



Susan Gouveia

From: Lashway, Lisa
Sent: Friday, October 25, 2013 3:33 PM
To: Canning, Sean; Susan Gouveia
Subject: FW: MSA Approved Meeting Minutes - September 26, 2013
Attachments: September 26, 2013 approved mtg mins.pdf

Lisa Lashway
Mt. Olive Twp. Clerk
973-691-0900 Ext. 7291
FAX 973-691-2080
PO Box 450
Budd Lake, NJ 07828

From: Susan Grebe [mailto:sgrebe@msa-nj.org]
Sent: Friday, October 25, 2013 2:13 PM
To: Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa
Subject: MSA Approved Meeting Minutes - September 26, 2013

Attached are the approved minutes of the MSA meeting held on September 26, 2013.

*Susan Grebe,
Administrative Assistant
Musconetcong Sewerage Authority
110 Continental Drive, Budd Lake, NJ 07828
973-347-1525 ext. 201*

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 7:30 PM. Following salute to colors, announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

MEMBERS PRESENT: Donald Bates, David Hoyt, John Keiser, Daren Phil, Michael Pucilowski, Steven Rattner, Edward Schwartz, John Sylvester

MEMBERS ABSENT: Jim Benson, Michael Grogan, Melanie Michetti, Joseph Schwab

OTHERS PRESENT: Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss, QPA
 Also Present: Stephen Donati, PE, Sean Saunder, & Sabine Watson, PE of CP Engineers

Chairman Rattner opened and closed the meeting to the public.

The meeting minutes of August 22, 2013 were approved on a motion offered by Mr. Sylvester seconded by Mr. Hoyt. Roll Call:

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Hoyt	Yes	Mr. Rattner	Yes
Mr. Kieser	Abstained	Mr. Schwartz	Abstained
Mr. Phil	Yes	Mr. Sylvester	Yes

The Expenditures/Treasurer's Report was accepted on a motion offered by Mr. Pucilowski seconded by Mr. Bates and the affirmative roll call vote of members present.

The pending vouchers for the month of September were approved for payment on a motion offered by Mr. Schwartz, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

ESCROW ACCT	
LTPA	\$1,000.00
Nusbaum Stein	\$110.00
RENEWAL & REPLACEMENT	
CFM Construction	\$34,427.40
LTPA	\$6,040.00
OPERATING ACCOUNT	
ADP	\$695.52
ATS Environmental	\$5,242.50
Atlantic Tomorrow	\$352.80
Nick Barbato (license renewal)	\$50.00
Vince Barbato (dental reimb)	\$141.00
Blue Diamond Disposal	\$350.00
Certified Laboratories	\$563.62
Cintas Corp.	\$584.10
Cintas First Aid	\$143.20
Daily Record	\$63.60
Keith DeFazio (license renewal)	\$50.00
Divita Balance Service	\$270.00
EMR Power Systems	\$1,608.75
Federal Express	\$121.96
Fisher Scientific	\$411.61
Grainger	\$200.93
Susan Grebe (petty cash)	\$149.25
Susan Grebe (eyeglass reimb)	\$135.00
Hach Company	\$314.92
JCP&L	\$22,628.94
Kemira Water	\$9,920.10
LTPA	\$9,570.00
Lowe's	\$62.04
NJSHBP	\$15,371.85
NJ American Water	\$2,388.85
Najarian Associates	\$1,528.27
Netcong Hardware	\$39.15
Nusbaum Stein	\$4,169.00
One Call	\$21.66

PPL Energy	\$14,483.04
Pan Metro Services	\$500.00
Passaic Valley Sewerage	\$38,089.70
Patrick Pisano (work boots & license renewal)	\$94.99
The Plumbing Store	\$696.00
Polydyne	\$2,052.00
QC Labs	\$362.00
Quill	\$43.89
Reuter Hanney	\$810.00
Roxbury Township Water Dept.	\$132.30
James Schilling (mileage & license renewals)	\$177.55
Shell Fleet Plus	\$672.63
Spectraserve	\$14,703.00
Staples	\$606.83
The Star Ledger	\$178.16
State of New Jersey	\$199.00
USA Bluebook	\$369.62
Unum Life Ins.	\$1,324.61
Verizon Communications	\$49.99
Verizon	\$674.99

Mr. Pucilowski asked about the Roxbury Township alert notification system and if the MSA should sign up. Mr. Schilling responded that it would make sense to sign up with all of the member towns alert notification systems if each town has one. Chairman Rattner suggested that the administrator contact each town and have the MSA phone number put on their notification lists.

The following correspondence for the month of September was received and filed on a motion offered by Mr. Pucilowski, seconded by Mr. Hoyt and the affirmative vote of members present.

- A. 8/15/13 Hatch Mott MacDonald – Utility Information Request for Mt. Arlington Road Water Main Replacement
- B. 9/3/13 LTPA – Trash Basket Replacement Quotes for Pump Stations #2 and #3
- C. 9/6/13 Roxbury Township – Alert Notification System

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. Mr. Schilling reported that 7 of the 8 meter chamber installations are complete with the wireless communication system.

The Repairs and Maintenance Report was accepted on a motion offered by Mr. Hoyt, seconded by Mr. Sylvester and the affirmative vote of members present.

Chairman Rattner mentioned that Mr. Schilling had distributed proposed budget information for 2014. He noted that the proposed budget is about the same as it was this year. He suggested that the commissioners review it and submit any questions or clarifications to the administrator for the October meeting. Mr. Pucilowski asked if there was a list of capital improvement projects for 2014. Mr. Schilling responded that he has some ideas and would like to submit that information to the MSA Auditor. Mr. Keiser said he would like to see a complete 2013 year projection. Chairman Rattner explained exactly what has been presented in the past and asked Mr. Schilling to provide that information in a draft to the commissioners before the October meeting. Mr. Keiser asked if there was a breakdown of the permit compliance fees available along with engineering and legal costs. Chairman Rattner suggested that he send that request to the administrator. Mr. Schilling noted that the proposed budget is up \$20,000.00 from 2013 and down \$30,000.00 from 2012. Mr. Joss indicated that everything with the 2013 budget and proposed budget for 2014 seemed to be in order.

Chairman Rattner asked Mr. Joss if he had reviewed the resolutions for the evening's meeting awarding various contracts. Mr. Joss responded that aside from some small changes everything was satisfactory.

Mr. Joss left the meeting at 7:58 PM.

Mr. Purcell reported on the handrail repairs, Contract #250. The contractor is about 40% finished with the project and assured him that the project would be finished well within the completion date.

Mr. Purcell also reported on the sewer rehabilitation, Contract #245. The project is progressing. 8 of the 21 repairs on the contract have been completed and he expected the project to be finished within three weeks.

Mr. Purcell said that the engineering budgets for Contracts #245 and #250 may need to be amended before the completion of the projects. He is in the process analyzing the budgets. Chairman Rattner asked why an amendment would be needed. Mr. Purcell responded that their part-time inspector has been on site inspecting everyday for 4 hours per day. It will depend on the progress of the contractor. LTPA does not want to have to double up on inspectors, unless the MSA has staff that could do some of

the inspecting. He will report further at next month's meeting. Mr. Keiser asked if the not to exceed fees for the inspections have been exceeded. Mr. Purcell responded that was not the case at this time and that the inspection budgets were budgets at a billing rate and they will be exceeded before both contracts are completed. He said that his proposal fees for step three of both contracts were not indicated as a lump sum not to exceed. He suggested that the proposals be reviewed.

Mr. Purcell also reported that LTPA has received quotes for removal and replacement of the existing trash basket assemblies and support systems for the MSA Pump Stations #2 and #3 in Roxbury Township. LTPA issued a letter to Mr. Schilling recommending the work be awarded to the lowest bidder.

Mr. Purcell reported on the Treatment Works Approval Application received from Morris Companies for a sanitary sewer extension on Waterloo Valley Road in Mount Olive Township. LTPA has reviewed the documents received and issued a letter to the Authority dated September 18, 2013 recommending endorsement of the application.

Lastly, Mr. Purcell also noted that LTPA is available to assist the MSA in developing an Asset Management Plan.

The Engineer's Report was accepted on a motion offered by Mr. Pucilowski, seconded by Mr. Keiser and the affirmative vote of members present.

Chairman Rattner and Mr. Schilling discussed the price increase for sludge treatment. Mr. Schilling said he was able to negotiate the prices with Passaic Valley Sewerage Commission. The price will not increase in 2014. After that the increase will be \$5,600.00 per year until 2018. The commissioners discussed the price increase for hauling in 2014 and other alternatives for sludge treatment.

Res. No. 13-24 Awarding a Contract to Treat Sludge from its Treatment Plant at the Passaic Valley Sewerage Commission, was moved by Mr. Phil, seconded by Mr. Schwartz and the affirmative roll call vote of members present.

RESOLUTION NO. 13-24

Resolution of the Musconetcong Sewerage Authority Awarding a Contract to Treat Sludge from its Treatment Plant at the Passaic Valley Sewerage Commission

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") desires to have the sludge from its treatment facilities treated and disposed of at a licensed treatment facility; and
WHEREAS, MSA has had its sludge treated and disposed of since 2006 at the facilities of the Passaic Valley Sewerage Commission (hereinafter "PVSC"); and
WHEREAS, PVSC has agreed to continue to receive and treat the sludge from the MSA at its facilities; and
WHEREAS, PVSC has submitted a Contract to provide treatment at its facilities as follows:
A five (5) year period from January 1, 2014 through December 31, 2018 at the rate of Forty-Three (\$43.00) Dollars per one thousand (1,000) gallons for the first (1st) year of a five (5) year term with yearly adjustments thereafter as follows:

Price Per Thousand Gallons	\$43.00 for	2014
	\$44.00 for	2015
	\$45.00 for	2016
	\$46.00 for	2017
	\$47.00 for	2018; and

WHEREAS, N.J.S.A. 40A:11-5(2) permits the award of a contract without public advertising for bids and bidding with a public body of this State of any subdivision thereof; and
WHEREAS, PVSC is a public corporation of the State of New Jersey; and
WHEREAS, MSA believes it is most advantageous to dispose of and treat its sludge at the treatment facilities of PVSC.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to PVSC for discharge and treatment of the sludge from the MSA at the following rates:

Price Per Thousand Gallons	\$43.00 for	2014
	\$44.00 for	2015
	\$45.00 for	2016
	\$46.00 for	2017
	\$47.00 for	2018; and

BE IT FURTHER RESOLVED, that Steven Rattner as Chairman of the MSA is hereby authorized to sign the Agreement between the PVSC and the MSA; and

BE IT FURTHER RESOLVED, that the MSA publish in its official newspaper a legal advertisement advising of the award as required by N.J.S.A. 40A:11-5.

Res. No. 13-25 Endorsing the New Jersey Treatment Works Approval (TWA-1) Application for a Sewer Extension For Morris Companies for a "Dry Future" Sewer Extension to Service Two (2) Properties on Waterloo Valley and Waterloo Roads known as Block 400, Lots 1 and 2 and Block 500, Lots 2 and 3 within the Township of Mount Olive, Morris County, New Jersey, was moved by Mr. Pucilowski, seconded by Mr. Hoyt and the affirmative roll call vote of members present.

RESOLUTION NO. 13-25

Resolution of the Musconetcong Sewerage Authority
Endorsing the New Jersey Treatment Works Approval (TWA-1)
Application for a Sewer Extension For
Morris Companies for a "Dry Future" Sewer Extension to
Service Two (2) Properties on Waterloo Valley and Waterloo
Roads known as Block 400, Lots 1 and 2 and
Block 500, Lots 2 and 3 within the
Township of Mount Olive, Morris County, New Jersey

WHEREAS, Morris Companies has made a request to the Musconetcong Sewerage Authority for a sanitary sewer extension to serve two (2) Morris Companies properties on Waterloo Valley and Waterloo Roads known as Block 400, Lots 1 and 3, and Block 500, Lots 2 and 3 within the Township of Mount Olive, Morris County, New Jersey; and

WHEREAS, Morris Companies desires to obtain approval from the MSA and NJDEP to extend sanitary sewer facilities in Waterloo Valley Road for future extension to their sites. This proposed sanitary sewer extension will connect to an existing sanitary sewer drop manhole on Waterloo Valley Road in Mount Olive Township, New Jersey; and

WHEREAS, the sanitary sewer extension will consist of 1,771 l.f. of 8-inch diameter PVC gravity sewer piping (SDR 35); eight (8) standard sewer manholes; two (2) drop sewer manholes; removal of 489 l.f. of existing 8-inch diameter PVC gravity sewer piping and two (2) sewer manholes; and connection to the existing sanitary drop Manhole No. 10 on Waterloo Valley Road in the Township of Mount Olive; and

WHEREAS, at present, this sanitary sewer extension TWA application is for "zero gallonage" until such time as Morris Companies appear before the Mount Olive Planning Board with Site Plan requests for their properties; and

WHEREAS, the following documents submitted by Chester, Ploussas, Lisowsky Partnership, LLC, have been reviewed by Lee T. Purcell Associates, Consulting Engineer for the Musconetcong Sewerage Authority for this project:

- A. NJDEP Treatment Works Approval (TWA-1) Permit Application;
- B. NJDEP Statements of Consent - Form WQM-003;
- C. NJDEP Engineers Report for Domestic Treatment Works Approval - Form WQM-006;
- D. Resolution of Mount Olive Township dated August 20, 2013;
- E. Technical Specifications;
- F. Engineer's Estimate of Construction Cost for Sanitary Sewer Extension dated June 21, 2012;
- G. Concept Plans – Lots 1 and 2, Block 400; and Lots 2 and 3, Block 500;
- H. Letter from NJDEP dated May 3, 2011 amending MSA's Sewer Service Area; and
- I. Sanitary Sewer Plans for Waterloo Valley Road.

WHEREAS, Lee T. Purcell Associates have submitted a report dated September 18, 2013 regarding the review of the Treatment Works Approval (TWA-1) Permit Application including all supporting documents and have found same to be satisfactory and have recommended the following:

1. The Treatment Works Approval (TWA-1) Permit Application for the sanitary sewer extension (zero gallonage flow) be endorsed by the MSA and Steven Ratter as Chairman is authorized to sign only Section A-2 of NJDEP Form WQM-003, Statements of Consent;
2. The Authority should not sign Section A-3, Form WQM-003, Statements of Consent since this request is not for an NJPDES/SIU application;
3. The Authority should not sign Section C, Form WQM-003, Statements of Consent since this TWA Permit Application is for zero gallonage flow.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the above referenced Treatment Works Approval Permit Application (TWA-1) for sanitary sewer facilities to serve two (2) Morris Companies properties on Waterloo Valley and Waterloo Roads in Mount Olive Township, Morris County, New Jersey, namely Block 400, Lots 1 and 2 and Block 500, Lots 2 and 3 is hereby endorsed as to Section A-2 of NJDEP Form WQM-003, Statements of Consent only; and be it

FURTHER RESOLVED, that at such time as Morris Companies receive Site Plan Approval from the Mount Olive Planning Board the MSA will consider further endorsement of the above referenced Treatment Works Approval Permit Application.

The commissioners briefly discussed the quotes received for the removal and replacement of trash baskets at Pump Stations #2 and #3, and the price differences.

Res. No. 13-26 Awarding Contract for Removal and Replacement of Trash Baskets in Wet Wells of Regional Pumping Station Nos. 2 and 3 to Rapid Pump and Meter Services Co., Inc., was moved by Mr. Sylvester, seconded by Mr. Schwartz and the affirmative roll call vote of members present.

RESOLUTION NO. 13-26

Resolution of the Musconetcong Sewerage Authority
Awarding Contract for Removal and Replacement of Trash Baskets
in Wet Wells of Regional Pumping Station Nos. 2 and 3
to Rapid Pump and Meter Services Co., Inc.

WHEREAS, the Musconetcong Sewerage Authority has received the following quotations for removal and replacement of trash baskets in the wet wells of Regional Pumping Station Nos. 2 and 3:

- | | | | |
|----|---|----|-----------|
| 1. | Rapid Pump and Meter Services Co., Inc.
PO Box AY
285 Straight Street
Paterson, NJ 07509 | \$ | 9,177.05 |
| 2. | Pumping Services, Inc.
201 Lincoln Blvd.
Middlesex, NJ 08846 | \$ | 9,808.00 |
| 3. | Jogi Construction, Inc.
355 Eisenhower Parkway; Suite 103
Livingston, NJ 07039 | \$ | 17,500.00 |
| 4. | CFM Construction, Inc.
5 Bay Street
Sterling, NJ 07980 | \$ | 18,950.00 |

WHEREAS, the bid of Rapid Pump and Meter Services Co., Inc., is the lowest quotation.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to Rapid Pump and Meter Services Co., Inc., on its bid of \$9,177.05 for the removal and replacement of the trash baskets in the wet wells of Regional Pumping Station Nos. 2 and 3; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$9,177.05 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$9,177.05 without prior written approval; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman is hereby authorized to execute the Contract with Rapid Pump and Meter Services Co., Inc., on behalf of the Musconetcong Sewerage Authority.

Res. No. 13-27 Awarding a Contract to E.B. Fence, LLC for fence installation at Pump Station No. 2 in Accordance With N.J.S.A. 40A:11-6.1, was moved by Mr. Hoyt, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 13-27

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract to E.B. Fence, LLC
for fence installation at Pump Station No. 2
in Accordance With N.J.S.A. 40A:11-6.1

WHEREAS, N.J.S.A. 40A:11-6.1 provides for all contracts in aggregate are less than the bid threshold of Seventeen Thousand Five Hundred (\$17,500.00) Dollars, but more than Two Thousand Six Hundred Twenty Five (\$2,625.00) Dollars the contracting agent shall award the contract after soliciting at least two (2) competitive quotations if practical; and

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") has received the following quotation for fence installation at Pump Station No. 2:

E.B. Fence, LLC	6'h vinyl coated w/top rail 200 lf	\$4,872.00
Cedarbrook, NJ	Gates, vinyl coated 144 sf	<u>\$2,116.80</u>
TOTAL CONTRACT PRICE		\$6,988.80

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to E.B. Fence, LLC, on its bids for: 1) 6 foot high vinyl coated fence w/top rail 200 linear feet for \$4,872.00; and 2) Gates, vinyl coated 144 sq. ft. \$2,116.80 for a total contract price of \$6,988.80, in accordance with the proposal attached hereto; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$6,988.80 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$6,988.80 without prior written approval; and be it **FURTHER RESOLVED**, that Steven Rattner as Chairman is hereby authorized to execute the Contract with E.B. Fence, LLC on behalf of the Musconetcong Sewerage Authority.

Res. No. 13-28 Authorizing the Closeout and Transfer of the Authority's Construction Accounts with US Bank into the Authority's Renewal & Replacement Account with US Bank, was moved by Mr. Bates, seconded by Mr. Hoyt and the affirmative roll call vote of members present.

RESOLUTION NO. 13-28

**Resolution of the Musconetcong Sewerage Authority
Authorizing the Closeout and Transfer of the Authority's Construction
Accounts with US Bank into the Authority's
Renewal & Replacement Account with US Bank**

WHEREAS, the Musconetcong Sewerage Authority has Construction Accounts with US Bank in the amounts of \$1,217.79 and \$3,569.24, totaling \$4,784.03; and

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority are desirous of closing out the Authority's Construction Accounts with US Bank and transferring the balance of the funds into the Authority's Renewal and Replacement Account with US Bank.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Construction Accounts with US Bank with funds totaling \$4,784.03 be closed and the funds totaling \$4,784.03 be transferred to the Authority's Renewal and Replacement Account with US Bank.

Chairman Rattner briefly discussed the concerns with the services and supplies from Cintas First Aid. Cintas First Aid discussion was tabled until the October meeting.

The representatives present from CP Engineers thanked the commissioners for appointing CP Engineers as the MSA alternate engineers and were excused from the meeting at 8:22 PM.

Motion made by Mr. Pucilowski, seconded by Mr. Sylvester and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:23 PM:

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9) permits the exclusion of the public from meeting in certain circumstances;

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority are of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Musconetcong Sewerage Authority as follows:

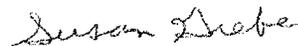
1. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Litigation

The above subject matter will be made public as soon therefore as it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 9:04 PM was offered by Mr. Keiser, seconded by Mr. Schwartz and the affirmative vote of members present.

Motion made by Mr. Keiser, seconded by Mr. Hoyt and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:05 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant