759.52	4,599,889.00	-1,087,129.48	76.4%
Net Ordinary Income	977,823.43	0.00	977,823.43	100.0%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	19,686.40			
Total Other Income	19,686.40			
Net Other Income	19,686.40			
Net Income	997,509.83	0.00	997,509.83	100.0%

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
CI 6556 · Capital Improvement TD - 6556	368.31
OA 8169 · Operating Acct TD - 8169	1,071,512.01
PR 3717 · Payroll Account TD - 3717	11,488.94
CI 5030 · *CLOSED* Capital Account - 5030	328,697.40
Es 3226 · Escrow Account TD Bank - 3226	10,539.11
RR 1360 · Renewal & Replacement TD -1360	785,316.65
Petty Cash	278.74
Total Checking/Savings	2,208,201.16
Accounts Receivable	
1200 - Accounts Receivable	-80,000.02
Total Accounts Receivable	-80,000.02
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
Total Other Current Assets	3,090,614.99
Total Current Assets	5,218,816.13
Fixed Assets	
Construction in Progress	1,609,082.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,582.62
Land	505,700.00
Total Fixed Assets	23,875,337.80
Other Assets	
Def. Pension Outflows	329,952.00
Total Other Assets	329,952.00
TOTAL ASSETS	29,424,105.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-30,173.75
Total Accounts Payable	-30,173.75
Other Current Liabilities	
NJIB Note Payable	9,239,577.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	845.00
PERS - Contributions	162,239.87
PERS - Loans	149,164.45
PERS - Insurance	16,718.22
Union Dues	-1,035.91
Accrued Payroll Liabilities - Other	-48,448.76
Total Accrued Payroll Liabilities	279,785.01

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Escrow Deposits Payable	
30 Continental Drive - J Sassan	2,511.25
Matrix Mount Olive	1,492.54
271 KH - 271 Kings Hwy - Adler WH	2,038.25
40 - Bank Street Crown Walk Urban Re	1,825.00
34 - Bnk Street Urban Renewal LLC	12.50
QC - QuickChek Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Villages at Roxbury	965.00
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	15,606.03
Due to Municipalities	-215,991.00
Compensated Absenses Payable	61,681.72
Accrued Interest Payable	58,090.70
Accounts Payable - Pension	-218,658.84
Accrued Liabilities	47,771.68
Total Other Current Liabilities	9,267,862.30
Total Current Liabilities	9,237,688.55
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,779,008.93
Equity	
Net Investment in Capital Asset	22,689,413.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
PS Controls 1-5	12,287.50
365 PPE - Contract 365 Plant Process Eval	12,852.35
360 - Contract 360 HVAC & Roofs	
360 BR - Contract 360 HVAC/Roofs - BR	840,159.83
360 Leg - Contract 360 HVAC/Roofs - Legal	3,684.40
360 IB - Contract 360 HVAC/Roofs-NJIBank	6,269.74
360 PSS - Contract 360 HVAC Roofs PSS	32,403.21
Total 360 - Contract 360 HVAC & Roofs	882,517.18
Contract 295 - Tertiary Ttmt	
295 PSS - Contract 295 TT - PS&S	1.25
295 IHC - Contract 295 TT - IHC	922.35
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Ttmt	1,027.60
Contract 300 Influent Screening	
300 PSS - Contract 300 Infl Scr - PSS	1,267.77
300 Cop - Contract 300 Infl Scr - Coppola	304.05
300 - Misc (Permit, Legal)	825.02
Total Contract 300 Influent Screening	2,396.84

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
350 · Contract 350 - PCSIU	241.25
325 · Contract 325 - SC 3&4	11,694.10
330 · Contract 330 GT 1	9,776.65
310 · Contract 310 Phase III Air Perm Telecommunications Project	1,460.92
305 · Contract 305 NJIB Application	4,760.00
285 · Contract 285 - SC #1 & 2	48.82
270 · Contract 270 Thickeners	93,801.49
280 · Contract 280 PC #2	8,843.08
B-29 Capital Improvements - Other	21,342.49
	<u>-204,759.17</u>
Total B-29 Capital Improvements	858,291.10
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,975.60
	<u>564,009.27</u>
Total B-30 Renewal and Replacement	564,009.27
Operations	50,000.00
	<u>50,000.00</u>
Total Restricted	1,551,552.37
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
	<u>835,952.10</u>
Total Unrestricted	727,974.10
3000 · Opening Bal Equity	-7,507,976.57
32000 · Retained Earnings	-2,529,002.76
Net Income	713,136.30
	<u>713,136.30</u>
Total Equity	15,645,097.00
TOTAL LIABILITIES & EQUITY	<u><u>29,424,105.93</u></u>

The **Pending Vouchers** for January 18, 2024, were approved for payment on a motion offered by Mr. Schwab as amended with the correct payroll total, seconded by Mr. Romano and the affirmative Roll Call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

Comments:

- Mr. Schwab advised that the correct payroll total is \$113,440.35, there was a misprint.

**Musconetcong Sewerage Authority
Through January 18, 2024**

	Name	Memo	Split	Amount
OPERATING:	Alfred DeFelice	S-1 License Reimbursement	B-28 · Education/Tr	51.65
	American Wear	Uniform Service 12.19.23-12.26	B-31 · External Serv	325.10
	American Wear	Uniform Service 01.02.24-01.16	B-31 · External Serv	487.55
	Aqua Pro-Tech Laboratories	Invoice 237117491 Nitrate_IC 11	B-25 · Laboratory Fe	27.00
	Aqua Pro-Tech Laboratories	Invoice 237117873, 237117874	B-25 · Laboratory Fe	265.00
	Aqua Pro-Tech Laboratories	Invoice # 247100373	B-25 · Laboratory Fe	58.00
	Assoc. of Environmental Autl	2024 Annual Member Fees	B-2 · Administrative	4,083.00
	Blue Diamond Disposal, Inc.	Invoice 754287- Monthly Trash S	B-31 · External Serv	469.00
	Business Machine Technolog	Invoice 2369476 Annual Sapphir	B-33 · IT & Cyber Se	3,360.00
	Business Machine Technolog	Invoices 2369551, 2369511, 236	B-33 · IT & Cyber Se	1,002.10
	CB Landscaping	Invoice 3218 - Tree Work	B-31 · External Serv	4,100.00
	Cintas First Aid & Safety	Invoice # 9249987784 AED Leas	B-31 · External Serv	368.82
	Cintas First Aid & Safety	Invoice # 9253810924 AED Leas	B-31 · External Serv	308.65
	Cleary Giacobbe Alfieri Jacot	Invoice 128778 - Through 11.21.	B-3 · Legal	1,221.00
	Divita Balance Service Co.	Invoice 8142	B-25 · Laboratory Fe	525.00
	ESRI	ArcGIS Annual Subscription Cre	B-15 · Telephone	875.00
	Jilliam Martucci	Dental & Mileage Remibursemer	B-10, B-2	91.95
	Jilliam Martucci	Mileage Remibursement	B-2 · Administrative	31.17
	Law Offices of Patrick J. Dwy	Invoice 1120 - Permit Litigation t	B-23 · Permit Appl/C	4,039.20
	Law Offices of Patrick J. Dwy	Invoice 1119 Legal Services thro	B-2 · Administrative	832.20
	Longo Electrical-Mechanical	Invoice 73403	B-18 · Supplies/Che	1,110.00
	Miller Energy	Invoice SINV1036864 - Previous	B-21 · Equipment	1,400.00
	Napa Auto Parts	Invoice 5720-595525	B-19 · Maintenance	145.22
	Netcong Hardware Co.	December 2023	B-18 · Supplies/Che	112.43
	Netcong Hardware Co.	January 2024	B-18 · Supplies/Che	84.29
	NJ Utility Authorities JIF	Invoice # NJUA249-2024 - First Ir	B-20 · Insurance	82,411.00
	North Jersey Pump & Control	Invoice 1583-23	B-19 · Maintenance	632.00
	Office Concepts Group	Invoice 1155837-0	B-13 · Office	1,090.91
	Office Concepts Group	Invoice 1155837-1	B-13 · Office	14.25
	One Call Concepts, Inc.	Invoice 3125445	B-2 · Administrative	211.64
	Passaic Valley Sewerage Cor	Invoice 522800 - Liquid Waste At	B-26 · Sludge Dispo	35,271.60
	PS&S	Invoice # 165226 - General Cons	B-5 · Engineer	1,120.00
	R-D Trucking	Invoice 4731 - Sludge Hauling - 1	B-26 · Sludge Dispo	44,249.50
	Randolph Township	2024 MCCPC Membership Fee	B-2 · Administrative	1,100.00
	RingCentral	Invoice CD_000716431 - Service	B-15 · Telephone	317.17
	Schilling, James	2024 Dental / Mileage	B-10, B-2	1,153.50
	Service Tire Truck Centers In	Invoice # 22-0442308-007 & 24-	B-19 · Maintenance	1,377.16
	Smart Water Inc.	Invoice 41975	B-31 · External Serv	650.00
	Sparta Cobbler	Invocie 38329	B-18 · Supplies/Che	2,000.00
	Suburban Consulting Engine	Invoice 70338 - 11.18.23-12.15.	B-5 · Engineer	2,364.00

	Name	Memo	Split	Amount
	Treasurer, State of New Jersey	Invoice 231958320 - NJEMS Bill	B-24 · NJDEP Fees	50.00
	Tritec Office Equipment	Invoice 82771	B-31 · External Serv	102.60
	USA Bluebook	Invoice INV00034361	B-18 · Supplies/Che	3,768.88
	USA Bluebook	Invoice INV00234709	B-18 · Supplies/Che	3,248.44
	USALCO	Invoice 20286248	B-18 · Supplies/Che	9,120.31
	West Chester Machinery	Invoice # 01-61628, 01-61638	B-19 · Maintenance	459.62
	West Chester Machinery	Invoice # 01-63208	B-19 · Maintenance	171.62
			TOTAL:	216,257.53
CAPITAL:	Badger Roofing Company, Inc	C360 Pay App 3	360 BR · Contract 3	136,367.98
	Law Offices of Patrick J. Dwyer	Invoice 1121- C360 Legal Services	360 Leg · Contract 3	88.00
	PS&S	Invoice # 165223- C360 PSS NJIE	360 IB · Contract 36	256.25
	PS&S	Invoice # 165224 - PPE Modeling	365 PPE · Contract :	3,355.79
	PS&S	Invoice # 165225 - General Cons	PS Controls 1-5	1,052.50
	PS&S	Invoice # 165222 - C360 PSS Thr	360 PSS · Contract :	10,532.69
			TOTAL:	151,653.21
PAYROLL:	MSA Payroll	Payroll Processing 12.20.2023	B-1, B-14	356,464.22
	MSA Payroll	Payroll Processing 12.29.2023	B-1, B-14	44,160.27
	MSA Payroll	Payroll Processing 01.19.2024	B-1, B-14	33,815.86
			TOTAL:	434,440.35
ONLINE PAYMENTS & MANUAL CKS:	Altice	Confirmation # 23464001	B-15 · Telephone	315.00
	Direct Energy	Confirmation # 2687278, 26772	B-16 · Electric	2141.79
	Direct Energy	Confirmation # 2693061	B-16 · Electric	24,967.75
	First Energy	Confirmation # 102980815	B-16 · Electric	8,830.42
	Local 32	Union Dues 12/2023	Accrued Payroll Li:	331.50
	Local 32	Union Dues 01/2024	Accrued Payroll Li:	312.00
	Lowe's	Reference # 2629042296	B-18 · Supplies/Che	859.02
	NJ Division of Pension & Benefits	Reference # 35393235 - Estimat	Accounts Payable -	5,626.44
	NJ Division of Pension & Benefits	Reference # 01885457 - Estimat	Accounts Payable -	6,303.16
	NJSHBP	Reference # 01779708 - 01/2024	B-10 · Hosp	22,261.17
	Primepoint	Invoice 595983 - 12.22.2023	B-31 · External Serv	34.13
	Primepoint	Invoice 598170 - 01.02.2024	B-31 · External Serv	52.25
	Primepoint	Invoice 600427	B-31 · External Serv	31.88
	Shell Fleet Services	Confirmation # 816901092024	B-17 · Propane/Fuel	564.10
	Treasurer, State of NJ	Confirmation # 30301-7591118	B-24 · NJDEP Fees	200.00
	UNUM	Billing # 0590889-001 2	B-11 · Disability Insr	1,705.37
	VALIC	Confirmation # 310480	Accrued Payroll Li:	535.00
	VALIC	Confirmation # 311898	Accrued Payroll Li:	535.00
	Verizon Wireless	Transaction ID 2933669552	B-15 · Telephone	249.76
			TOTAL:	75,855.74

	Name	Memo	Split	Amount
RENEWAL & REPLACEMENT:			TOTAL:	0.00
ESCROW:			TOTAL:	0.00

The following **correspondence** for January 2023 was received and filed on a motion offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative all in favor vote of members present. All In Favor:

Mr. Cangiano	Aye	Mr. Riccardi	Aye
Mr. Grogan	Aye	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Comments:

- N/A

• **Correspondence:**

- Mount Olive Township: Resolution of Re-Appointment, Steven Rattner and Appointment of Erik Bradley as members of the MSA
- DCA: 2024 Adopted Budget for MSA under review.
- NJUA, JIF: JA Montgomery, Loss Control Report
- DCA: 2024 Adopted Budget for MSA certified.
- *Borough of Netcong: Resolution of Re-Appointment, Elmer Still as the Borough's representative of the MSA
- *NJIB: Loan Closing Document, Project S3403584-10, Contract 360

Monthly Reports:

The Director's Report, Maintenance & Repairs Report for the month of January 2024 and Flow Data for the month of December 2023 were accepted on a motion offered by Mr. Cangiano and seconded by Mr. Riccardi and the affirmative all-in favor vote of members present. All In Favor:

Mr. Cangiano	Aye	Mr. Riccardi	Aye
Mr. Grogan	Aye	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Director's Report, Maintenance & Repairs Report, Flow Data Comments:

- Mr. Schilling advised The Board on that the NJWEA Event for the Frank Miller Dinner is March 2, 2024, anyone looking to attend please advise the Office Manager.
- Mr. Schilling has been corresponding with MSA Risk Manager, Frank Covelli with regard to the annual JIF assessment as they don't feel like the numbers add up.
- Mr. Schilling stated that December was a very wet month this causing several of the member towns to go over the 80% flow.

The Office Manager's Report for the month of January 2024 were accepted on a motion offered by Mr. Romano and seconded by Mrs. Michetti and the affirmative all-in favor vote of members present. All In Favor:

Mr. Cangiano	Aye	Mr. Riccardi	Aye
Mr. Grogan	Aye	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Office Manager's Report Comments:

- Mrs. Michetti asked if there was any update on the TD Bank Fraud issue.
 - Ms. Martucci advised that she has followed up with the Mount Olive Township Detectives as well as our representatives at TD Bank and currently there are no updates. Ms. Martucci further advised that she had an extensive conversation with Fraud Prevention at TD Bank about various options available to further protect the MSA. The Finance Committee still needs to meet and make a final determination.

The Engineer's Report for the month of January 2024 was accepted on a motion offered by Mr. Schindelar, seconded by Mr. Schwab and the affirmative all-in favor of members present. All In Favor:

Mr. Cangiano	Aye	Mr. Riccardi	Aye
Mr. Grogan	Aye	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Engineer's Report Comments:

- Mr. Wancho advised The Board the temporary heating has been installed in the admin building. Also advised that the loan closed for Contract 360.
- Mr. Wancho advised The Board that AEA has a Management Conference in March where they issue awards to various Authorities. PS&S is putting together a package on behalf of the MSA for Best Management Practices.

New Business:

Resolution No. 24-01 was offered on a motion by Mrs. Michetti seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

*See attached resolution

Comments:

- Mr. Schilling advised The Board the difference between replacement and re-conditioning.
- Mrs. Michetti asked if they would epoxy coat the inside, Mr. Schilling advised yes.
- Mr. Schwab asked if the pumps are rotated, Mr. Schilling responded that they rotate automatically.

Resolution No. 24-02 was offered on a motion by Mr. Romano seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

*See attached resolution

Comments:

- None

Resolution No. 24-03 was offered on a motion by Mr. Schwab seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

*See attached resolution

Comments:

- None

Resolution No. 24-04 was offered on a motion by Mr. Riccardi seconded by Mr. Cangiano and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

*See attached resolution

Comments:

- None

Resolution No. 24-05 was offered on a motion by Mr. Still seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Cangiano	Yes	Mr. Riccardi	Yes
Mr. Grogan	Yes	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Yes
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Absent	Mr. Still	Yes
		Mr. Sylvester	Yes

*See attached resolution

Comments:

- None

New Business Continued:

Comments:

- N/A

Old Business:

- TD Bank Discussions are still underway with Finance Committee.
- Legal Counsel RFP/RFQ: Vice Chairman Sylvester advised The Board that discussions are still under way and currently no changes will be made.
- Roxbury Township PFAS Presentation: Mrs. Michetti advised The Board that she hopes the presentation can be done at the March meeting.
- Mr. Schilling advised The Board that Elected Officials training will be held at 06:30pm ahead of the April meeting, it will be one hour of training.

Adjournment:

Motion made by Mr. Still, seconded by Mr. Schwab at 07:50pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:32pm. All In Favor Vote:

Mr. Cangiano	Aye	Mr. Riccardi	Aye
Mr. Grogan	Aye	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Aye
Mrs. Michetti	Aye	Mr. Schwab	Aye
Chairman Rattner	Absent	Mr. Still	Aye
		Mr. Sylvester	Aye

Respectfully Submitted:
Jilliam Martucci – Office Manager

RESOLUTION NO. 24-01

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract for the Repair of Pumps and Motors
to Municipal Maintenance Co. Utilizing PVSC Co-op Contract #B369-4

WHEREAS the Musconetcong Sewerage Authority ("MSA") has identified a need to repair certain pumps and motors in its wastewater treatment facilities; and

WHEREAS pursuant to N.J.S.A. §40A:11-10 the contracting unit may, without advertising for bids, purchase goods or services under a contract entered into with a cooperative purchasing entity; and

WHEREAS the MSA is a member of the North Jersey Wastewater Cooperative Pricing System ("NJWCPS") and the Passaic Valley Sewerage Authority ("PVSC") is the lead agency of the NJWCPS; and

WHEREAS the NJWCPS is a cooperative purchasing entity as set forth in NJAC §5:34-7.4; and

WHEREAS MSA has received Quotations #47400 and #47401 (see attached) both dated January 9, 2024, from Municipal Maintenance Co. to provide repairs as outlined therein; and

WHEREAS MSA desires to utilize the contract obtained by PVSC with Municipal Maintenance Co. to make repairs and perform associated work; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to:

- (i) award a contract to Municipal Maintenance Co. to provide repairs including sandblasting, cleaning and installing new parts for PS #1 at Pump Station #1 at Houdallie Road, Stanhope, NJ at a total cost of \$39,585.00 as described in the Quotation #47400 dated January 19, 2024; and
- (ii) award a contract to Municipal Maintenance Co. to provide repairs including sandblasting, cleaning and installing new parts for PS #2 at Pump Station #1 at Houdallie Road, Stanhope, NJ at a total cost of \$40,185.00 as described in the Quotation dated January 19, 2024; and it is

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FURTHER RESOLVED, that the total amount of the contracts set forth above shall not exceed \$79,770.00 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the award in the amount of \$79,770.00 shall utilize PVSC contract B369-4; and be it

FURTHER RESOLVED, that the Treasurer has certified that funds are available to perform this contract using Budget line B-30 Renewal and Replacement funds; and it is

FURTHER RESOLVED that this award is contingent upon receipt of proof of insurance acceptable to MSA; and it is

FURTHER RESOLVED, that the Director, is hereby authorized to take such other actions as are necessary to complete said purchases on behalf of the Musconetcong Sewerage Authority.

ATTEST:

MUSCONETCONG SEWERAGE AUTHORITY


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman
Jack Sylvester, Vice Chairman

Dated: January 25, 2024

SEE ATTACHED QUOTATIONS DATED JANUARY 19, 2024

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RESOLUTION NO. 24-02

Resolution of the Musconetcong Sewerage Authority
Authorizing Director James Schilling to Submit the 2023 Annual
Effluent Monitoring Report to the Delaware River Basin Commission

WHEREAS, the Musconetcong Sewerage Authority ("MSA") has been issued a docket for its operations (Docket No. D-2002-40 CP) by the Delaware River Basin Commission ("DRBC"); and

WHEREAS, pursuant to said Docket the MSA is required to submit Effluent Monitoring Reports to the DRBC; and

WHEREAS, the DRBC has requested that the Effluent Monitoring Reports be submitted on an annual basis;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Director James Schilling is authorized to sign and submit the Annual Effluent Monitoring Report for the Year 2023 to the Delaware River Basin Commission; and

BE IT FURTHER RESOLVED, that the Annual Effluent Monitoring Report submitted to the DRBC shall accurately reflect the results of MSA's effluent monitoring for the parameters set forth in its Docket for calendar year 2023; and

BE IT FURTHER RESOLVED, that the MSA is presently in litigation with the New Jersey Department of Environmental Protection regarding the effluent limit for nitrate, and awaits resolution of the pending litigation to determine the measure of its compliance.

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ATTEST:


Joseph Schwab, Secretary-Treasurer

MUSCONETCONG SEWERAGE AUTHORITY


Steven Rattner, Chairman

Jack Sylvester, Vice Chairman

Dated: January 25, 2024

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RESOLUTION NO. 24-03
RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY
TO AMEND THE 2023 OPERATING BUDGET

WHEREAS, the Musconetcong Sewerage Authority's annual budget for the fiscal year ending December 31, 2023 was adopted on November 18, 2022; and

WHEREAS, it is desirous and necessary to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated during the fiscal year; and

WHEREAS, N.J.A.C. 5:31-2.8, Local Authorities Budget Law permits the governing body by resolution adopted by not less than a majority vote of the full membership thereof, to transfer the amount of excess to those appropriations deemed to be insufficient;

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Musconetcong Sewerage Authority hereby authorize the following appropriation transfers affecting the fiscal year 2023 be approved:

	Transfer From:	Transfer To:
Operating Appropriations:		
Cost of Providing Services - Other: Sludge	\$ 65,000.00	
Administration - Personnel: Fringe Benefits		\$ 5,000.00
Administration - Personnel: Fringe Benefits		\$ 1,000.00
Administration - Other: Other Expenses		\$ 9,000.00
Cost of Providing Services - Other: Audit		\$ 16,000.00
Cost of Providing Services - Other: Laboratory Fees		\$ 18,000.00
Cost of Providing Services - Other: Permit Compliance		\$ 7,000.00
Cost of Providing Services - Other: Insurance		\$ 9,000.00
	\$ 65,000.00	\$ 65,000.00

BE IT FURTHER RESOLVED that two (2) certified copies of this complete amendment and resolution be filed forthwith to the Director of the Division of Local Government Services for his certification of the Authority Budget so amended.

MUSCONETCONG SEWERAGE AUTHORITY


 Joseph Schwab, Secretary-Treasurer


 Steven Rattner, Chairman
 JACK SYLVESTER, VICE CHAIRMAN

Dated: January 25, 2024

Governing Body	Recorded Vote			
	Aye	Nay	Abstain	Absent
Member:				
Cagliano	✓			
Grogan	✓			
McNeilly	✓			
Michetti	✓			
Riccardi	✓			
Rattner				✓
Romano	✓			
Schindelari	✓			
Schwab	✓			
Still	✓			
Sylvester	✓			

RESOLUTION NO. 24-04

**RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY
TO AMEND THE 2023 CAPITAL BUDGET**

WHEREAS, the Musconetcong Sewerage Authority's capital budget for the fiscal year ending December 31, 2023 was adopted on November 18, 2022; and

WHEREAS, N.J.A.C. 5:31-2.8, Local Authorities Budget Law provides that all amendments to the capital budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority vote of the full membership.

WHEREAS, an amendment to the 2023 capital budget is required to perform repair work on the Authority's roof and buildings HVAC, tertiary treatment project, influent screening project and air sampling.

NOW THEREFORE BE IT RESOLVED that the following amendments be made to the 2023 budget of the Musconetcong Sewerage Authority for its year ending December 31, 2023:

	From:	To:
Funding Source:		
Unrestricted Net Position Utilized	\$ 300,000.00	\$ 300,000.00
Renewal & Replacement Reserve	\$ 135,000.00	\$ 172,000.00
Debt Authorization	\$ 2,325,000.00	\$ 2,325,000.00
Other Sources	\$ -	\$ 250,000.00
	<u>\$ 2,760,000.00</u>	<u>\$ 3,047,000.00</u>
Annual Budget Appropriation:		
V.F.D. Replacement Project	\$ 75,000.00	\$ 75,000.00
Pump Station(s) Renewals	\$ 50,000.00	\$ 50,000.00
Demolition Old Service Building	\$ 325,000.00	\$ 325,000.00
New Trucks (2)	\$ 60,000.00	\$ 60,000.00
Roofs - Plant and Buildings	\$ 1,800,000.00	\$ 1,800,000.00
CCTV Inspection and Cleaning Collection System	\$ 250,000.00	\$ 250,000.00
HVAC System and Boiler	\$ 200,000.00	\$ 200,000.00
Grinder Replacement		\$ 230,000.00
Pumps for Pump Stations		\$ 20,000.00
Pumps for Plant		\$ 27,000.00
Pumps for Pump Stations		\$ 10,000.00
	<u>\$ 2,760,000.00</u>	<u>\$ 3,047,000.00</u>

BE IT FURTHER RESOLVED that two (2) certified copies of this complete amendment and resolution be filed forthwith to the Director of the Division of Local Government Services for his certification of the Authority Budget so amended.


Joseph Schwab, Secretary-Treasurer

MUSCONETCONG SEWERAGE AUTHORITY

Severn Rattner, Chairman
Jack Sylvester, Vice Chairman

Dated: January 25, 2024

Governing Body	Recorded Vote			
	Aye	Nay	Abstain	Absent
Member:				
Cangiano	✓			
Grogan	✓			
McNeilly	✓			
Michetti	✓			
Riccardi	✓			
Rattner				✓
Romano	✓			
Schindelar	✓			
Schwab	✓			
Still	✓			
Sylvester	✓			

RESOLUTION NO. 24-05

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract for the Installation of Check Valves and Gate Valves
to Municipal Maintenance Co. Utilizing PVSC Co-op Contract #B369-4

WHEREAS the Musconetcong Sewerage Authority ("MSA") has identified a need to repair/replace certain check valves and gate valves in its wastewater treatment facilities; and

WHEREAS pursuant to N.J.S.A. §40A:11-10 the contracting unit may, without advertising for bids, purchase goods or services under a contract entered into with a cooperative purchasing entity; and

WHEREAS the MSA is a member of the North Jersey Wastewater Cooperative Pricing System ("NJWCPS") and the Passaic Valley Sewerage Authority ("PVSC") is the lead agency of the NJWCPS; and

WHEREAS the NJWCPS is a cooperative purchasing entity as set forth in NJAC §5:34-7.4; and

WHEREAS MSA has received Quotation #47336Q R1 (see attached) dated January 4, 2024 from Municipal Maintenance Co. to provide repairs and installations as outlined therein; and

WHEREAS MSA desires to utilize contract B369-4 obtained by PVSC with Municipal Maintenance Co. to make repairs and perform associated work; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to award a contract to Municipal Maintenance Co. to provide repairs and installations of four (4) check valves and four (4) gate valves at Pump Station #1 at Houdallie Road, Stanhope,

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NJ at a total cost of \$57,790.00 as described in Quotation #47336Q R1 dated January 4, 2024; and it is

FURTHER RESOLVED, that the total amount of the contract set forth above shall not exceed \$57,790.00 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the award in the amount of \$57,790.00 shall utilize PVSC contract B369-4; and be it

FURTHER RESOLVED, that the Treasurer has certified that funds are available to perform this contract using Budget line B-30 Renewal and Replacement funds; and it is

FURTHER RESOLVED that this award is contingent upon receipt of proof of insurance acceptable to MSA; and it is

FURTHER RESOLVED, that the Director, is hereby authorized to take such other actions as are necessary to complete said purchases on behalf of the Musconetcong Sewerage Authority.

ATTEST:

MUSCONETCONG SEWERAGE AUTHORITY


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

JACK SYLVESTER, VICE CHAIRMAN

Dated: January 25, 2024

SEE ATTACHED QUOTATIONS DATED JANUARY 4, 2024

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