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**Gouveia, Susan**

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**From:** Lashway, Lisa  
**Sent:** Friday, January 23, 2015 10:34 AM  
**To:** Canning, Sean; Gouveia, Susan; Kolody, Sherry; Quinn, Tim  
**Subject:** FW: MSA Approved Meeting Minutes - December 18, 2014  
**Attachments:** December 18, 2014 approved minutes.pdf

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

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**From:** Susan Grebe [mailto:[sgrebe@msa-nj.org](mailto:sgrebe@msa-nj.org)]  
**Sent:** Friday, January 23, 2015 9:38 AM  
**To:** Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa  
**Subject:** MSA Approved Meeting Minutes - December 18, 2014

Attached are the approved minutes of the MSA's December 18th 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 7:33 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: James Benson, Michael Grogan, Brian McNeilly, Melanie Michetti, Daren Phil, Michael Pucilowski, Steven Rattner, Rich Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT: Donald Bates, Edward Schwartz

OTHERS PRESENT: Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss, Stephen Donati, PE

Chairman Rattner opened and closed the meeting to the public.

The Regular Meeting Minutes November 20, 2014 were approved on a motion offered by Mr. Sylvester seconded by Mr. Benson. Roll Call:

|               |           |                |     |
|---------------|-----------|----------------|-----|
| Mr. Benson    | Yes       | Mr. Pucilowski | Yes |
| Mr. Grogan    | Yes       | Mr. Rattner    | Yes |
| Mr. McNeilly  | Yes       | Mr. Schindelar | Yes |
| Mrs. Michetti | Abstained | Mr. Schwab     | Yes |
| Mr. Phil      | Yes       | Sylvester      | Yes |

The Litigation Closed Session Meeting Minutes of November 20, 2014 were approved on a motion offered by Mr. McNeilly, seconded by Mr. Sylvester. Roll Call:

|               |           |                |     |
|---------------|-----------|----------------|-----|
| Mr. Benson    | Yes       | Mr. Pucilowski | Yes |
| Mr. Grogan    | Yes       | Mr. Rattner    | Yes |
| Mr. McNeilly  | Yes       | Mr. Schindelar | Yes |
| Mrs. Michetti | Abstained | Mr. Schwab     | Yes |
| Mr. Phil      | Yes       | Sylvester      | Yes |

The Personnel Closed Session Meeting Minutes of November 20, 2014 were approved on a motion offered by Mr. Phil, seconded by Mr. Benson. Roll Call:

|               |           |                |     |
|---------------|-----------|----------------|-----|
| Mr. Benson    | Yes       | Mr. Pucilowski | Yes |
| Mr. Grogan    | Yes       | Mr. Rattner    | Yes |
| Mr. McNeilly  | Yes       | Mr. Schindelar | Yes |
| Mrs. Michetti | Abstained | Mr. Schwab     | Yes |
| Mr. Phil      | Yes       | Sylvester      | Yes |

Chairman Rattner noted that the Treasurer found one bill on the pending vouchers that was over the budgeted amount. Mr. Schwab discussed the pump replacement projects and specifications that needed to be completed by LTPA. The approved engineering budget for the work on both projects was \$7,500.00. The vouchers submitted by LTPA totaled \$8,075.00, which is \$575.00 over budget. Mr. Schwab asked Mr. Purcell if there would be any further charges associated with the projects. Fenton Purcell, PE said there would be no more charges other than engineering inspections when the projects started. Mr. Schwab said he had no problem raising the budgeted amount to cover the voucher submitted, but he wanted to be assured that there would be no additional charges. Mr. Schwab made a motion to increase the budgeted funds from \$7,500.00 to \$8,075.00 for LTPA to prepare the bid specs for the single dilution pump first and then the other three remaining pumps. The motion was seconded by Chairman Rattner and the affirmative roll call vote of members present.

Mr. Schwab discussed the Reserve for Retirement line account and questioned Mr. Schilling about opening a separate account for the Reserve for Retirement accounts funds. Mr. Schwab said the account needed to be opened before the end of the year.

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

TREASURER'S REPORT- DECEMBER 1, 2014

OPERATING ACCOUNT

|                                 |                        |
|---------------------------------|------------------------|
| Balance as of November 1, 2014: | \$ 1,233,943.82        |
| Receipts (November):            | \$ 2,688.36            |
| Total Disbursements - November: | \$ 187,897.97          |
| Balance as of December 1, 2014: | <u>\$ 1,048,734.21</u> |

RENEWAL/REPLACEMENT ACCOUNT

|                                 |                      |
|---------------------------------|----------------------|
| Balance as of November 1, 2014: | \$ 603,979.40        |
| Receipts:                       | 0.00                 |
| Disbursements:                  | 0.00                 |
| Balance as of December 1, 2014: | <u>\$ 603,979.40</u> |

ESCROW ACCOUNT

|                                 |                    |
|---------------------------------|--------------------|
| Balance as of November 1, 2014: | \$ 2,952.34        |
| Receipts:                       | 0.00               |
| Disbursements:                  | 0.00               |
| Balance as of December 1, 2014: | <u>\$ 2,952.34</u> |

CAPITAL IMPROVEMENT ACCOUNT

|                                 |                      |
|---------------------------------|----------------------|
| Balance as of November 1, 2014: | \$ 525,000.00        |
| Receipts:                       | 0.00                 |
| Disbursements:                  | 0.00                 |
| Balance as of December 1, 2014: | <u>\$ 525,000.00</u> |

EXPENDITURES REPORT - 2014 BUDGET

12/1/14

|                                 | 2014                  | YEAR-TO-DATE          | BALANCE               | %             |
|---------------------------------|-----------------------|-----------------------|-----------------------|---------------|
|                                 | BUDGET                | EXPENDITURES          |                       |               |
| Admin - Salaries and Wages      | \$149,000.00          | \$125,678.41          | \$23,321.59           | 15.65%        |
| Trustee Admin Fees              | \$60,000.00           | \$20,407.26           | \$39,592.74           | 65.99%        |
| Administrative - Other Expenses | \$33,000.00           | \$30,731.56           | \$2,268.44            | 6.87%         |
| Legal                           | \$25,000.00           | \$17,847.30           | \$7,152.70            | 28.61%        |
| Audit                           | \$14,000.00           | \$0.00                | \$14,000.00           | 100.00%       |
| Engineer                        | \$20,000.00           | \$10,545.00           | \$9,455.00            | 47.28%        |
| Pension                         | \$86,000.00           | \$65,069.00           | \$20,931.00           | 24.34%        |
| Social Security                 | \$60,000.00           | \$50,143.29           | \$9,856.71            | 16.43%        |
| Unemployment                    | \$7,000.00            | \$5,214.94            | \$1,785.06            | 25.50%        |
| Hospitalization                 | \$222,800.00          | \$164,779.12          | \$58,020.88           | 26.04%        |
| Disability Insurance            | \$10,000.00           | \$6,763.94            | \$3,236.06            | 32.36%        |
| Operating - Salaries and Wages  | \$620,000.00          | \$488,137.70          | \$131,862.30          | 21.27%        |
| Reserve for Future Retirement   | \$15,000.00           | \$0.00                | \$15,000.00           | 100.00%       |
| Telephone                       | \$15,000.00           | \$13,066.26           | \$1,933.74            | 12.89%        |
| Electric                        | \$527,000.00          | \$303,653.29          | \$223,346.71          | 42.38%        |
| Propane/Fuel Oil/ Gasoline      | \$35,000.00           | \$21,743.85           | \$13,256.15           | 37.87%        |
| Supplies/Chemicals              | \$135,100.00          | \$108,679.32          | \$26,420.68           | 19.56%        |
| Laboratory Supplies             | \$8,000.00            | \$7,991.11            | \$8.89                | 0.11%         |
| Office                          | \$20,000.00           | \$5,803.50            | \$14,196.50           | 70.98%        |
| External Services               | \$50,000.00           | \$44,276.02           | \$5,723.98            | 11.45%        |
| Education/Training              | \$15,000.00           | \$6,077.64            | \$8,922.36            | 59.48%        |
| Laboratory Fees                 | \$25,000.00           | \$15,300.21           | \$9,699.79            | 38.80%        |
| Maintenance/Repairs             | \$100,000.00          | \$40,135.21           | \$59,864.79           | 59.86%        |
| Insurance                       | \$110,000.00          | \$96,056.31           | \$13,943.69           | 12.68%        |
| NJDEP Fees                      | \$25,000.00           | \$18,768.25           | \$6,231.75            | 24.93%        |
| Permit/Compliance Fees          | \$150,000.00          | \$62,491.20           | \$87,508.80           | 58.34%        |
| Equipment                       | \$60,000.00           | \$17,761.05           | \$42,238.95           | 70.40%        |
| Sludge Removal                  | \$550,000.00          | \$365,124.91          | \$184,875.09          | 33.61%        |
| Contingency                     | \$25,000.00           | \$0.00                | \$25,000.00           | 100.00%       |
| Capital Improvement             | \$300,000.00          | \$225,000.00          | \$75,000.00           | 25.00%        |
| Renewal and Replacement         | \$200,000.00          | \$150,000.00          | \$50,000.00           | 25.00%        |
| <b>TOTAL</b>                    | <b>\$3,671,900.00</b> | <b>\$2,487,245.65</b> | <b>\$1,184,654.35</b> | <b>32.26%</b> |

Mr. Schwab said a corrected pending voucher list was distributed before the meeting that totaled \$186,583.04. He explained that there was an oversight on one of the vouchers that was not included on the list distributed with the agenda.

The revised pending vouchers for the month of December were approved for payment on a motion offered by Mr. Pucilowski, seconded by Mr. Rattner and the affirmative roll call vote of members present.

|                                   |             |
|-----------------------------------|-------------|
| ADP                               | \$556.37    |
| ABB Inc.                          | \$1,390.72  |
| AEA                               | \$50.00     |
| Scott Allen (work boots)          | \$38.97     |
| AmeriGas                          | \$1,453.45  |
| Nick Barbato (milcage)            | \$104.34    |
| Pat Biasi (work boots)            | \$150.00    |
| Blue Diamond                      | \$265.00    |
| Cintas Corp                       | \$739.21    |
| Cintas First Aid                  | \$94.32     |
| Cleary Giacobbe                   | \$2,865.74  |
| EMR Power Systems                 | \$2,707.42  |
| Fisher Scientific                 | \$43.25     |
| GP Jager                          | \$29,875.00 |
| Grainger                          | \$26.60     |
| Susan Grebe (mileage & eye reimb) | \$200.80    |
| Hach                              | \$340.06    |
| JCP&L                             | \$34,762.78 |
| Kemira                            | \$4,471.54  |
| LTPA                              | \$4,165.00  |
| Lehigh Valley Safety Supplies     | \$107.95    |
| Lowe's                            | \$259.76    |
| NJSHBP                            | \$15,807.64 |
| NJ American Water                 | \$1,677.34  |
| NJ League of Municipalities       | \$260.00    |
| NJ Water Environment Registrar    | \$620.00    |
| Netcong Hardware                  | \$118.69    |
| Nusbaum Stein                     | \$2,919.40  |
| One Call                          | \$13.42     |
| Passaic Valley                    | \$19,449.80 |
| Pat Pisano (work boots)           | \$112.98    |
| The Plumbing Store                | \$36.41     |
| Polydyne                          | \$2,052.00  |
| QC Labs                           | \$962.00    |
| Route 23 Nissan                   | \$23,692.10 |
| James Schilling (milcage reimb)   | \$114.93    |
| Shell Fleet                       | \$381.41    |
| Sign Connection                   | \$700.00    |
| Spectraserve                      | \$13,065.00 |
| Staples                           | \$108.31    |
| Robert Still (work boots)         | \$139.95    |
| UPS Freight                       | \$26.00     |
| USA Bluebook                      | \$1,599.80  |
| Verizon                           | \$702.21    |
| Verizon Communications            | \$54.99     |
| Verizon Wireless                  | \$225.38    |
| WEF                               | \$375.00    |

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

- A. 12/11/14 Division of Local Government Services – MSA 2015 Budget Revisions
- B. 12/10/14 LTPA – Bid Documents for Contract 255 – Removal & Replacement of Service Water and Dilution Water Pumping Assemblies

Mr. Schilling asked the commissioners if they had reviewed his monthly report and if anyone had any questions or comments. Mr. Schwab asked Mr. Schilling about the SRVSA system for chlorine feed automation that saved them over a million dollars in eight years and asked what the size of their plant was. Mr. Schilling said the SRVSA was a much larger plant. Mr. Schilling said the SRVSA did a trial with the company Chemscan before purchasing the system. He has scheduled the MSA for a free sixty day trial, which is why he went to the SRVSA so he could see the system before hand.

The Director's Report for the month of December was accepted on a motion offered by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative vote of members present.

The Maintenance and Repairs Report for the month of December was accepted on a motion offered by Mrs. Michetti, seconded by Mr. McNeilly and the affirmative vote of members present.

Fenton Purcell, PE reported that he met with Mr. Schilling on December 11<sup>th</sup> and presented the inventory spreadsheets for Plant 1, Plant 2 and the Sludge Facilities for the Asset Management Plan. He said the only facility not included on the Asset Management Plan is the UV System, otherwise the plan is up-to-date.

Mr. Purcell also reported on the status of The Dilution Water Pump Assembly and Cushion Check Valve Project. He said the contractor sent LTPA a letter offering credits and he would look into the requirements before the job starts.

Mr. Purcell also reported on Contract 255 for the removal and replacement of the service water and dilution water pumping assemblies. He said the specifications are being reviewed by the Risk Management Consultant and LTPA will modify the documents according to any comments received, and then a bid date can be set. A formal resolution setting the bid date will be on next month's agenda.

Mr. Schwab asked Mr. Purcell how much more time LTPA will be spending on the Asset Management Plan. Mr. Purcell said that the inventory is completed and unless Mr. Schilling asks for more assistance, LTPA is finished with the plan. Mr. Schilling said there may be a little more engineering work required in the future and if additional funds are needed on the plan he would ask for more funding.

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

Resolution No. 14-31 approving a budget transfer of \$5,000.00 from Office to Legal Other Expenses, was moved by Mr. Pucilowski, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

**RESOLUTION NO. 14-31  
MUSCONETCONG SEWERAGE AUTHORITY  
BUDGET TRANSFER**

**WHEREAS:** There appears to be insufficient funds in the following account to meet the demands thereon for the balance of the current fiscal year,

LEGAL OTHER EXPENSES

**WHEREAS:** There appears to be a surplus in the following account over and above the demand deemed to be necessary for the balance of the current fiscal year,

OFFICE

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of N.J.S.A. 5:31-2.8, part of the surplus in the amount of \$5,000.00 heretofore mentioned be and the same is hereby transferred to the account mentioned as being insufficient, to meet the current deficiency of \$1,277.88 for November 2014 and provide for forecasted charges in the month of December 2014, and;

**BE IT FURTHER RESOLVED** that the Treasurer be and is hereby authorized and directed to make the following transfer:

| <u>FROM</u> | <u>TO</u>            | <u>AMOUNT</u> |
|-------------|----------------------|---------------|
| OFFICE      | LEGAL OTHER EXPENSES | \$ 5,000.00   |

Resolution No. 14-29 Establishing meeting dates for the MSA for the Calendar Year 2015, was moved by Mr. Pucilowski, seconded by Mr. Phil and the affirmative roll call vote of members present.

**RESOLUTION NO. 14-29**

**Resolution Establishing Meeting Dates  
for the Musconetcong Sewerage Authority  
for the Calendar Year 2015**

**WHEREAS,** the Musconetcong Sewerage Authority hereby establishes the following meeting dates for the Calendar Year 2015, which meetings will begin at 7:30 PM and will be held at the Water pollution Control Facilities located on Continental Drive in Mount Olive, New Jersey:

January 22<sup>nd</sup>  
Feb 26<sup>th</sup> (Reorganization @ 7:30 PM followed by Regular Meeting)  
March 26<sup>th</sup>  
April 23<sup>rd</sup>  
May 28<sup>th</sup>  
June 25<sup>th</sup>  
July 23<sup>rd</sup>  
August 27<sup>th</sup>  
September 24<sup>th</sup>  
October 22<sup>nd</sup>  
November 19<sup>th</sup>  
December 17<sup>th</sup>

Chairman explained that the State did not request any changes to the Budget, they only requested changes to some of the literature that is attached. Chairman Rattner opened the meeting to the public for Resolution No. 14-30 Adopting the MSA 2015 Budget, seeing no one to speak, Chairman Rattner closed the meeting to the public.

Resolution No. 14-30 Adopting the MSA 2015 Budget, was moved by Mr. Benson, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

**RESOLUTION NO. 14-30  
ADOPTED BUDGET  
MUSCONETCONG SEWERAGE AUTHORITY**

**FISCAL YEAR: from January 1, 2015 to December 31, 2015**

WHEREAS, the Annual Budget and Capital Budget/Program for the Musconetcong Sewerage Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for adoption before the governing body of the Musconetcong Sewerage Authority at its open public meeting of December 18, 2014; 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 as introduced reflects Total Revenues of \$4,300,000.00, Total Appropriations including any Accumulated Deficit if any, of \$4,396,289.00 and Total Unrestricted Net Assets utilized of \$96,289.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$520,000.00 and Total Unrestricted Net Assets planned to be 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 18, 2014 that the Annual Budget, and Capital Budget/Program of the Musconetcong Sewerage Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 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.

Copies of the Musconetcong Sewerage Authority 2015 Adopted Budget are on file at the office of the Authority at the Water Pollution Control Facility located in Budd Lake, New Jersey and will be made available on the Musconetcong Sewerage Authority's website at [msa-nj.org](http://msa-nj.org). A copy of the Adopted Budget may also be obtained by contacting the MSA office at (973) 347-1525 extension 201.

Mr. Pucilowski mentioned that an Engineering Committee Meeting was held earlier in the evening to discuss improvements to the plant's aeration system. LTPA prepared a proposal for the project. The Committee discussed the proposal with LTPA. There are some additional questions and the proposal will be reevaluated before presenting it to all of the commissioners.

Chairman Rattner asked if any action would be taken after the Personnel Closed Session is held. Mr. Schilling said it was anticipated that some formal action would be taken after the Personnel Closed Session is held.

Mr. Joss and Mr. Donati left the meeting at 8:03 PM.

Motion made by Mr. McNeilly, seconded by Mr. Benson and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:03 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 once the litigation is resolved.

Motion to reopen the meeting to the public at 8:20 PM was offered by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative vote of members present.

Lee Purcell, PE and Fenton Purcell, PE left the meeting at 8:21 PM.

Motion made by Mr. McNeilly, seconded by Mr. Schwab and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:21 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.

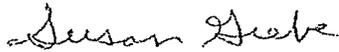
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Musconetcong Sewerage Authority as follows:

3. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
4. The general nature of the subject matter to be discussed is as follows: Personnel  
The above subject matter will be made public once the threat of potential litigation is resolved.

Motion to reopen the meeting to the public at 8:38 PM was offered by Mr. Sylvester, seconded by Mrs. Michetti and the affirmative vote of members present.

Motion made by Mr. Sylvester, seconded by Mr. Pucilowski and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 8:39 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant