

# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting  
October 26, 2023

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

The Secretary Treasurer, Mr. Schwab 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, Steven Rattner, Anthony Riccardi, Thomas Romano, Joseph Schwab, Richard Schindelar, Jack Sylvester

Members Absent: Elmer Still

Others Present: Thomas Carroll – QPA, Patrick Dwyer – Esq., Jilliam Martucci – Office Manager, James Schilling – Executive Director, James Wancho – PE

Others Absent: n/a

### 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	Present	Mr. Still	Absent
		Mr. Sylvester	Present

Date/Time Call to Order: Thursday October 26, 2023 – 7:30PM  
Others Present: Tom Carroll, Pat Dwyer, James Wancho, James Schilling, Jilliam Martucci

<u>Motion / Resolution</u>	<u>Cangiano</u>	<u>Grogan</u>	<u>McNeilly</u>	<u>Michetti</u>	<u>Rattner</u>	<u>Riccardi</u>	<u>Romano</u>	<u>Schindelar</u>	<u>Schwab</u>	<u>Still</u>	<u>Sylvester</u>
Attendance	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present
Regular Meeting Minutes: 09.28.2023 ALL IN FAVOR	Aye	Abstain	Aye	Abstain	Aye	Second Aye	Aye	Abstain	Motion Aye	Absent	Abstain
2023 Financials ROLL CALL	Yes	Yes	Yes	Second Yes	Yes	Yes	Motion Yes	Yes	Yes	Absent	Yes
Pending Vouchers October 19, 2023 ROLL CALL	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Yes	Absent	Yes
Correspondence ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Second Aye	Aye	Aye	Motion Aye	Absent	Aye
Directors Report, Maintenance & Repairs - Oct 2023 Flow Data- September 2023 ALL IN FAVOR	Aye	Aye	Second Aye	Aye	Aye	Aye	Motion Aye	Aye	Aye	Absent	Aye
Office Managers Report – October 2023 ALL IN FAVOR	Aye	Aye	Second Aye	Aye	Aye	Aye	Motion Aye	Aye	Aye	Absent	Aye
Engineers Report – October 2023 ALL IN FAVOR	Aye	Aye	Aye	Second Aye	Aye	Motion Aye	Aye	Aye	Aye	Absent	Aye
<b><u>New Business:</u></b>											
Closed Session: 07:52 PM ALL IN FAVOR	Second Yes	Yes	Yes	Yes	No	Yes	Motion Yes	Yes	Yes	Absent	Yes
Open Session: 08:15 PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Aye	Motion Aye	Second Aye	Aye	Absent	Aye
Motion for RFP – Legal Counsel	Yes	Yes	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Absent	Motion Yes
Adjournment: 08:15 PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Second Aye	Motion Aye	Aye	Aye	Absent	Aye

Chairman Rattner open and closed the meeting to the public.

The "Regular" meeting minutes of September 28, 2023, accepted on a motion offered by Mr. Schwab, 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	Abstain	Mr. Romano	Aye
Mr. McNeilly	Aye	Mr. Schindelar	Abstain
Mrs. Michetti	Abstain	Mr. Schwab	Aye
Chairman Rattner	Aye	Mr. Still	Aye
		Mr. Sylvester	Abstain

Comments:

- None

The Financial Reports for 2023 were accepted on a motion offered by Mr. Romano, seconded by Mrs. Michetti 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	Yes	Mr. Still	Absent
		Mr. Sylvester	Yes

Comments:

- None

**Financial Reports – 2023**

11:27 AM  
10/18/23  
Accrual Basis

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Net Position Utilized	0.00	119,889.00	-119,889.00	0.0%
Interest	10,582.93			
trustee passdown	3,380,000.00	4,480,000.00	-1,120,000.00	75.0%
<b>Total Income</b>	<b>3,370,582.93</b>	<b>4,599,889.00</b>	<b>-1,229,306.07</b>	<b>73.3%</b>
<b>Gross Profit</b>	<b>3,370,582.93</b>	<b>4,599,889.00</b>	<b>-1,229,306.07</b>	<b>73.3%</b>
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 - Administrative-S&W	129,914.07	180,000.00	-50,085.93	72.2%
B-14 - Operating-S&W	481,277.65	868,000.00	-186,722.35	72.0%
<b>Total Personnel Services</b>	<b>611,191.72</b>	<b>848,000.00</b>	<b>-236,808.28</b>	<b>72.1%</b>
<b>Employee Benefits</b>				
B-9 - Pension	114,081.31	110,000.00	4,081.31	103.7%
B-8 - Social Security	44,852.43	80,000.00	-15,137.57	74.8%
B-10 - Hosp				
Dental/Vision	3,787.29			
B-10 - Hosp - Other	184,373.32	220,000.00	-55,626.68	74.7%
<b>Total B-10 - Hosp</b>	<b>188,160.61</b>	<b>220,000.00</b>	<b>-51,839.39</b>	<b>76.4%</b>
B-11 - Disability Insurance	7,551.58	10,000.00	-2,448.42	75.5%
B-6 - Unemployment	5,651.49	7,000.00	-1,348.51	80.7%
<b>Total Employee Benefits</b>	<b>340,287.42</b>	<b>407,000.00</b>	<b>-66,712.58</b>	<b>83.6%</b>
<b>Administration Expenses</b>				
B-2 - Administrative-OE				
Influent Limit/PSS	-1,734.00			
B-2 - Administrative-OE - Other	34,848.57	40,000.00	-5,151.43	87.1%
<b>Total B-2 - Administrative-OE</b>	<b>33,112.57</b>	<b>40,000.00</b>	<b>-6,887.43</b>	<b>82.8%</b>
<b>Total Administration Expenses</b>	<b>33,112.57</b>	<b>40,000.00</b>	<b>-6,887.43</b>	<b>82.8%</b>
<b>Operations and Maintenance</b>				
B-3 - Legal	22,008.27	35,000.00	-12,991.73	62.9%
B-4 - Audit	25,308.25	20,000.00	5,308.25	126.5%
B-5 - Engineer	18,737.25	35,000.00	-18,262.75	47.8%
B-15 - Telephone	7,500.23	15,000.00	-7,499.77	50.0%
B-16 - Electric	345,829.86	500,000.00	-154,170.14	69.2%
B-17 - Propane/Fuel Oil	11,831.31	30,000.00	-18,168.69	39.4%
B-18 - Supplies/Chemicals	91,825.69	225,000.00	-133,374.31	40.7%
B-27 - Laboratory Supplies	4,003.89	8,000.00	-3,996.11	50.0%
B-13 - Office	16,678.07	30,000.00	-13,321.93	55.6%
B-31 - External Services	50,232.85	75,000.00	-24,767.15	67.0%
B-28 - Education/Training	13,130.00	15,000.00	-1,870.00	87.5%
B-25 - Laboratory Fees	14,934.81	20,000.00	-5,065.19	74.7%
B-19 - Maintenance/Repairs	181,293.64	200,000.00	-18,706.36	93.6%
B-20 - Insurance	143,067.00	135,000.00	8,067.00	106.0%
B-24 - NJDEP Fees	19,803.75	25,000.00	-5,196.25	79.2%
B-12 - Trustee Admin Fee	2,500.00	15,000.00	-12,440.00	17.1%
B-23 - Permit Appl/Compliance Fees	29,555.38	25,000.00	4,555.38	118.2%
B-21 - Equipment	55,678.08	70,000.00	-14,321.92	79.5%
B-26 - Sludge Disposal	579,276.80	1,095,370.00	-516,093.20	52.9%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	<b>1,631,040.93</b>	<b>2,588,370.00</b>	<b>-957,329.07</b>	<b>62.8%</b>
<b>Debt Service</b>				
Debt Svs - Principal Payment	54,814.91			
Debt Svs - Interest Payment	60,085.00			
Debt Service - Other	0.00	306,519.00	-306,519.00	0.0%
<b>Total Debt Service</b>	<b>114,899.91</b>	<b>306,519.00</b>	<b>-191,619.09</b>	<b>37.5%</b>
<b>Reserves</b>				
B-29 - Capital Improvement	0.00	200,000.00	-200,000.00	0.0%
B-30 - Renewal & Replacement	30,748.00	200,000.00	-169,252.00	15.4%
<b>Total Reserves</b>	<b>30,748.00</b>	<b>400,000.00</b>	<b>-369,252.00</b>	<b>7.7%</b>

11:27 AM  
 10/18/23  
 Accrual Basis

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Pension Reimbursement	-14,809.30			
Union Dues	-175.50			
<b>Total Expense</b>	<b>2,740,185.75</b>	<b>4,599,889.00</b>	<b>-1,853,693.25</b>	<b>59.7%</b>
<b>Net Ordinary Income</b>	<b>624,387.18</b>	<b>0.00</b>	<b>624,387.18</b>	<b>100.0%</b>
<b>Net Income</b>	<b>624,387.18</b>	<b>0.00</b>	<b>624,387.18</b>	<b>100.0%</b>

11:27 AM  
 10/18/23  
 Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
 As of September 30, 2023

	Sep 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,271,896.09
PR 3717 · Payroll Account TD - 3717	6,518.10
CI 5030 · Capital Improvement TD - 5030	1,243,536.54
Es 3226 · Escrow Account TD Bank - 3226	13,482.59
RR 1360 · Renewal & Replacement TD -1360	744,846.65
Petty Cash	278.74
<b>Total Checking/Savings</b>	<b>3,280,558.71</b>
Accounts Receivable	
1200 · Accounts Receivable	-80,000.01
<b>Total Accounts Receivable</b>	<b>-80,000.01</b>
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
<b>Total Other Current Assets</b>	<b>3,090,614.99</b>
<b>Total Current Assets</b>	<b>6,291,173.69</b>
<b>Fixed Assets</b>	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
<b>Total Fixed Assets</b>	<b>23,875,337.80</b>
<b>Other Assets</b>	
Def. Pension Outflows	329,952.00
<b>Total Other Assets</b>	<b>329,952.00</b>
<b>TOTAL ASSETS</b>	<b>30,496,463.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-44,758.98
<b>Total Accounts Payable</b>	<b>-44,758.98</b>
Other Current Liabilities	
NJIB Note Payable	9,205,333.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	-225.00
PERS - Contributions	147,736.00
PERS - Loans	139,604.93
PERS - Insurance	15,798.35
Union Dues	-1,172.41
Accrued Payroll Liabilities - Other	-48,448.76
<b>Total Accrued Payroll Liabilities</b>	<b>253,595.25</b>

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
 As of September 30, 2023

	Sep 30, 23
<b>Escrow Deposits Payable</b>	
30 Continental Drive - J Sassan	2,702.50
Matrix Mount Olive	-2,473.85
271 KH · 271 Kings Hwy - Adler WH	2,036.25
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
<b>Total Escrow Deposits Payable</b>	11,830.89
<b>Compensated Absenses Payable</b>	61,681.72
<b>Accrued Interest Payable</b>	58,090.70
<b>Accounts Payable - Pension</b>	-188,508.24
<b>Accrued Liabilities</b>	47,771.68
<b>Total Other Current Liabilities</b>	9,449,795.00
<b>Total Current Liabilities</b>	9,405,036.02
<b>Long Term Liabilities</b>	
<b>Net Pension Liability</b>	1,394,376.00
<b>Loans Payable</b>	2,145,402.38
<b>Def. Inflows of Resources</b>	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
<b>Total Def. Inflows of Resources</b>	1,001,542.00
<b>Total Long Term Liabilities</b>	4,541,320.38
<b>Total Liabilities</b>	13,946,356.40
<b>Equity</b>	
<b>Net Investment in Capital Asset</b>	22,689,413.56
<b>Restricted</b>	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
<b>B-29 Capital Improvements</b>	
PS Controls 1-5	13,340.00
365 PPE · Contract 365 Plant Process Eval	20,496.29
360 · Contract 360 HVAC & Roofs	
360 Leg · Contract 360 HVAC/Roofs - Legal	4,395.00
360 IB · Contract 360 HVAC/Roofs-NJIBank	7,404.15
360 PSS · Contract 360 HVAC Roofs PSS	75,578.67
<b>Total 360 · Contract 360 HVAC &amp; Roofs</b>	87,377.82
<b>Contract 295 - Tertiary Ttmt</b>	
295 PSS · Contract 295 TT - PS&S	1.25
295 IHC · Contract 295 TT - IHC	922.35
295 - Misc (Permit, Legal)	104.00
<b>Total Contract 295 - Tertiary Ttmt</b>	1,027.60
<b>Contract 300 Influent Screening</b>	
300 PSS · Contract 300 Infl Scr - PSS	4,045.27
300 Cop · Contract 300 Infl Scr - Coppola	304.05
300 - Misc (Permit, Legal)	-30,076.26
<b>Total Contract 300 Influent Screening</b>	-25,726.94

11:27 AM

10/18/23

Cash Basis

Musconetcong Sewerage Authority

Balance Sheet

As of September 30, 2023

	Sep 30, 23
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
	-173,014.91
<b>Total B-29 Capital Improvements</b>	<b>75,488.66</b>
<b>B-30 Renewal and Replacement</b>	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,975.60
<b>Total B-30 Renewal and Replacement</b>	<b>564,009.27</b>
<b>Operations</b>	<b>50,000.00</b>
<b>Total Restricted</b>	<b>768,729.93</b>
<b>Unrestricted</b>	
Designated	-107,978.00
Undesignated	835,952.10
<b>Total Unrestricted</b>	<b>727,974.10</b>
3000 · Opening Bal Equity	-5,510,851.57
32000 · Retained Earnings	-2,529,002.76
Net Income	403,843.83
<b>Total Equity</b>	<b>18,550,107.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,496,463.49</b>

The **Pending Vouchers** for October 19, 2023, were approved for payment on a motion offered by Mr. Romano, 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	Yes	Mr. Still	Absent
		Mr. Sylvester	Yes

Comments:

- None

**Musconetcong Sewerage Authority**  
Through October 19, 2023

	Name	Memo	Split	Amount
<b>OPERATING:</b>	Alfred DeFelice	2023 SDI Reimbursement	B-11 - Disability Inst	78.83
	Allan, Scott	2023 SDI Reimbursement	B-11 - Disability Inst	104.92
	Allmax Software, Inc.	Invoice 7496	B-25 - Laboratory Fe	1,890.00
	American Wear	Uniform Service 09.26.23-10.17.23	B-31 - External Servi	650.20
	Aqua Pro Tech Laboratorie	Invoice # 237112630	B-25 - Laboratory Fe	27.00
	Assoc. of Environmental A	2023 AEA Conference	B-28 - Education/Tr	4,105.00
	Barbato, Nicholas	2023 SDI Reimbursement	B-11 - Disability Inst	127.92
	Blue Diamond Disposal, In	Invoice 729904 - Monthly Trash Se	B-31 - External Servi	453.00
	Business Machine Technol	Invoices 2369077, 2369076, 2369075	B-31 - External Servi	1,002.10
	Cangiano, Andrew	2023 AEA Conference Stipend	B-2 - Administrative	700.00
	Cintas First Aid & Safety	Invoice 9241728051, Invoice # 517	B-31 - External Servi	276.54
	Cleary Giacobbe Alfieri Jac	Invoice 126045 - Through 09.30.20	B-3 - Legal	1,702.00
	Colabella, Robert	2023 SDI Reimbursement	B-11 - Disability Inst	104.92
	Daily Record	Invoice # 5943701	B-2 - Administrative	124.70
	DeFazio, Keith	2023 SDI Reimbursement	B-11 - Disability Inst	102.88
	Dell EMC	Invoice 757678154 - Office Manag	B-21 - Equipment	1,143.26
	E&G Exterminators	Invoice 618678 Quarterly Service (	B-31 - External Servi	230.00
	ERA	Invoice 33145	B-25 - Laboratory Fe	541.50
	Grainger	Invoice # 9852250142 & 98429566	B-19 - Maintenance,	303.82
	Grainger	Invoice # 9853726454	B-19 - Maintenance,	771.25
	Grogan, Michael	2023 AEA Conference Stipend	B-2 - Administrative	700.00
	JEM Industrial Services, Inc	Invoice 2183	B-18 - Supplies/Che	599.59
	Jesse Szczubelek	2023 SDI Reimbursement	B-11 - Disability Inst	77.89
	Jesse Szczubelek	2023 Vision Reimbursement	B-10 - Hosp	311.50
	Jilliam Martucci	2023 SDI Reimbursement	B-11 - Disability Inst	75.60
	Jilliam Martucci	2023 AEA Conference Stipend	B-2 - Administrative	700.00
	Jilliam Martucci	Dental, Vision, Mileage	B-2 - Administrative	504.00
	Kenvil Power Mower	Invoice 228095	B-19 - Maintenance,	76.78
	Law Offices of Patrick J. Dv	Invoice 1069 Legal Services 09.01.	B-3 - Legal	1,491.60
	Law Offices of Patrick J. Dv	Invoice 1071 Legal Services/Permi	B-23 - Permit Appl/C	231.00
	McMaster-Carr Supply Co.	Invoice 14860483	B-19 - Maintenance,	183.56
	McNeilly, Brian	2023 NJWEA Conference Stipend	B-2 - Administrative	700.00
	Michael Kunkel	2023 SDI Reimbursement	B-11 - Disability Inst	77.89
	Miller Energy	Invoice SINV1036864	B-21 - Equipment	3,737.15
	MJG Services	Invoice # 2023-90	B-26 - Sludge Dispo	3,190.00
	Netcong Hardware Co.	Sept-Oct 2023	B-18 - Supplies/Che	51.06
	New Jersey League of Mun	2023 NJLM Conference (Schilling,	B-2 - Administrative	210.00
	Niusene Oliveira Cleaning	Invoice 2303, 2304, 2305, 2306 /	B-31 - External Servi	2,200.00
	NJ Advance Media (Star Le	Invoice 10729212 - Customer # X	B-2 - Administrative	434.80
	NJ Herald	Invoice # 5891442 - 2022 Audit Syr	B-2 - Administrative	160.02
	NJWEA	Invoice E10468 - S. Allen TT Semin	B-28 - Education/Tr	387.00
	Office Concepts Group	Invoice 1145189-0	B-13 - Office	1,089.92
	One Call Concepts, Inc.	Invoice 3095445	B-2 - Administrative	90.09
	Passaic Valley Sewerage C	Invoice 522434 - Liquid Waste Acc	B-26 - Sludge Dispo	42,926.00
	Primo Hoagles	Invoice # 3545022 - Finance Com	B-2 - Administrative	178.93
	Process Equipment Sales i	Invoice 23277-01	B-19 - Maintenance,	9,084.39
	PS&S	Invoice # 163863 - NJPDES throug	B-23 - Permit Appl/C	508.75
	PS&S	Invoice # 163866 General Consulti	B-5 - Engineer	5,675.00



	Name	Memo	Split	Amount
	Pumping Service, Inc.	Invoice # 1139501	B-19 - Maintenance	1,016.88
	Quinn, Shane	2023 SDI Reimbursement	B-11 - Disability Inst	77.89
	Quinn, Shane	Mileage Reimbursement	B-2 - Administrative	216.54
	R-D Trucking	Invoice 4690 - Sludge Hauling - 08	B-26 - Sludge Dispo	53,657.50
	R-D Trucking	Invoice 4680 - Sludge Hauling - 08	B-26 - Sludge Dispo	50,635.00
	RingCentral	Invoice CD_000660318 - Service 0	B-15 - Telephone	314.88
	Romano, Thomas	2023 AEA Conference Stipend	B-2 - Administrative	700.00
	Schilling, James	2023 SDI Reimbursement	B-11 - Disability Inst	166.07
	Schilling, James	2023 AEA Conference Stipend	B-2 - Administrative	700.00
	Smart Water Inc.	Invoice 41888	B-31 - External Servi	650.00
	Solenis LLC	Invoice 132391568	B-18 - Supplies/Che	1,737.00
	State of New Jersey (DOL)	Year End: 12/2022 - EIN: 0-221-866	B-6 - Unemployment	95.54
	Thomas Carroll	2023 AEA Conference	B-2 - Administrative	700.00
	Tritec Office Equipment	Invoice 410 - Water Cooler	B-13 - Office	59.00
	USALCO	Invoice 20281093	B-18 - Supplies/Che	9,150.00
	Vince Barbato	2023 SDI Reimbursement	B-11 - Disability Inst	104.92
	Water Environment Federe	2023 Annual Memberships - Invoic	B-2 - Administrative	182.00
	Wielkocz & Company LLC	GASB Nos	B-4 - Audit	5,700.00
	Zep Sales & Service	Inv 9009030847	B-18 - Supplies/Che	339.95
			<b>TOTAL:</b>	<b>216,295.53</b>
<b>CAPITAL:</b>	Law Offices of Patrick J. Dv	Invoice 1082 Legal Services C360 (360 Leg - Contract 3		550.00
	PS&S	Invoice # 163060 - C300 PSS/NJIB 300 PSS - Contract 3		2,500.00
	PS&S	Invoice # 163865 C360/NJIB throug 360 IB - Contract 36		205.00
	PS&S	Invoice # 163864 C360/PSS throug 360 PSS - Contract 3		7,305.18
	PS&S	Invoice # 163862 C300/PSS throug 300 PSS - Contract 3		277.50
			<b>TOTAL:</b>	<b>10,837.68</b>
<b>ESCROW:</b>	Law Offices of Patrick J. Dv	Invoice 1070 - Esc: Matrix 09.05.23 Matrix Mount Olive		550.00
	PS&S	Invoice # 163867 Esc: Matrix throu Matrix Mount Olive		2,720.17
			<b>TOTAL:</b>	<b>3,270.17</b>
<b>RENEWAL &amp; REPLACEMENT:</b>	Municipal Maintenance Cc	Invoice 20800	B-30 - Renewal & Re	9,530.00
			<b>TOTAL:</b>	<b>9,530.00</b>
<b>PAYROLL:</b>	MSA Payroll	Payroll Processing 09.29.23	B-1, B-14	38,246.88
	MSA Payroll	Payroll Processing 10.13.23	B-1, B-14	33,854.31
			<b>TOTAL:</b>	<b>72,101.19</b>

	Name	Memo	Split	Amount
<b>ONLINE PYMTS &amp;</b>	Altice	Account # 07876-645020-01-5	B-15 - Telephone	294.45
<b>MANUAL CHECKS:</b>	American Water	Confirmation # 115079705	B-31 - External Servi	2,972.92
	Direct Energy	Account # 1573560, 1573562, 157	B-16 - Electric	21,312.74
	JCP&L	Confirmation # 100106392077	B-16 - Electric	5,701.98
	Intuit/Quickbooks	Order # 2000029150851	B-13 - Office	602.90
	Local 32	Union Dues 09.01.23-09.30.23	Accrued Payroll Li	351.00
	Lowe's	Reference # 2538409189	B-19 - Maintenance,	38.41
	NJ Division of Pensions & E	Reference # 26960297 - Monthly P	Accounts Payable -	7,742.82
	NJSHBP	Reference # 2760114 - 10.01.23-10	B-10 - Hosp	20,689.32
	Primepoint LLC	Invoice 584343 - 09.29.23	B-31 - External Servi	35.25
	Primepoint LLC	Invoice 586924 - 10.13.23	B-31 - External Servi	45.50
	Shell/WEX Fleet	Confirmation # 816910182023	B-17 - Propane/Fuel	435.07
	VALIC	Confirmation # 289467	Accrued Payroll Li	535.00
	VALIC	Confirmation # 292791	Accrued Payroll Li	535.00
	Verizon Wireless	Transaction ID 2722998911 08.02.	B-15 - Telephone	249.00
	Verizon Wireless	Transaction ID 2759894201 09.02.	B-15 - Telephone	249.00
			<b>TOTAL:</b>	<b>61,790.36</b>

The following **correspondence** for October 2023 was received and filed on a motion offered by Mr. Schwab, seconded by Mr. Riccardi and the affirmative all in favor vote of members present. 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	Aye	Mr. Still	Absent
		Mr. Sylvester	Aye

Comments:

- None

- **Correspondence:**

- A. Legal Advertisements: 2024 MSA Meeting Dates
- B. Legal Advertisements: PC24 Bid opening Advertisement
- C. NJIB: Final Payment requisition for Project No. S340384-09-SC (Contracts 295, 300, 305)
- D. BMT: PCR Report 10.05.2023
- E. Hawkins, Delafield & Wood: NJIB Financing, Escrow Closing
- F. NJIB: Construction Loan Accrued Interest Monthly Statement as of 09.30.2023
- G. MEL Annual Report for 2022/2023
- H. \*NJ DEP: Notice of Application of Freshwater Wetlands General Permit #24, Roxbury Township
- I. \*Law Offices of Patrick J. Dwyer, LLC: PFAS Litigation

**Monthly Reports:**

The Director's Report, The Office Manager's Report, Maintenance & Repairs Report for the month of October 2023 and Flow Data for the month of September 2023 were accepted on a motion offered by Mr. Romano and seconded by Mr. McNeilly and the affirmative all-in favor vote of members present. 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	Aye	Mr. Still	Absent
		Mr. Sylvester	Aye

Director's Report Comments:

- Chairman Rattner inquired about a clog referenced on the Maintenance Report. Mr. Schilling advised there was a blockage in the grit piping.
- Mr. Schilling advised that the semi-annual toxicity testing came back, limit is 31, MSA was at 100.

Office Manager's Report, Maintenance & Repairs Report, Flow Data Comments:

- None

The Engineer's Report for the month of October 2023 was accepted on a motion offered by Mr. Riccardi, seconded by Mrs. Michetti and the affirmative all-in favor of members present. 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	Aye	Mr. Still	Absent
		Mr. Sylvester	Aye

**Engineer's Report Comments:**

- Mr. Wancho advised The Board that he had met with Hazen & Sawyer to review the results of the Process Modeling, he will forward the report to The Board following an Engineer Committee meeting.
- Mr. Schilling advised that he and Mr. Wancho are meeting with representatives of Jefferson Township on 10.27.2023 for the initial meeting The Board had previously agreed to.
- Mr. Schwab asked Mr. Dwyer, Esq., if we should be setting up Escrow agreements? Mr. Dwyer, Esq. advised yes, we should be. Mr. Schwab suggested doing so with Jefferson Township following the 10.27.2023 meeting.
- Mrs. Michetti confirmed with Mr. Wancho that he received documentation she had forwarded last month, Mr. Wancho, PE confirmed he did.

**New Business:**

**Comments:**

- Mr. Schwab advised The Board on the Finance Committee meeting that was held, he stated that the Director has the plant operation under control. Debt Services are now being set up to be paid back, the committee is trying to minimize the impact on the member towns, we are looking at a 5-6% increase overall.
  - Mrs. Michetti asked when we expect to have the budget available, Mr. Schwab advised we expect to introduce the 2024 Budget at the November meeting.
- Chairman Rattner advised The Board that he attended a meeting with the Musconetcong River Management Council where the Executive Director and DEP Representative stated that the MSA was in the top 10 in the NJIB.

**Old Business:**

- None

**Closed Session:**

Motion made by Mr. Romano, seconded by Mr. Cangiano at 07:52pm to move into closed session to discuss professionals/personnel, accepted on 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	No	Mr. Still	Absent
		Mr. Sylvester	Yes

**Open Session:**

Motion made by Mr. Romano, seconded by Mr. Schindelar at 08:15pm to move into open session, the all-in favor Vote of members present. 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	Aye	Mr. Still	Absent
		Mr. Sylvester	Aye

Motion made by Mr. Sylvester, seconded by Mr. Romano for the Director to receive RFPs for Legal Counsel Services and accepted on 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	Yes	Mr. Still	Absent
		Mr. Sylvester	Yes

Comments:

- None

**Adjournment:**

Motion made by Mr. Romano, seconded by Mr. Schwab at 07:52pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:16pm. 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	Aye	Mr. Still	Absent
		Mr. Sylvester	Aye

Respectfully Submitted:  
Jilliam Martucci – Office Manager