



Susan Gouveia

From: Lashway, Lisa
Sent: Friday, September 27, 2013 11:17 AM
To: Canning, Sean; Susan Gouveia; Quinn, Tim; Maniscalco, Sherry
Subject: FW: MSA Approved Meeting Minutes - August 22, 2013
Attachments: August 22, 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, September 27, 2013 11:00 AM
To: Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa
Subject: MSA Approved Meeting Minutes - August 22, 2013

Attached are the approved minutes of the August 22nd MSA meeting.

*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 (arrived 7:43 pm), James Benson, David Hoyt, Michael Grogan, Daren Phil, Michael Pucilowski, Steven Rattner, Joseph Schwab, John Sylvester

MEMBERS ABSENT: John Keiser, Melanie Michetti, Edward Schwartz

OTHERS PRESENT: Paul Nusbaum, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss, QPA

Chairman Rattner opened and closed the meeting to the public.

The meeting minutes of July 25, 2013 were approved on a motion offered by Mr. Hoyt seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

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

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

RENEWAL & REPLACEMENT	
LTPA (handrail repair & interceptor sewer)	\$1,683.26
LTPA (electric hoist at PS #1)	\$2,125.00
LTPA (basket & rails at PS #2 & 3)	\$2,975.00
LTPA (fencing at PS #2)	\$3,060.00
LTPA (Insurance review with risk mgmt consultant)	\$1,295.00
Nussbaum Stein (contracts #245 & #250)	\$1,694.00
OPERATING ACCOUNT	
ADP	\$491.63
Scott Allen (mileage reimb)	\$25.43
Atlantic Tomorrow Office	\$27.80
Nick Barbato (mileage reimb)	\$25.43
Blue Diamond Disposal	\$175.00
Cintas Corp.	\$487.63
Cintas First Aid	\$129.79
Federal Express	\$114.57
Fisher Scientific	\$892.00
Grainger	\$240.52
Hayes Pump	\$946.00
Hess	\$254.51
JCP&L	\$8,243.57
Kemira Water	\$5,237.61
Lowe's	\$70.60
Mission Communications	\$2,431.80
NISHBP	\$16,140.45
Najarian Associates	\$7,280.00
Nussbaum Stein	\$1,837.00
One Call	\$29.64
PPL Energy	\$14,349.35
Passaic Valley Sewerage	\$23,210.50
Polydyne	\$2,052.00
QC Labs	\$603.00
James Schilling (mileage & dental reimb)	\$187.46
Shell Fleet Plus	\$580.81
Spectraserve	\$19,095.57
Staples	\$492.12
Terex Services	\$2,250.00
Treasurer State of NJ	\$410.00
USA Bluebook	\$486.41
Verizon	\$675.55
Verizon Communications	\$49.99
Waste Management	\$205.59
Zcp	\$150.16

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

- A. 7/26/13 Arcadis -- Applications for Freshwater Wetlands General Permit & Flood Hazard Area Permit, Hercules Inc., Roxbury Township
- B. 7/31/13 P. Dwyer, Esq. -- CFM Construction Insurance Documents for Contract #250
- C. 7/31/13 P. Dwyer, Esq. -- National Water Main Cleaning Co., Insurance Documents for Contract #245
- D. 8/2/13 P. Dwyer, Esq. - National Water Main Cleaning Co., Performance Bond & Insurance Certificate for Contract #245
- E. 8/5/13 County of Morris -- Milling & Resurfacing of Howard Blvd. meeting minutes
- F. 8/5/13 P. Dwyer, Esq. - CFM Construction Bonds & Certificate of Insurance for Contract #250

Mr. Bates entered the meeting at 7:43 pm.

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. Mr. Rattner questioned about the OSHA Report on the hoists and other related equipment. He asked Mr. Schilling what the findings were on the report. Mr. Schilling explained the requirements to the commissioners and reported that there were minor repairs required that would be addressed. He also mentioned that some bearings needed to be replaced. Mr. Schwab questioned about the different concerns of the inspection and why all the bearings seem to need replacement at one time. Mr. Schilling said he would review the concern when he received the proposals.

Mr. Pucilowski asked if the Authority had the funding available for the communications upgrade proposed for the eight meter chambers. Mr. Schilling indicated that he believed there was adequate funding for the project along with the other projects he is proposing. The projects could be funded under the equipment and maintenance and repairs accounts. The commissioners discussed the expenses and funding for the projects. The proposed communication upgrade to the meter chambers and the decision to convert to a wireless system was discussed. Mr. Schilling explained more about the project and why he believed that wireless would be more dependable than wires or fiber optics.

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

Lee Purcell, P.E. reported on the appeal process. LTPA had supplied required information to the MSA Attorney.

Mr. Purcell also reported on the handrail repairs, Contract #250. The contractor has begun work. LTPA has an inspector on site. The contractor is waiting on supplies to finish work on the project, which should be delivered in the next week. The contract completion date is November 7th and he expects the contractor will complete the project by then. Mr. Schwab asked about some of the smaller repairs that were to be completed as the project progresses and if those repairs have been reviewed with the contractor. Mr. Schilling stated that those repairs have not been completed as yet. Mr. Purcell responded that John Black is overseeing the project and George Riedel is inspecting. If MSA personnel sees something in need of a smaller repair they should inform John Black or George Riedel.

Mr. Purcell also reported on the sewer rehabilitation, Contract #245. The contractor is waiting for certain safety equipment to be delivered to start the project and they expect the equipment to be received by middle of September. The project completion date is November 19th and LTPA is confident that the project will be finished by that date.

Mr. Purcell also reported that LTPA has made seven requests for 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.

Mr. Purcell reported on the Villages at Roxbury and the mapping waiver request letter sent to the USEPA. A response from the USEPA with additional questions about the project had been received which was forwarded to the developer's attorney. LTPA followed up by phone with the developer's attorney and they are working on a response.

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

Mr. Purcell also mentioned that he received correspondence from Hatch Mott MacDonald with regard to a water main replacement in Roxbury Township on Mount Arlington Road. Hatch Mott MacDonald is requesting utility information and as-built drawings from the MSA. LTPA can supply plans from the original construction project. An escrow of \$1,000.00 would be required. Once that escrow is received LTPA will send the information to Hatch Mott MacDonald within a week's time. Mr. Schwab questioned if Hatch Mott MacDonald was working for the Township of Roxbury or if it was a private water main. The commissioners discussed the matter further. Mr. Phil indicated that it was

Roxbury Township's water main. The decision was made to require an escrow deposit of \$1,000.00 from Hatch Mott MacDonald.

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

Mr. Joss indicated that the bid threshold of \$2,625.00 stated in the resolution is actually an older reference and should be \$5,400.00, which is 15% of the bid threshold. He also noted that it will not affect approval of the resolution in any way.

Res. No. 13-23 A warding a Contract to Industrial Controls for Communications Upgrade to Eight (8) Meter Chambers in Accordance with N.J.S.A. 40A:11-3, was moved by Mr. Sylvester, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 13-23

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract to Industrial Controls for
Communications Upgrade to Eight (8) Meter Chambers in
Accordance with N.J.S.A. 40A:11-3

WHEREAS, N.J.S.A. 40A:11-3 provides for all contracts that in aggregate are less than the bid threshold of Thirty Six Thousand (\$36,000.00) 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 quotations for Communications Upgrade for Eight (8) Meter Chambers:

	<u>Total Price</u>
1. Industrial Controls 17 Christopher Way Eatontown, NJ 07724	\$22,470.00
2. Control Sales, Inc. 50 Galesi Drive Wayne, NJ 07470	\$23,965.00
3. TJM Controls Inc. 37 Oakland Avenue Edison, NJ 08817; and	\$24,125.00

WHEREAS, the quotation of Industrial Controls is the lowest bid; and

WHEREAS, this award has been approved by Marvin Joss, Purchasing Agent for the Musconetcong Sewerage Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to Industrial Controls on its bid for Communications Update for Eight (8) Meter Chambers in the total amount of \$22,470.00, in accordance with its quotation of August 7, 2013, attached hereto; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$22,470.00 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$22,470.00 without prior written approval; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman is hereby authorized to execute the Contract with Industrial Controls on behalf of the Musconetcong Sewerage Authority.

Mr. Schilling explained that ferric chloride is a chemical used for phosphorous removal. The MSA accepts bids every one or two years depending on what the commissioners vote on. The bid documents have been reviewed by the MSA Risk Management Consultant and Attorney and the MSA is ready to go out for bids for ferric chloride. The current agreement expires on December 31, 2013. A motion was made by Mr. Sylvester to advertise for bids for ferric chloride, seconded by Mr. Pucilowski and the affirmative vote of members present.

Mr. Joss left the meeting at 8:26 pm.

Mr. Schwab indicated that he would like to address the expense and use of the items provided in the first aid/medicine cabinets by Cintas First Aid. He specifically mentioned the Advanced Cold Relief, Honey Lemon Cough Drops, Anti-Diarrhea Caplets, Peptum Chewables and Aqua Burn Relief. He questioned if they are required by OSHA for a safe working environment. Mr. Schilling said he did not know the answer to that question, but he could explain the services provided by Cintas First Aid. Mr. Schwab said the monthly bills for restocking the medicine cabinets were a bit extreme for only 11 employees. Mr. Schilling explained that in addition to 2 first aid/medicine cabinets that are inspected, restocked and cleaned monthly, Cintas First Aid also supplies, inspects and services the AED unit. Chairman Rattner suggested that Mr. Schilling ask the vendor for an inventory of items that have been purchased this year with the costs associated and then the commissioners can discuss what items should

be supplied and what can be cut back. Mr. Schilling will check with the vendor and review the matter for further discussion at the next month's meeting.

The NJEIT Pre Letter of Intent for Super Storm Sandy relief funding was discussed. Chairman Rattner noted that the final Pre Letter of Intent is due in October. He indicated that the reimbursement for the relief funding has changed and asked Mr. Purcell to explain the changes. Mr. Purcell explained the impact that Super Storm Sandy had on the MSA so that the facilities are eligible for funding and how the application would be filed. The formal Letter of Intent would have to be submitted in October and plans and specifications would need to be submitted in March. He further explained how the funding is provided and that 18% is a physical grant, 25% of the project costs would be bond market rate funding through the trust, and 57% would be funded with a zero interest loan provided by the NJEIT through the fund. He noted that the larger facilities are not happy with the 18%. He spoke to an NJDEP principle representative who said that the smaller resilient projects may have a better chance for funding because the larger projects do not want to have to put all their time in for only 18%. Mr. Rattner questioned the engineering costs involved to do the work for submittal of the formal Letter of Intent. Mr. Purcell also explained the processes that would have to be done. The projects being considered were discussed by Mr. Rattner and Mr. Purcell. Mr. Schwab stated that the MSA facilities held up much better than other utility authorities during Super Storm Sandy, and Hurricane Irene, and he did not think it would be worthwhile to start spending money on the projects being considered for an 18% grant. Mr. Rattner said he would like to purchase a spare generator for the facilities, but the MSA could probably fund the expense itself without incurring the extra costs involved with going through the NJEIT. There was also discussion about the need for larger fuel tanks. The commissioners discussed the need for a portable generator and if applying for the funding would be beneficial after paying the extra costs that would be involved to submit for the funding. The commissioners decided not to apply for the relief funding at this time because of the grant percentage being offered versus the costs that would be incurred to submit for the funding.

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 8:38 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:

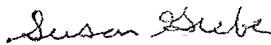
1. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Litigation

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 9:13 PM was offered by Mr. Sylvester, seconded by Mr. Grogan and the affirmative vote of members present.

Motion made by Mr. Sylvester, seconded by Mr. Hoyt and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:14 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant