

# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting  
December 21, 2023

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

Chairman Rattner 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: Brian McNeilly, Melanie Michetti, Steven Rattner, Anthony Riccardi, Thomas Romano, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Andrew Cangiano, Michael Grogan, Richard Schindelar

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

Others Absent: Thomas Carroll – QPA

### Attendance Roll Call:

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

Date/Time Call to Order: Thursday December 21, 2023 – 7:30PM  
Others Present: ~~Tom Carroll~~, Patrick Dwyer, Jim 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	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present
Regular Meeting Minutes – 11.21.2023 ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Aye	Motion Aye	Absent	Abstain	Aye	Second Aye
2023 Financials ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Absent	Second Yes	Yes	Yes
Pending Vouchers – 12.14.2023 ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Absent	Yes	Yes	Second Yes
Correspondence All IN FAVOR	Absent	Absent	Motion Aye	Second Aye	Aye	Aye	Aye	Absent	Aye	Aye	Aye
Directors Report, Maintenance & Repairs –12/2023 Flow Data – 11/2023 ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Second Aye	Aye	Absent	Motion Aye	Aye	Aye
Office Managers Report – 12/2023 ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Second Aye	Aye	Absent	Motion Aye	Aye	Aye
Engineers Report – 12/2023 ALL IN FAVOR	Absent	Absent	Second Aye	Aye	Aye	Aye	Motion Aye	Absent	Aye	Aye	Aye
<b>New Business:</b>											
Resolution # 23-52: 2024 Budget Adoption ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Absent	Second Yes	Yes	Yes
Closed Session: 08:04 PM ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Motion Aye	Aye	Absent	SecondAye	Aye	Aye
Open Session: 08:30 PM ALL IN FAVOR	Absent	Absent	Motion Aye	Aye	Aye	Aye	Second Aye	Absent	Aye	Aye	Aye
Motion for Counsel to Respond to DEP Comm. ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Second Yes	Absent	Yes	Yes	Motion Yes
Motion for One Water up to \$10,000.00 ROLL CALL	Absent	Absent	Motion Yes	Yes	Yes	Second Yes	Yes	Absent	Yes	Yes	Yes
Adjournment: 08:30 PM ALL IN FAVOR	Absent	Absent	Second Aye	Aye	Aye	Motion Aye	Aye	Absent	Aye	Aye	Aye

Chairman Rattner open and closed the meeting to the public.

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

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

Comments:

- None

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

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

Comments:

- Mr. Schwab advised The Board that some transfers will be needed to be done there will be a resolution on the agenda to do so on the next meeting.

11:40 AM  
12/13/23  
Accrual Basis

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

	Jan - Nov 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 trustee passdown	4,480,000.02	4,480,000.00	0.02	100.0%
<b>Total Income</b>	<b>4,480,582.95</b>	<b>4,599,889.00</b>	<b>-109,306.05</b>	<b>97.8%</b>
<b>Gross Profit</b>	<b>4,480,582.95</b>	<b>4,599,889.00</b>	<b>-109,306.05</b>	<b>97.8%</b>
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 - Administrative-S&W	157,383.85	180,000.00	-22,606.05	87.4%
B-14 - Operating-S&W	580,654.07	688,000.00	-87,345.93	86.9%
<b>Total Personnel Services</b>	<b>738,048.02</b>	<b>848,000.00</b>	<b>-109,951.98</b>	<b>87.0%</b>
<b>Employee Benefits</b>				
B-9 - Pension	114,061.31	110,000.00	4,061.31	103.7%
B-8 - Social Security	54,212.01	60,000.00	-5,787.99	90.4%
B-10 - Hosp	5,288.73			
Dental/Vision	200,772.74	220,000.00	-19,227.26	91.3%
B-10 - Hosp - Other				
<b>Total B-10 - Hosp</b>	<b>206,061.47</b>	<b>220,000.00</b>	<b>-13,938.53</b>	<b>93.7%</b>
B-11 - Disability Insurance	7,627.49	10,000.00	-2,372.51	79.3%
B-6 - Unemployment	5,666.54	7,000.00	-1,333.46	81.0%
<b>Total Employee Benefits</b>	<b>387,928.82</b>	<b>407,000.00</b>	<b>-19,071.18</b>	<b>95.3%</b>
<b>Administration Expenses</b>				
B-2 - Administrative-OE				
Influent Limb/PSS	-1,734.00			
B-2 - Administrative-OE - Other	46,773.58	40,000.00	6,773.58	116.9%
<b>Total B-2 - Administrative-OE</b>	<b>45,039.58</b>	<b>40,000.00</b>	<b>5,039.58</b>	<b>112.6%</b>
<b>Total Administration Expenses</b>	<b>45,039.58</b>	<b>40,000.00</b>	<b>5,039.58</b>	<b>112.6%</b>
<b>Operations and Maintenance</b>				
B-3 - Legal	30,215.37	35,000.00	-4,784.63	86.3%
B-4 - Audit	35,350.00	20,000.00	15,350.00	176.8%
B-5 - Engineer				
NJPDES Permit	5,328.92	35,000.00	-10,671.08	70.3%
B-5 - Engineer - Other	24,606.50			
<b>Total B-5 - Engineer</b>	<b>29,935.42</b>	<b>35,000.00</b>	<b>-5,064.58</b>	<b>85.5%</b>
B-16 - Telephone	9,288.37	15,000.00	-5,711.63	61.9%
B-16 - Electric	398,024.27	500,000.00	-101,975.73	79.8%
B-17 - Propane/Fuel Oil	12,543.17	30,000.00	-17,456.83	41.8%
B-18 - Supplies/Chemicals	116,819.28	225,000.00	-108,180.72	51.9%
B-27 - Laboratory Supplies	5,343.08	8,000.00	-2,656.92	66.8%
B-13 - Office	23,620.80	30,000.00	-6,379.20	78.7%
B-31 - External Services	61,582.67	75,000.00	-13,417.33	82.1%
B-28 - Education/Training	13,157.00	15,000.00	-1,843.00	87.7%
B-25 - Laboratory Fees	16,758.41	20,000.00	-3,241.59	86.8%
B-19 - Maintenance/Repairs	198,641.76	200,000.00	-1,358.24	99.4%
B-20 - Insurance	143,057.00	135,000.00	8,057.00	106.0%
B-24 - NJDEP Fees	19,893.75	25,000.00	-5,106.25	79.2%
B-12 - Trustee Admin Fee	2,560.00	15,000.00	-12,440.00	17.1%
B-23 - Permit Appl/Compliance Fees	27,113.68	25,000.00	2,113.68	106.5%
B-21 - Equipment	60,558.49	70,000.00	-9,441.51	86.5%
B-26 - Sludge Disposal	820,983.40	1,095,375.00	-274,391.60	74.9%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	<b>2,028,235.79</b>	<b>2,598,370.00</b>	<b>-570,134.21</b>	<b>78.1%</b>
<b>Debt Service</b>				
Debt Svs - Principal Payment	54,814.91			
Debt Svs - Interest Payment	60,065.00			
Debt Service - Other	0.00	308,519.00	-308,519.00	0.0%
<b>Total Debt Service</b>	<b>114,879.91</b>	<b>308,519.00</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%

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11:40 AM  
12/13/23  
Accrual Basis

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

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
<b>B-30 - Renewal &amp; Replacement</b>	<b>30,748.00</b>	<b>200,000.00</b>	<b>-169,252.00</b>	<b>15.4%</b>
<b>Total Reserves</b>	<b>30,748.00</b>	<b>400,000.00</b>	<b>-369,252.00</b>	<b>7.7%</b>
Pension Reimbursement	-14,909.30			
Union Dues	-175.50			
<b>Total Expense</b>	<b>3,320,815.32</b>	<b>4,599,889.00</b>	<b>-1,279,073.68</b>	<b>72.4%</b>
<b>Net Ordinary Income</b>	<b>1,160,767.63</b>	<b>0.00</b>	<b>1,160,767.63</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
Other Income	17,379.79			
Short Term Disability Reimburse				
<b>Total Other Income</b>	<b>17,379.79</b>			
<b>Net Other Income</b>	<b>17,379.79</b>			
<b>Net Income</b>	<b>1,178,147.42</b>	<b>0.00</b>	<b>1,178,147.42</b>	<b>100.0%</b>

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Musconetcong Sewerage Authority  
Balance Sheet  
As of November 30, 2023

	Nov 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
OA 8169 - Operating Acct TD - 8169	1,618,205.00
PR 3717 - Payroll Account TD - 3717	4,428.84
CI 5030 - "CLOSED" Capital Account - 5030	1,114,539.13
Es 3226 - Escrow Account TD Bank - 3226	14,527.55
RR 1360 - Renewal & Replacement TD -1360	785,316.65
Petty Cash	278.74
<b>Total Checking/Savings</b>	<b>3,537,296.73</b>
Accounts Receivable	
1200 - Accounts Receivable	-80,000.02
<b>Total Accounts Receivable</b>	<b>-80,000.02</b>
<b>Other Current Assets</b>	
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>6,547,910.70</b>
<b>Fixed Assets</b>	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.52
Land	566,700.00
<b>Total Fixed Assets</b>	<b>23,875,337.60</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>30,763,200.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	-45,458.98
<b>Total Accounts Payable</b>	<b>-45,458.98</b>
<b>Other Current Liabilities</b>	
NJIB Note Payable	9,239,577.00
<b>Accrued Payroll Liabilities</b>	
Garnishment	302.14
VALIC	-225.00
PERS - Contributions	156,262.68
PERS - Loans	149,480.77
PERS - Insurance	16,339.91
Union Dues	-1,172.41
Accrued Payroll Liabilities - Other	-48,448.75
<b>Total Accrued Payroll Liabilities</b>	<b>268,539.33</b>

Musconetcong Sewerage Authority  
Balance Sheet  
As of November 30, 2023

	Nov 30, 23
<b>Escrow Deposits Payable</b>	
30 Continental Drive - J Sassan	2,511.25
Matrix Mount Olive	5,450.98
271 KH - 271 Kings Hwy - Adler WH	2,036.25
49 - Bank Street Crown Walk Urban Re	1,825.00
34 - Bnk Street Urban Renewal LLC	12.00
QC - QuickChek Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Villages at Roxbury	965.00
Crownpoint Multifamily Project	904.20
Escrow Deposits Payable - Other	5,548.49
<b>Total Escrow Deposits Payable</b>	<b>19,594.47</b>
<b>Compensated Absences Payable</b>	
Accrued Interest Payable	61,681.72
Accounts Payable - Pension	58,060.70
Accrued Liabilities	-203,452.32
<b>Total Other Current Liabilities</b>	<b>47,771.68</b>
<b>Total Current Liabilities</b>	<b>9,491,802.58</b>
<b>Long Term Liabilities</b>	
Net Pension Liability	1,394,376.00
Loans Payable	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>	<b>1,001,542.00</b>
<b>Total Long Term Liabilities</b>	<b>4,541,320.38</b>
<b>Total Liabilities</b>	<b>13,987,663.98</b>
<b>Equity</b>	
Net Investment in Capital Asset	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-S	13,340.00
365 PPE - Contract 365 Plant Process Eval	16,771.89
360 - Contract 360 HVAC & Roofs	
360 BR - Contract 360 HVAC/Roofs - BR	1,809,822.50
360 Leg - Contract 360 HVAC/Roofs - Legal	3,772.40
360 IB - Contract 360 HVAC/Roofs-ILIBank	7,159.15
360 PSS - Contract 360 HVAC Roofs PSS	57,812.24
<b>Total 360 - Contract 360 HVAC &amp; Roofs</b>	<b>1,878,606.29</b>
Contract 296 - Tertiary Tmt	
296 PSS - Contract 296 TT - PS&S	1.25
296 IHC - Contract 296 TT - IHC	922.35
296 - Misc (Permit, Legal)	104.00
<b>Total Contract 296 - Tertiary Tmt</b>	<b>1,027.60</b>
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
<b>Total Contract 300 Influent Screening</b>	<b>2,396.84</b>

11:39 AM  
 12/13/23  
 Cash Basis

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

	Nov 30, 23
350 - Contract 350 - PCSIU	241.25
325 - Contract 325 - SC 3&4	11,094.10
330 - Contract 330 GT 1	9,776.65
310 - Contract 310 Phase III Air Perm	1,460.92
Telecommunications Project	4,780.00
305 - Contract 305 NJIB Application	48.82
285 - Contract 285 - SC #1 & 2	93,801.49
270 - Contract 270 Thickeners	8,843.08
280 - Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	-204,759.17
<b>Total B-29 Capital Improvements</b>	<b>1,859,352.25</b>
<b>B-30 Renewal and Replacement</b>	
335 - Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,979.60
<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>2,552,613.52</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	-7,507,976.57
32000 - Retained Earnings	-2,529,002.76
Net Income	832,514.67
<b>Total Equity</b>	<b>16,785,536.52</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,753,200.50</b>

The **Pending Vouchers** for December 14, 2023, were approved for payment on a motion offered by Mr. Romano, seconded by Mr. Sylvester and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- Mr. Schilling asked The Board for directive on how we will handle certain payments issued going forward.
  - Mr. Schwab advised The Board that there was fraud on one of the MSA bank accounts, details of the situation were provided to The Board as to what transpired.  
There have been several different recommendations as to how to proceed going forward, the first being Positive Pay Program through TD Bank. Additionally checks exceeding \$25,000.00 will be sent with tracking. Any vendor that a check can be hand delivered to via pick up at the MSA or local delivery we will do so.  
Office Manager, Jilliam Martucci advised The Board on the steps of involving Positive Pay as well as the details and information we have to date on the fraud case. Detectives at Mount Olive PD are involved and handling the case working alongside TD Bank.
  - Vice Chairman Sylvester suggested that all bills be paid via ACH and checks no longer be written.
  - Mr. Schilling stated that these are all recommendations and that it was his understanding the Finance Committee would meet again and make the final determination on how to proceed.
- Credit checks are being issued to the member towns.

**Musconetcong Sewerage Authority**  
Through December 14, 2023

	Name	Memo	Split	Amount
<b>OPERATING:</b>	Alfred DeFelice	Wastewater Course Reimbursement	B-28 - Education/Trai	727.00
	Alfred DeFelice	S2 Application Fee & Wastewater Tr	B-28 - Education/Trai	174.00
	Alfred DeFelice	S1 License Exam Completion	B-28 - Education/Trai	300.00
	Alfred DeFelice	2023 Dental Reimbursement	Dental/Vision	677.00
	American Wear	Uniform Service 11.21.2023-12.12.2	B-31 - External Servio	650.20
	Aqua Pro-Tech Laboratories	Invoice 237116812, 237116762, 231	B-25 - Laboratory Fee	121.00
	Barbato, Nicholas	2023 Dental Reimbursement	Dental/Vision	200.00
	Blue Diamond Disposal, Inc.	Invoice 746925 - Monthly Trash Sen	B-31 - External Servio	453.00
	Borough of Hopatcong	2021 Annual User Credit	Due to Municipalities	29,113.00
	Borough of Mount Arlington	2021 Annual User Credit	Due to Municipalities	16,565.00
	Borough of Netcong	2021 Annual User Credit	Due to Municipalities	22,688.00
	Borough of Stanhope	2021 Annual User Credit	Due to Municipalities	27,083.00
	Business Machine Technolog	Invoices 2369077, 2369076, 236907	B-31 - External Servio	1,002.10
	DeFazio, Keith	2023 Dental Reimbursement	Dental/Vision	404.50
	Fisher Scientific	Invoice 8099149, 8061203, 8026311	B-27 - Laboratory Sup	977.46
	Fisher Scientific	Invoice A32699666	B-27 - Laboratory Sup	1,339.19
	Gannett New Jersey Newspe	Invoice 9364743 PC24 Bid Ad & 936	B-2 - Administrative-C	143.32
	Kahant Electrical Supply	Invoice 1050753-00, 1050791-00	-19 - Maintenance/Re	175.70
	Law Offices of Patrick J. Dwy	Invoice 1131 Permit Litigation throu	B-23 - Permit Appl/Co	55.00
	Law Offices of Patrick J. Dwy	Invoice 1109 Legal Services Through	B-3 - Legal	2,790.00
	Michael Kunkel	2023 Vision Reimbursement	Dental/Vision	685.00
	Mount Olive Bagels	Invoice 569852 - Suburban Consultin	B-2 - Administrative-C	84.49
	Netcong Hardware Co.	October/November Statement	B-18 - Supplies/Chem	139.33
	Niuseira Oliveira Cleaning Co	Invoice 2307 (October, November, I	B-31 - External Servio	800.00
	NJ/MVC	Account # OL236910 - 2024 Annual	B-2 - Administrative-C	150.00
	Office Concepts Group	Invoice 1153193-0, 1153193-1, 115	B-13 Office	1,124.29
	One Call Concepts, Inc.	Invoice 3105446 & 3115446	B-2 - Administrative-C	191.62
	Passaic Valley Sewerage Com	Invoice 522676 - Liquid Waste Acces	B-26 - Sludge Disposa	34,912.80
	Primo Hoagies	Invoice # 386522 - 2023 Q4 Safety	B-2 - Administrative-C	225.93
	PS&S	Invoice # 164644 - General Engineer	B-5 - Engineer	863.75
	Quinn, Shane	2023 Boot Reimbursement	B-18 - Supplies/Chem	74.98
	R-D Trucking	Invoice 4729 - Sludge Hauling - 10.3	B-26 - Sludge Disposa	43,836.00
	RingCentral	Invoice CD_000696047 - Service 11.	B-15 - Telephone	317.17
	Roxbury Twp. Water Dept.	Invoice # 9318-0 & 8250-0	B-31 - External Servio	134.94
	Sa's Pizza	Invoice 26994, 52701	B-2 - Administrative-C	447.00
	Suburban Consulting Enginee	Invoice 69968 - 10.14.23-11.17.23	B-5 - Engineer	328.81
	Thomas Carroll	2023 AEA Conference Stipend	B-2 - Administrative-C	700.00
	Township of Byram	2021 Annual User Credit	Due to Municipalities	5,092.00
	Township of Mount Olive	2021 Annual User Credit	Due to Municipalities	76,950.00
	Township of Roxbury	2021 Annual User Credit	Due to Municipalities	38,500.00
	Tritec Office Equipment	Invoice 82771 & 579	B-13 Office	161.60
	USALCO	Invoice 20283983	B-18 - Supplies/Chem	9,141.52
	UV Sales	Invoice 3162	B-18 - Supplies/Chem	3,894.93
	Vince Barbato	2023 Vision Reimbursement	Dental/Vision	707.64
			<b>TOTAL:</b>	<b>325,102.27</b>

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	Name	Memo	Split	Amount
<b>CAPITAL:</b>	Badger Roofing Company, Inc	C360 Pay App 2	360 BR - Contract 360	782,360.17
	PS&S	Invoice # 164642 - C360 PSS NJIB Th	360 IB - Contract 360	673.16
	PS&S	Invoice # 164641 - C360 Through 11	360 PSS - Contract 36	14,876.34
	PS&S	Invoice # 164643 - PPE Through 11.1	365 PPE - Contract 36	563.25
		<b>TOTAL:</b>	<b>798,473.42</b>	
<b>ESCROW:</b>	Law Offices of Patrick J. Dwy	Invoice 1110 Matrix Through 11/20;	Matrix Mount Olive	380.60
	PS&S	Invoice # 164640 - Matrix Through 1	Matrix Mount Olive	3,607.84
		<b>TOTAL:</b>	<b>3,988.44</b>	
<b>PAYROLL:</b>	MSA Payroll	Payroll Processing 11.22.2023	B-1, B-14	33,961.88
	MSA Payroll	Payroll Processing 12.08.2023	B-1, B-14	35,242.78
		<b>TOTAL:</b>	<b>69,204.66</b>	
<b>RENEWAL &amp; REPLACEMENT:</b>			<b>TOTAL:</b>	<b>0.00</b>
<b>MANUAL CHECKS &amp; ONLINE PYMTS:</b>	Alice	Payment ID 905840403	B-15 - Telephone	315.00
	Badger Roofing	C360 Pay App 1 - (RE-ISSUE/FRAUD)	360 BR - Contract 360	187,302.50
	American Water	Confirmation # 1219691681	B-31 - External Servio	2,292.07
	Direct Energy	Confirmation # 2662475, 2662476,	B-16 - Electric	3,911.17
	Direct Energy	Confirmation # 2666143	B-16 - Electric	23,831.95
	First Energy/JCP&L	Confirmation # 102139464	B-16 - Electric	8,195.49
	Local 32	Ck # 10060 - 11/2023 Union Dues	Accrued Payroll Liab	351.00
	Lowe's	Reference # 2596551454	B-19 - Maintenance/P	401.67
	NJ Division of Pensions & Ben	Reference # 32401236	Accounts Payable - Pe	7,472.04
	NJ Division of Pensions & Ben	Reference # 34621820 - 2023 Q4 IR	Accounts Payable - Pe	9,580.08
	NISHBP	Reference # 34510632	B-10 - Hosp	20,689.32
	Primepoint	Invoice 592343 - Processing 11.22.2	B-31 - External Servio	33.00
	Primepoint	Invoice 594244 - Processing 12.08.2	B-31 - External Servio	45.50
	Valic	Confirmation 300210 - Processing 1.	Accrued Payroll Liab	535.00
	Valic	Confirmation 303006 - Processing 1.	Accrued Payroll Liab	535.00
	Verizon Wireless	Transaction ID 2877412391	B-15 - Telephone	249.72
			<b>TOTAL:</b>	<b>265,740.51</b>

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

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

**Comments:**

- B: Chairman Rattner does not show what the rate is.
- E: Mr. Schilling stated there is a 17% increase with no dividend return.

- **Correspondence:**

- NJIB: Construction Loan Accrued Interest Monthly Statement 11.30.2023
- NJWB: Project Number: S340384-09, Wastewater Treatment Plant Improvements, Long-Term WIFIA Loan Exhibits A, B, C Finalized
- MEL/JIF: Banking Best Practices
- \*Hawkins, Delafield & Wood LLP: MSA, NJIB Permanent Loan – Influent/Effluent Screens Project
- \*NJUA Joint Insurance Fund: 2024 First Installment Payment due 01.15.2024

**Monthly Reports:**

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

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

**Director's Report Comments:**

- Mr. Schilling advised The Board on the impact the recent rain has had on the MSA.
  - The contracts require the MSA to notify member towns should they reach their 80% flow mark.
- Mr. Schilling and Mr. Wancho had a meeting with Jim Cosgrove which will be discussed in Closed Session.
- Also advise The Board that both the Finance and Engineer Committees will meet again in the New Year.
- Mr. Schwab inquired about the Aeration Replacement, and asked if it is possible to recondition the units.
  - Mr. Schilling advised that the original company has been bought out and there have been a lot of communication issues, he and Mr. Wancho have been trying to locate another company, waiting on pricing from another company currently.
  - Mrs. Michetti asked if they can be done one or two at a time. Mr. Schilling responded with the details and history on the units throughout plant one and two and advised that yes, they can be done one or two at a time.

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

- None



The Engineer's Report for the month of December 2023 was accepted on a motion offered by Mr. Romano, seconded by Mr. McNeilly and the affirmative all-in favor of members present. All In Favor:

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

Engineer's Report Comments:

- Chairman Rattner asked if there is an inspector on site with Matrix. Mr. Wancho responded that they advise us when they will be working near our lines, and we have someone on site.

**New Business:**

Resolution No. 23-52 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	Absent	Mr. Riccardi	Yes
Mr. Grogan	Absent	Mr. Romano	Yes
Mr. McNeilly	Yes	Mr. Schindelar	Absent
Mrs. Michetti	Yes	Mr. Schwab	Yes
Chairman Rattner	Yes	Mr. Still	Yes
		Mr. Sylvester	Yes

\*See attached resolution

Comments:

- None

**New Business Continued:**

Comments:

- Mr. Schwab advised The Board that he was established as the administrator via resolution at some point, there was discussion among The Board regarding adding a secondary administrator to the TD Bank Accounts for housekeeping purposes, this will be on the agenda at the 2024 Annual Re-Organization meeting in February.

**Old Business:**

- Vice Chairman Sylvester advised that he, Mr. Schwab and Mrs. Michetti met regarding the RFP for Counsel and that everything will be reviewed and distributed for review. They hope to have this available for the January meeting.
- Mrs. Michetti advised that Roxbury Township would like to offer a presentation to The Board regarding PFOS at the January or February meeting, it was determined that the January meeting would be best seeing as February is Annual Re-organization meeting.

**Closed Session:**

Motion made by Mr. Riccardi, seconded by Mr. Schwab at 08:04pm to move into closed session to discuss Permit Litigation, accepted on the affirmative Roll Call vote of members present. Roll Call Vote:

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

**Open Session:**

Motion made by Mr. McNeilly, seconded by Mr. Romano at 08:30pm to move into open session, the all-in favor Vote of members present. All In Favor Vote:

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

Motion made by Mr. Sylvester, seconded by Mr. Romano for Counsel to file a response to DEP Commissioner regarding Nitrate Litigation and accepted on the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Motion made by Mr. McNeilly, seconded by Mr. Riccardi for preliminary Monte Carlo Study to be conducted by One Water Consulting for up to \$10,000.00 and accepted on the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

**Adjournment:**

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

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

Respectfully Submitted:  
Jilliam Martucci – Office Manager

# Resolution 23-52    Adopted 2024 Budget Resolution

## Musconetcong Sewerage Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Musconetcong Sewerage Authority at its open public meeting of December 21, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$4,715,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$4,841,593.00, and Total Unrestricted Net Position utilized of \$126,593.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$585,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Musconetcong Sewerage Authority at an open public meeting held on December 21, 2023 that the Annual Budget and Capital Budget/Program of the Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
 \_\_\_\_\_  
 (Secretary's Signature)

12-21-2023  
 (Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Cangiano				✓
Grogan				✓
McNeilly	✓			
Michetti	✓			
Rattner	✓			
Riccardi	✓			
Romano	✓			
Schindelar				✓
Schwab	✓			
Still	✓			
Sylvester	✓			