

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
July 25, 2024

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

Chairman Rattner called the meeting to order at 7:30pm. 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, Richard Schindelar, Elmer Still, Jack Sylvester

Members Absent: Erik Bradley, Thomas Romano, Joseph Schwab

Others Present: Brad Carney, Esq., Thomas Carroll – QPA, Sean Sauder – PS&S, James Schilling – Executive Director,

Others Absent: Diane Alexander, Esq., Jilliam Martucci – Office Manager, James Wancho – PE

Attendance Roll Call:

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

Date/Time Call to Order: Thursday July 25, 2024 – 7:30PM
Others Present: Brad Carney, Tom Carroll, Sean Sauder, James Schilling

Motion / Resolution	Bradley	Cangiano	Grogan	McNeilly	Michetti	Rattner	Riccardi	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Present	Present
Regular Meeting Minutes: 06.27.2024 ALL IN FAVOR	Absent	aye	aye	aye	moved	aye	abstain	Absent	aye	Absent	Abstain	second
2023 Financials ROLL CALL	Absent	yes	yes	yes	moved	yes	second	Absent	yes	Absent	yes	yes
2024 Financials ROLL CALL	Absent	yes	yes	yes	moved	yes	second	Absent	yes	Absent	yes	yes
Pending Vouchers July 16, 2024 ROLL CALL	Absent	yes	yes	yes	yes	yes	yes	Absent	second	Absent	moved	yes
Correspondence ALL IN FAVOR	Absent	moved	aye	second	aye	aye	aye	Absent	aye	Absent	aye	aye
Directors Report, Maintenance & Repairs – 07/2024 Flow Data– June 2024 ALL IN FAVOR	Absent	aye	aye	moved	aye	aye	aye	Absent	second	Absent	aye	aye
Office Managers Report – 07/2024 ALL IN FAVOR	Absent	aye	aye	moved	second	aye	aye	Absent	aye	Absent	aye	aye
Engineers Report – 07/2024 ALL IN FAVOR	Absent	aye	aye	aye	aye	aye	second	Absent	moved	Absent	aye	aye
New Business:										Absent		
Motion to hire an Operator and a Mechanic ALL IN FAVOR	Absent	yes	yes	second	yes	yes	yes	Absent	yes	Absent	yes	moved
Old Business:										Absent		
Adjournment: 8:00 PM ALL IN FAVOR	Absent	aye	aye	second	aye	aye	aye	Absent	moved	Absent	aye	aye

Chairman Rattner opened and closed the meeting to the public.

The "Regular" meeting minutes of June 27, 2024, accepted on a motion offered by Mrs. Michetti, seconded by Mr. Sylvester and the affirmative All in Favor vote of members present. All In Favor:

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

Comments:

- None

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

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

Comments:

- None

Financial Reports – 2023

10:50 AM

07/15/24

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	114,300.00	-238.69	99.8%
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	226,200.00	-7,383.30	96.7%
Total B-10 · Hosp	226,094.57	226,200.00	-105.43	100.0%
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	417,500.00	-4,673.76	98.9%
Administration Expenses				
B-2 · Administrative-OE				
Influent Limit/PSS	-1,734.00			
B-2 · Administrative-OE - Other	50,001.57	49,100.00	901.57	101.8%
Total B-2 · Administrative-OE	48,267.57	49,100.00	-832.43	98.3%
Total Administration Expenses	48,267.57	49,100.00	-832.43	98.3%
Operations and Maintenance				
B-33 · IT & Cyber Security	1,002.10			
B-3 · Legal	37,870.87	35,000.00	2,870.87	108.2%
B-4 · Audit	35,350.00	36,000.00	-650.00	98.2%
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	146,560.03	225,000.00	-78,439.97	65.1%
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	69,686.33	75,000.00	-5,313.67	92.9%
B-28 · Education/Training	13,631.00	15,000.00	-1,369.00	90.9%
B-25 · Laboratory Fees	34,453.05	35,000.00	-546.95	98.4%
B-19 · Maintenance/Repairs	199,593.47	200,000.00	-406.53	99.8%
B-20 · Insurance	143,057.00	143,400.00	-343.00	99.8%
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	31,500.00	-291.92	99.1%
B-21 · Equipment	61,956.49	70,000.00	-8,043.51	88.5%
B-26 · Sludge Disposal	1,014,046.10	1,030,370.00	-16,323.90	98.4%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	2,369,429.59	2,579,270.00	-209,840.41	91.9%
Debt Service				
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%
Total Debt Service	114,899.91	306,519.00	-191,619.09	37.5%
Reserves				

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
B-29 · Capital Improvement	0.00	200,000.00	-200,000.00	0.0%
B-30 · Renewal & Replacement	83,658.00	200,000.00	-116,342.00	41.8%
Total Reserves	83,658.00	400,000.00	-316,342.00	20.9%
Pension Reimbursement	-22,652.12			
Union Dues	-175.50			
Total Expense	3,810,144.39	4,600,389.00	-790,244.61	82.8%
Net Ordinary Income	680,438.56	-500.00	680,938.56	-136,087.7%
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	700,124.96	-500.00	700,624.96	-140,025.0%

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	1,106,424.81
PR 3717 · Payroll Account TD - 3717	50,483.95
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	2,282,108.97
Accounts Receivable	
1200 · Accounts Receivable	-0.02
Total Accounts Receivable	-0.02
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	5,372,723.94
Fixed Assets	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
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	29,578,013.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	200,560.89
Total Accounts Payable	200,560.89
Other Current Liabilities	
NJIB Note Payable	9,239,577.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	310.00
PERS - Contributions	160,317.11
PERS - Loans	148,057.09
PERS - Insurance	16,596.76
Union Dues	-1,191.91
Accrued Payroll Liabilities - Other	-48,448.76
Total Accrued Payroll Liabilities	275,942.43

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 07/15/24
 Cash Basis

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	-183.50
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
Total Escrow Deposits Payable	13,929.99
Due to Municipalities	-215,991.00
Compensated Absences 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	9,262,343.68
Total Current Liabilities	9,462,904.57
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	14,004,224.95
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	1,027,462.33
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	1,069,819.68
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

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 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
	-283,817.77
Total B-29 Capital Improvements	966,535.00
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,975.60
Total B-30 Renewal and Replacement	564,009.27
Operations	50,000.00
Total Restricted	1,659,796.27
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
Total Unrestricted	727,974.10
3000 · Opening Bal Equity	-7,507,976.57
32000 · Retained Earnings	-2,679,002.76
Net Income	683,584.19
Total Equity	15,573,788.79
TOTAL LIABILITIES & EQUITY	29,578,013.74

The Financial Reports for 2024 were accepted on a motion offered by Mrs. Michetti, seconded by Mr. Riccardi and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Financial Reports – 2024

10:50 AM
07/15/24
Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	126,593.00	-126,593.00	0.0%
Interest	39,521.08			
trustee passdown	2,325,873.50	4,715,000.00	-2,389,126.50	49.3%
Total Income	2,365,394.58	4,841,593.00	-2,476,198.42	48.9%
Gross Profit	2,365,394.58	4,841,593.00	-2,476,198.42	48.9%
Expense				
Personnel Services				
B-1 · Administrative-S&W	95,871.89	185,000.00	-89,128.11	51.8%
B-14 · Operating-S&W	301,963.55	668,000.00	-366,036.45	45.2%
Total Personnel Services	397,835.44	853,000.00	-455,164.56	46.6%
Employee Benefits				
B-9 · Pension	115,201.00	120,000.00	-4,799.00	96.0%
B-8 · Social Security	29,201.03	66,000.00	-36,798.97	44.2%
B-10 · Hosp				
Dental/Vision	1,789.06			
B-10 · Hosp - Other	116,223.48	230,000.00	-113,776.52	50.5%
Total B-10 · Hosp	118,012.54	230,000.00	-111,987.46	51.3%
B-11 · Disability Insurance	4,893.09	10,000.00	-5,106.91	48.9%
B-6 · Unemployment	4,926.62	7,000.00	-2,073.38	70.4%
Total Employee Benefits	272,234.28	433,000.00	-160,765.72	62.9%
Administration Expenses				
B-2 · Administrative-OE				
Influent Limit/PSS	256.25			
B-2 · Administrative-OE - Other	19,270.27	40,000.00	-20,729.73	48.2%
Total B-2 · Administrative-OE	19,526.52	40,000.00	-20,473.48	48.8%
Total Administration Expenses	19,526.52	40,000.00	-20,473.48	48.8%
Operations and Maintenance				
B-33 · IT & Cyber Security	14,417.45	27,000.00	-12,582.55	53.4%
B-3 · Legal	9,412.94	35,000.00	-25,587.06	26.9%
B-4 · Audit	10,000.00	20,000.00	-10,000.00	50.0%
B-5 · Engineer				
NJPDDES Permit	370.00			
B-5 · Engineer - Other	14,726.88	35,000.00	-20,273.12	42.1%
Total B-5 · Engineer	15,096.88	35,000.00	-19,903.12	43.1%
B-15 · Telephone	5,353.04	15,000.00	-9,646.96	35.7%
B-16 · Electric	199,473.73	550,000.00	-350,526.27	36.3%
B-17 · Propane/Fuel Oil	8,736.28	15,000.00	-6,263.72	58.2%
B-18 · Supplies/Chemicals	84,507.94	225,000.00	-140,492.06	37.6%
B-27 · Laboratory Supplies	2,617.90	8,000.00	-5,382.10	32.7%
B-13 · Office	8,123.71	30,000.00	-21,876.29	27.1%
B-31 · External Services	49,566.65	75,000.00	-25,433.35	66.1%
B-28 · Education/Training	11,450.61	18,000.00	-6,549.39	63.6%
B-25 · Laboratory Fees	4,980.00	20,000.00	-15,020.00	24.9%
B-19 · Maintenance/Repairs	66,703.88	200,000.00	-133,296.12	33.4%
B-20 · Insurance	167,071.00	145,000.00	22,071.00	115.2%
B-24 · NJDEP Fees	18,542.23	25,000.00	-6,457.77	74.2%
B-12 · Trustee Admin Fee	1,280.04	10,000.00	-8,719.96	12.8%
B-23 · Permit Appl/Compliance Fees	19,986.85	40,000.00	-20,013.15	50.0%
B-21 · Equipment	21,263.53	70,000.00	-48,736.47	30.4%
B-26 · Sludge Disposal	403,164.20	1,095,370.00	-692,205.80	36.8%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	1,121,748.86	2,683,370.00	-1,561,621.14	41.8%
Debt Service				
Debt Svs - Principal Payment	18,271.63			
Debt Svs - Interest Payment	8,517.50			
Debt Service - Other	0.00	357,223.00	-357,223.00	0.0%
Total Debt Service	26,789.13	357,223.00	-330,433.87	7.5%
Reserves				
B-32 · Reserve for Debt Service	0.00	75,000.00	-75,000.00	0.0%

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07/15/24

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
B-29 · Capital Improvement	100,000.00	200,000.00	-100,000.00	50.0%
B-30 · Renewal & Replacement	100,000.00	200,000.00	-100,000.00	50.0%
Total Reserves	200,000.00	475,000.00	-275,000.00	42.1%
Pension Reimbursement	-11,719.70			
Union Dues	-156.00			
Total Expense	2,026,258.53	4,841,593.00	-2,815,334.47	41.9%
Net Ordinary Income	339,136.05	0.00	339,136.05	100.0%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	1,499.42			
Total Other Income	1,499.42			
Net Other Income	1,499.42			
Net Income	<u>340,635.47</u>	<u>0.00</u>	<u>340,635.47</u>	<u>100.0%</u>

Musconetcong Sewerage Authority
Balance Sheet
 As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
CI 6556 · Capital Improvement TD - 6556	854,784.95
OA 8169 · Operating Acct TD - 8169	1,574,787.22
PR 3717 · Payroll Account TD - 3717	18,020.21
CI 5030 · *CLOSED* Capital Account - 5030	328,697.40
Es 3226 · Escrow Account TD Bank - 3226	10,970.19
RR 1360 · Renewal & Replacement TD -1360	679,063.00
Petty Cash	381.30
Total Checking/Savings	3,466,704.27
Accounts Receivable	
1200 · Accounts Receivable	-0.02
Total Accounts Receivable	-0.02
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	6,557,319.24
Fixed Assets	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
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	30,762,609.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-45,458.98
Total Accounts Payable	-45,458.98
Other Current Liabilities	
NJIB Note Payable	11,286,734.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	310.00
PERS - Contributions	182,791.19
PERS - Loans	158,650.89
PERS - Insurance	18,014.36
Union Dues	-1,347.91
Accrued Payroll Liabilities - Other	-48,448.76
Total Accrued Payroll Liabilities	310,271.91

Musconetcong Sewerage Authority
Balance Sheet
 As of June 30, 2024

	Jun 30, 24
Escrow Deposits Payable	
Stonewald/Morris HH	1,000.00
30 Continental Drive - J Sassan	2,511.25
Matrix Mount Olive	668.62
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
Total Escrow Deposits Payable	15,782.11
Due to Municipalities	-215,991.00
Compensated Absenses Payable	61,681.72
Accrued Interest Payable	58,090.70
Accounts Payable - Pension	-274,263.38
Accrued Liabilities	47,771.68
Total Other Current Liabilities	11,290,077.74
Total Current Liabilities	11,244,618.76
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	15,785,939.14
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	8,696.55
365 PPE · Contract 365 Plant Process Eval	12,544.85
360 · Contract 360 HVAC & Roofs	
360 BR · Contract 360 HVAC/Roofs - BR	138,510.52
360 Leg · Contract 360 HVAC/Roofs - Legal	6,521.97
360 IB · Contract 360 HVAC/Roofs-NJIBank	5,008.49
360 PSS · Contract 360 HVAC Roofs PSS	472.82
Total 360 · Contract 360 HVAC & Roofs	150,513.80
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

10:50 AM
 07/15/24
 Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
 As of June 30, 2024

	Jun 30, 24
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
	-296,009.97
Total B-29 Capital Improvements	31,138.47
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	481,631.95
	481,631.95
Total B-30 Renewal and Replacement	510,665.62
Operations	50,000.00
Total Restricted	671,056.09
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
	835,952.10
Total Unrestricted	727,974.10
3000 · Opening Bal Equity	-7,508,476.57
32000 · Retained Earnings	-1,995,418.57
Net Income	392,121.29
	392,121.29
Total Equity	14,976,669.90
TOTAL LIABILITIES & EQUITY	30,762,609.04

The **Pending Vouchers** for July 16, 2024, were approved for payment on a motion offered by Mr. Still, seconded by Mr. Schindelar, and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Musconetcong Sewerage Authority

Through July 16, 2024

	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<u>OPERATING:</u>	Alfred DeFelice	C-2 License Reimbursement	B-28 · Education/T	51.65
	Alfred DeFelice	C-2 License Bonus	B-28 · Education/T	500.00
	American Wear	Uniform Service 06.25.24-07.09.24	B-31 · External Ser	385.95
	Blue Diamond	Invoice 799255	B-31 · External Ser	469.00
	Business Machine Technologies	Invoice 2370978	B-33 · IT & Cyber S	296.26
	CB Landscaping	Invoice 3282 -Plant Landscaping/Clean Up	B-31 · External Ser	1,975.00
	Cintas First Aid & Safety	Invoice # 5216255453 First Aid Supplies	B-31 · External Ser	194.68
	Cleary Giacobbe Alfieri Jacobs	Invoice 136298 - Through 06/2024	B-3 · Legal	185.00
	DeFazio, Keith	2024 Dental Reimbursement	Dental/Vision	150.00
	Garden State Laboratories, Inc	Invoice 573619 - 06.06.24-06.27.24	B-25 · Laboratory	785.00
	Grainger	Invoice # 9164504491	B-18 · Supplies/Ch	211.21
	Hach Company	Invoice # 14082492	B-27 · Laboratory ;	471.86
	Hach Company	Invoice # 13771742	B-27 · Laboratory ;	304.65
	James Schilling - Custodian of Pet	2024 Petty Cash Replenishment	Petty Cash	64.09
	Jilliam Martucci	Dental/Mileage/Postage Reimbursement	B-10, B-2	85.64
	Kahant Electrical Supply	Invoice 1054345-00	B-19 · Maintenance	572.40
	Magnum Vac Service, LLC	Invoice 205	B-26 · Sludge Disp	3,300.00
	Maraziti Falcon, LLP	Invoice 57286, 57285, 57287	B-3, B-23	8,412.82
	Maraziti Falcon, LLP	Invoice 56725 - 04/2024	B-3 Legal	2,560.82
	Napa Auto Parts c/o Genuine Part	Invoice 5720-603827	B-19 · Maintenance	183.96
	Netcong Hardware Co.	May/June 2024	B-18 · Supplies/Ch	93.81
	NJWEA	Invoice E12636	B-28 · Education/T	631.00
	North Jersey Pump & Controls, LLC	Invoice 1704-24	B-19 · Maintenance	1,400.00
	Nuove Energie	Invoice 023-SJD-24	B-19 · Maintenance	114.00
	One Call Concepts, Inc.	Invoice 4065445	B-2 · Administrativ	102.96
	One Water Consulting, LLC	Invoice 1643	B-23 · Permit Appl	516.25
	PGS Pump and Process	Invoice 10285	B-21 · Equipment	380.00
	Pro Circuit Electrical Contracting,	Invoice 24-0011-0012	B-19 · Maintenance	6,290.03
	PS&S	Invoice # 168977 - General Svs - through 06.30.2024	B-5 · Engineer	3,932.50
	R-D Trucking	Invoice 4822- Sludge Hauling - 06.01.24-06.30.24	B-26 · Sludge Disp	4,153.00
	RingCentral	Invoice CD_000844888 - Service 06.19.24-07.16.24	B-15 · Telephone	316.22
	Schilling, James	2024 Dental/ Mileage Reimbursement	B-10, B-2	263.69
	SEM/BDS Stroudsburg Electric Mo	Invoice 6615341	B-21 · Equipment	2,255.85
	Tritec Office Equipment	Invoice 1497 - Water Cooler - 07.08.24-08.06.24	B-13 · Office	59.00
	Water Environment Federation	Invoice 373754 - J. Schwab	B-28 · Education/T	117.00
			TOTAL:	78,785.30
<u>CAPITAL RECOVERY:</u>	Maraziti Falcon, LLP	Invoice 56726 - C360 - 04/2024	B-29, C360 Legal	396.00
	PS&S	Invoice # 168975 - PPE - through 06.30.2024	365 PPE · Contract	256.25
	PS&S	Invoice # 168974 - C360 NJ18 - through 06.30.2024	360 18 · Contract ;	497.50
			TOTAL:	1,149.75

	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<u>ESCROW:</u>	PS&S	Invoice # 168976 - Esc: Matrix - through 06.3 Matrix Mount Olive		1,050.00
	PS&S	Invoice # 168973 - Esc: Stonewald - through 1 Stonewald/Morris		<u>390.00</u>
		TOTAL:		1,440.00
<u>RENEWAL & REPLACEMENT:</u>			TOTAL:	0.00
<u>PAYROLL:</u>	MSA Payroll	07.03.2024	B-1, B-14	32,528.03
	MSA Payroll	07.19.2024	B-1, B-14	<u>31,451.31</u>
		TOTAL:		63,979.34
<u>ONLINE PYMTS & MANUAL CKS:</u>	American Water	Confirmation # 1472093291	B-31 · External Ser	1,613.77
	Direct Energy	Confirmation # 2830290	B-16 · Electric	1,666.82
	Direct Energy	Confirmation # 2825286, 2825287, 2825288	B-16 · Electric	2,096.30
	Direct Energy	Confirmation # 2832786	B-16 · Electric	14,925.49
	JCP&L	Confirmation # 107437571	B-16 · Electric	2,786.37
	JCP&L	Confirmation # 107216858	B-16 · Electric	5,530.54
	Local 32	Union Dues 07/2024	Union Dues	273.00
	Lowe's	Reference # 2788705867	B-19 · Maintenance	85.38
	NJSHBP	Reference # 18420619	B-10 · Hosp	21,032.06
	NJ Division of Pension & Benefits	Reference # 19750607	Pension	5,029.72
	Passaic Valley Sewerage Commiss	Confirmation # 200122304088	B-26 · Sludge Disp	31,075.20
	Primepoint	Invoice # 622500	B-31 · External Ser	45.50
	Primepoint	Invoice # 624396	B-31 · External Ser	30.75
	Shell/WEX	Confirmation # 816907092024	B-17 · Propane/Fue	353.07
	US Bank	Payment Confirmation Q4MQAG4ZPR	NJIB, B-12, Debt Sv	28,380.95
	US Bank	Payment Confirmation PIJU00HQMD	NJIB, B-12, Debt Sv	238,516.18
	US Bank	Payment Confirmation 4T509CQDJY	NJIB, B-12, Debt Sv	62,924.83
	VALIC	Confirmation # 345946	Payroll: Valic	535.00
	VALIC	Confirmation # 348179	Payroll: Valic	535.00
	Verizon Wireless	Transaction ID: 3281933402	B-15 · Telephone	<u>498.94</u>
		TOTAL:		417,934.87

The following **correspondence** for July 2024 was received and filed on a motion offered by Mr. Cangiano, seconded by Mr. McNeilly and the affirmative all in favor vote of members present. All In Favor:

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

Comments:

- Correspondence A-C and E-G were moved and seconded

- **Correspondence:**

- A. Township of Roxbury: Ordinance No. 15-24, Amend Chapter XIII of the Revised General Ordinances of the Township of Roxbury, Land Development Ordinance, Article VII, Zoning Regulations, Section 13-7.21A, General Provisions for Commercial/Industrial Land Zones
- B. State of NJ, DEP, Division of Water Quality: NJIB – Contract 360 Payment Requisition No. S340384-10-SC-06 \$49,426.00
- C. NJIB: Construction Loan Accrued Interest Monthly Statement as of 06.30.2024
- D. *Retirement Notice effective 9/01/24 for Operator, Keith DeFazio
- E. * Email from Netcong regarding Unmetered flow from Roxbury through Netcong Meter Chamber.
- F. * Letter to UNUM (LTD) appointing Frank Covelli (Risk Manager) as “Broker of Record”.
- G. * Letter to JW Topping (Travel Accident Policy) appointing Frank Covelli (Risk Manager) as “Broker of Record”.

New Business:

Motion made by Mr. Sylvester, seconded by Mr. McNeilly to advertise to hire for two positions available at the MSA, one operator and one mechanic. The affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- Vice Chairman Sylvester advised The Board the following:
 - Notice of retirement received for Keith DeFazio effective 09.01.20204.
 - Employee out on disability for 14 months.
 - Employee injured and currently out on workers comp for an undetermined amount of time.
- Director, Mr. Schilling was authorized at the Personnel Committee Meeting to hire a mechanic and operator. Mr. Sylvester asked The Board for support to advertise to hire for the two vacant positions.
- Mr. Schilling advised The Board that he has already received three resumes, one was already declined based on References. Another applicant is a son of a current employee, it was determined that this would be okay so long as they work in different areas.
- Mr. McNeilly suggested trimming back the job description for the employment advertisement.
- Mrs. Michetti suggested utilizing Indeed for potential hiring candidates.

Monthly Reports:

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

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

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

- Mr. Schilling advised The Board the following:
 - One Water Consulting has been sending representatives for water sampling.
 - Continuing to work on the LOA, it will be presented to The Board ahead of the August meeting.

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

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

Office Manager's Report Comments:

- Mr. Schilling advised that concerning IT compliance, there are a lot of factors coming into play which have made some of our day-to-day operations a bit challenging.

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

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

Engineer's Report Comments:

- None

Old Business:

- None

Adjournment:

Motion made by Mr. Schindelar, seconded by Mr. McNeilly and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:00 pm. All In Favor:

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

Respectfully Submitted:
Jilliam Martucci – Office Manager