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Musconetcong Sewerage Authority
Commissioners' Meeting
February 6, 2013

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 7:45 PM. 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, James Benson, Michael Grogan, John Keiser, Melanie Michetti, Daren Phil, Steven Rattner, Joseph Schwab, John Sylvester
MEMBERS ABSENT:	David Hoyt, Michael Pucilowski, Edward Schwartz
OTHERS PRESENT:	Larry Kron, Esq., Lee Purcell, P.E., Fenton Purcell, PE, James Schilling, Marvin Joss, QPA

APR - 5 2013

Chairman Rattner open and closed the meeting to the public.

Chairman Rattner discussed the Qualified Purchasing Agent position. He asked Mr. Schilling to discuss the procedures followed in hiring the QPA and what the purchasing agent's duties would be on a regular basis. Mr. Schilling reported that he and Mr. Joss met and discussed the QPA job description, which is a new roll for the Authority. Mr. Schilling said there would not be a need to consult with the QPA on a daily basis. He explained that the MSA is using the Morris County Coop and state contracts when possible, which is a significant savings and compliant. He said it was his understanding that with a QPA multiple pricing increases to $5,400.00 and the bid threshold is $36,000.00. He would be consulting with Mr. Joss prior to any large purchases as well as the MSA Commissioner Purchasing Agent. He suggested that initially the QPA should review how the MSA is currently handling purchasing and make sure that everything is compliant. Mr. Schilling also said that the QPA should review the pending vouchers and the treasurer's report before the Secretary Treasurer does his review to make sure that everything is in order. He also said that the QPA would be reviewing all professional service agreements. Mr. Schilling noted that the QPA would be attending all MSA meetings. He said he looks forward to having the QPA on board with the MSA and expanding his knowledge in certain categories associated with the annual budget. Mr. Joss said that this is a new position and everything that needs to be done will be accomplished regardless of the job description. Chairman Rattner asked about the debt payments and if they would be included under Mr. Joss' position. Mr. Joss said that would typically be a Finance Officer responsibility, but he would be happy to review it.

Res. No. 13-06 Establishing the Job Description for the Position of Purchasing Agent for the Musconetcong Sewerage Authority was moved by Mr. Schwab, seconded by Mr. Phil and the affirmative roll call vote of members present.

RESOLUTION NO. 13-06

Resolution Establishing the Job Description
For the Position of Purchasing Agent
for the Musconetcong Sewerage Authority

WHEREAS, the Musconetcong Sewerage Authority by Resolution No. 12-42 adopted on December 20, 2012, established the position of Purchasing Agent for the Musconetcong Sewerage Authority; and

WHEREAS, the Musconetcong Sewerage Authority desires to establish the salary and job description for the position of Purchasing Agent;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the following shall constitute the job description for the position of Purchasing Agent:

<u>General Duties:</u>

- Monitor purchases and purchasing of the Authority
- Ensure compliance of State Public Purchasing Laws
- Review RFP's, RFQ's and Public Bids
- Assist with State Contracts and Co-Ops
- Review all Vouchers and sign prior to Board Approval
- Establish Purchasing Protocol and Guidelines
- Assist with Professional Services Contracts and Agreements
- Establish Bid Threshold to $36,000.00 per Law
- Establish Quote Threshold to $5,400.00 or 15% of Bid Threshold per Law
- Establish routine (recurring /exceptions) bill payment approval list (utilities, benefits, debt service, etc)
- Other duties relating to the Authorities Purchasing

Reporting:

- Monthly Pending Vouchers Statement for Secretary – Treasurer
- Reports directly to the Authority Director
- Available for consultation to the Authority Director and Board as needed

Meetings:

- Have Pending Vouchers report finalized for monthly Commissioners meeting
- Attend monthly Commissioners meetings and be prepared to answer any questions regarding Pending Vouchers and Purchasing.

General Knowledge:

- Quick Books, Microsoft Word, Microsoft Excel, Microsoft Outlook, ADP Payroll
- OPRA – Open Public Records Act requests
- Accounting and Recordkeeping function and requirements
- Local Public Contracts Law

Requirements:

- Valid Qualified Purchasing Agent Certification; and be it

Motion made by Mr. Keiser, seconded by Mr. Schwab to appoint Marvin Joss to the position of Purchasing Agent for the Musconetcong Sewerage Authority at an annual salary of $5,000.00 per year as an at will employee. The motion was approved by the affirmative roll call vote of members present.

Chairman Rattner and the commissioners welcomed Mr. Joss to the MSA. They briefly discussed some of Mr. Joss' responsibilities and the advantages to having a QPA.

Mr. Joss left the meeting at 8:17 PM.

Commissioner Schwab reviewed the Expenditures/Treasurer's Report and pointed out a typo on the dates that would need to be corrected. The Expenditures/Treasurer's Report of January was accepted on a motion offered by Mr. Schwab seconded by Mr. Bates and the affirmative roll call vote of members present.

The pending vouchers were approved for payment on a motion offered by Mr. Schwab, seconded by Mr. Benson and the affirmative roll call vote of members present. The commissioners discussed the pending voucher list and it was noted that some expenses were still from the 2012 budget and should be applied appropriately.

CONSTRUCTION ACCOUNT	
Jogi Construction - Final Payment Contract 220	$6,580.72
ESCROW ACCT	
LTPA Consulting Svs - Hopatcong State Park Project	$1,615.00
OPERATING ACCOUNT	
ADP	$1,003.77
AmeriGas	$1,483.43
Cintas Corp.	$730.08
Daily Record	$15.08
Flowers by Trish	$66.80
Grainger	$134.37
Susan Grebe-Petty Cash	$150.00
Susan Grebe	$23.31
Kemira Water Solutions	$4,645.08
LTPA	$6,993.00
Motion Industries	$224.40
NJSHBP	$16,140.45
NJ American Water	$463.20
One Call Concepts	$18.88
PPL Energy	$26,500.91
Parsippany Troy-Hills Water/Sewer Dept	$22,120.00
Passaic Valley Sewerage	$6,837.00
QC Labs	$1,188.00
James Schilling	$200.00
Staples	$280.11
David Stracco	$428.96
US Postal Service	$268.55
Verizon	$656.50
Waste Management	$535.07
Water Environment Federation	$278.00

Chairman Rattner discussed the correspondence from the Bank of New York Mellon regarding the Wastewater Treatment Trust Loan and how the loan payments would have to be paid in the future under the new loan requirements.

Mrs. Michetti questioned about the letter received from Sussex County regarding the proposed amendment to the WQM Plan and asked the Engineer if he was going to be discussing it and indicated that there was a public hearing scheduled on February 13th. Mr. Purcell said he did not think it was necessary for the MSA towns. There was discussion regarding the past WQM Plan amendments. Mrs. Michetti noted that there was a resolution consenting to the proposed Water Quality Management Plan Amendment entitled "Sussex County Water Quality Management Plan" and questioned if the resolution was something that the MSA should adopt at this time. Mr. Purcell said that the member towns specified on the letter and resolution should review the WQM Plan amendment proposed. There was additional discussion regarding the Morris and Sussex WQM Plans and the fact that the maps were not current and correct. The time line for responding and commenting to the proposed amendment was also discussed. It was decided that the Administrator should forward the information to the member municipalities and ask for their comments to be submitted back to the MSA for the February 28th meeting.

Mr. Phil questioned the letter from Omland Engineering for KPM Office/Warehouse Building. Mr. Purcell said that he reviewed the information and called Omland Engineering. The area in question did not include the MSA service area and it was a mistake.

Mr. Schilling asked about the letter from the MSA Attorney regarding laboratory services quotations. He indicated that he provided Mr. Kron with the documents from the other laboratory service providers and asked if a motion could be made for QC Laboratories to remain the service provider for the MSA laboratory services. Mr. Kron said a resolution could be prepared awarding a contract to QC Laboratories without competitive bidding for the laboratory services required by the MSA for a year from February 1, 2013 to January 31, 2014 at a cost of $14,715.00, and whereas, James Schilling, MSA Director, has sought quotations for the performance of laboratory services as required by the NJDEP for the MSA permit for the calendar year 2013, and whereas, Mr. Schilling has requested quotations from QC Laboratories, Integrated Analytical Laboratories, Inc. and Accutest Laboratories, and where as, only QC Laboratories has responded with a bid of $14,715.00, which is less than the required amount to go to bid for the services; Now therefore be it resolved by the commissioners of the Musconetcong Sewerage Authority that laboratory services for the year 2013 be awarded to QC Laboratories with the low bid of $14,715.00. Motion made by Mr. Sylvester, seconded by Mrs. Michetti to award the contract to QC Laboratories in the amount of $14,715.00 and approved by the affirmative roll call vote of members present.

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

A. 12/1/12 The Bank of NY Mellon - Wastewater Treatment Trust Loan Dtd. 10/15/93
B. 12/20/13 County of Sussex – Proposed Amendment to WQM Plan for Netcong, Roxbury, Jefferson and Mount Arlington
C. 12/18/12 LTPA – Request for Quote for Water Service Connection to PS #6 to Salmon Bros.
D. 12/18/12 LTPA – Request for Quote for Water Service Connection to PS #6 to Tom Valiante
E. 12/18/12 LTPA – Request for Quote for Water Service Connection to PS #6 to H&H Excavating
F. 12/18/12 LTPA – Request for Quote for Water Service Connection to PS #6 to Rich Kimbel
G. 1/4/13 L. Kron, Esq. – Contract No. EGAC-12
H. 1/9/13 NJDEP – 5G2 Basic Industrial Stormwater GP – NJ0088315
I. 1/21/13 L. Kron, Esq. – Emergency Handrail Repairs Iron Hills Construction
J. 1/21/13 Omland Engineering – Will Serve Request for KPM Office/Warehouse Bldg.
K. 1/21/13 L. Kron, Esq. – Purchasing Agent
L. 1/22/13 LTPA – Water Service Connection Quotes for PS #6
M. 1/22/13 L. Kron, Esq. – Laboratory Services Quotations
N. 1/25/13 LTPA – Final Contractor Voucher – Contract 220
O. 1.29.13 L. Kron, Esq. – Contract 220 Maintenance Bond

Mr. Schilling indicated that he had e-mailed his report to all the commissioners well in advance of the meeting and asked if anyone had any questions on his report. Mr. Schwab asked about the pumps that were having problems. Mr. Schilling said that the pumps are covered under warranty and that one pump had a seal failure which is not uncommon. He said the seal was replaced and the pump was removed, repaired and then brought back to the MSA. He explained that the other pump that had a problem was related to the period when the Muffin Monster cartridge was out of service. The pump was inundated with rags and that is what caused the failure. He said the pump provider repaired that failure even though it was not a warranty issue. The commissioners said they would like to see all failures and related items on the Director's and Chief Operator's reports.

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

Lee Purcell, P.E. reported that there has been no change in the Appeal Process/Stay.

Lee Purcell, P.E. also discussed the asset management report requested by the NJDEP and he recommended that the MSA should consider preparing an asset management plan over time.

Mr. Purcell also reported that the maintenance bond for Contract 220 was received. The MSA attorney had reviewed and approved it. LTPA prepared the NJEIT Final Payment Request No. 11.

Mr. Purcell also reported that the LTPA received two quotes to provide water service to Pump Station No. 6. LTPA prepared a letter recommending the project be awarded to Tom Valiante and Son, who provided the lowest quote.

Mr. Purcell reported on the handrail repairs and the majority of the emergency repairs have been completed. There are two rails that need to wait until the warmer weather to be completed. Fenton Purcell presented before and after pictures and explained the procedures and repairs to the commissioners.

Mr. Purcell also reported that LTPA prepared an appropriate response to the JIF request for lot and block locations of all the MSA's facilities. LTPA prepared three tables for the MSA Director so that he could prepare an appropriate response.

Mr. Purcell also discussed the two proposals requested by the Engineering Committee for the Phase 2 of the hand rail repairs and the interceptor sewer repairs.

Mr. Purcell also thanked the commissioners for LTPA's reappointment as the MSA Engineers.

Mr. Purcell also reported that the escrow check was received from E.I. Associates in the amount of $1,615.00 for services rendered by their office.

Mr. Purcell also discussed two points of concern that the MSA Operating Staff had. The first had to do with the two sump pumps in the soda ash silo. He explained that those two pumps are under warranty. If there is a problem with the pump CFM should be called. The second item of concern had to do with the problem that the VFD's freeze up when the temperature goes below 14 degrees Fahrenheit and they do not function properly. He further explained the need for soda ash in the winter and suggested that a heater should possibly be installed.

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

Res. No. 13-05 Awarding an Increase of $282.50 to E.A. Waetjen, Inc. for Additional ID Tags for Future Use as a Change Order to Contract No. EGAC-12, was moved by Mr. Phil, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

RESOLUTION NO. 13-05

Resolution of the Musconetcong Sewerage Authority Awarding an Increase of $282.50 to E.A. Waetjen, Inc., for Additional ID Tags for Future Use as a Change Order to Contract No. EGAC-12

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") by Resolution No. 12-25 awarded a Contract to E.A. Waetjen, Inc., Contract No. EGAC-12 to Supply and Install an Entrance Gate and Access Control; and

WHEREAS, Resolution No. 12-25 provided compensation for the supply and installation of an Entrance Gate and Access Control in an amount not to exceed $40,327.29 without prior written approval from the MSA; and

WHEREAS, James Schilling, Director of the Musconetcong Sewerage Authority determined that it would be in the best interest of the MSA to switch from a "Call Station with Key Pad" to a "Call Station with IDTECH". Although the Call Station with IDTECH costs $70.00 more than the specified unit, E.A. Waetjen, Inc., did not charge the MSA the difference. However, the upgraded Call Station uses ID Tags for gate entrance operation which is controlled by the MSA. Therefore, additional ID Tags for future use were required at an additional cost of $282.50 under Purchase Order No. 5423.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. EGAC-12 between E.A. Waetjen, Inc., and MSA to Supply and Install Entrance Gate & Access Control is hereby increased by $282.50 for additional ID Tags for future use; and be it

FURTHER RESOLVED, that Contract No. EGAC-12 shall not exceed $40,609.79 without further authorization from the MSA; and be it

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

Chairman Rattner asked if there was any other new business to discuss. Mrs. Michetti asked if a resolution was going to be prepared to award the contract for the water service connection for Pump Station No. 6. to Tom Valiante and Son. Mr. Kron would prepare a resolution for next month's meeting agenda. Mrs. Michetti also noted that the permits will need to be applied for from the Borough of Stanhope.

Mr. Schilling also reported that correspondence was just received indicating that the Mr. Still would be retiring. The administrator is required to submit a certification for his retirement and this information would go on the correspondence for next month's agenda.

Mr. Schwab asked if the commissioners would be discussing hiring an alternate engineering firm. Mr. Schilling and the Engineering Committee had e-mailed all the correspondence received from the prospecting engineering firms to the commissioners. Chairman Rattner asked how the decision is being made to choose the alternate engineering firm. Mr. Schilling discussed the procedures that were taken to solicit the proposals and make a decision. Mr. Schilling said that only two of the engineering firms are actually qualified to provide alternate engineering services for the MSA. He said that he will be e-mailing out all the final information to make the decision to the commissioners and recommended hiring CP Engineering. Mr. Keiser agreed and explained why he thought CP Engineering would be most qualified.

Motion made by Mrs. Michetti, seconded by Mr. Keiser and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:12 PM.

Respectfully Submitted:

Susan Grebe

Susan Grebe,
Administrative Assistant