

Lattner, Jennifer

From: Masser, Michelle
Sent: Friday, December 18, 2015 11:50 AM
To: Harris, Laura
Cc: Gouveia, Susan; Lattner, Jennifer
Subject: FW: MSA Approved Meeting Minutes - November 19, 2015
Attachments: November 19, 2015 approved meeting minutes.pdf

CORRESPONDENCE

Michelle Masser
Township Clerk

PO Box 450
204 Flanders Drakestown Road
Budd Lake, NJ 07828
clerk@mtolivetwp.org
973-691-0900 X7291

From: Susan Grebe [mailto:sgrebe@msa-nj.org]
Sent: Friday, December 18, 2015 11:30 AM
To: Amy Rhead <rheada@roxburynj.us>; 'Catherine Gleason' <cgleason@hopatcong.org>; Dolores Dalessandro <boroughclerk@netcong.org>; Doris Flynn <dflynn@byramtwp.org>; Ellen Horak <ehorak@stanhopenj.gov>; Linda DeSantis <maboroughclerk@optonline.net>; Masser, Michelle <clerkmichelle@mtolivetwp.org>
Subject: MSA Approved Meeting Minutes - November 19, 2015

Attached are the approved minutes of the MSA's November 19, 2015 meeting.

Happy Holidays! Merry Christmas & Happy New Year!

Best regards,
Sue

*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 the Pledge of Allegiance to the Flag, 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, Thomas Bruno, Michael Grogan, Brian McNeilly, Melanie Michetti, Daren Phil (arrived 9:32 PM), Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT:

Donald Bates

OTHERS PRESENT:

Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling

Chairman Rattner opened and closed the meeting to the public.

The Regular Meeting Minutes of October 22, 2015, were approved on a motion offered by Mr. Schwab, seconded by Mr. Grogan. Roll Call:

Mr. Bates	Absent	Mr. Phil	Absent
Mr. Benson	Abstain	Mr. Pucilowski	Yes
Mr. Bruno	Abstain	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Yes
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Abstain	Mr. Sylvester	Abstain

Mr. Phil entered the meeting at 7:32 PM.

The Closed Session Meeting Minutes of October 22, 2015, were approved on a motion offered by Mr. Grogan, seconded by Mr. Schwab. Roll Call:

Mr. Bates	Absent	Mr. Phil	Yes
Mr. Benson	Abstain	Mr. Pucilowski	Yes
Mr. Bruno	Abstain	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Yes
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Abstain	Mr. Sylvester	Abstain

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

**TREASURER'S REPORT- OCTOBER 1, 2015
 OPERATING ACCOUNT**

Balance as of October 1, 2015:		<u>\$ 1,062,330.72</u>
Receipts (October):		
Hospitalization	2,688.36	
Seibal Assoc. (workers comp)	2,787.00	
Municipal Revenue	486,224.48	
	<u>\$ 491,699.84</u>	
	<u>\$ 1,554,030.56</u>	

Total Disbursements for October:		<u>\$ 207,503.48</u>
Balance as of November 1, 2015:		<u>\$ 1,346,527.08</u>

RENEWAL & REPLACEMENT ACCOUNT

Balance as of October 1, 2015:		<u>\$ 560,735.31</u>
Receipts:		0.00
Disbursements:		655.60
Nushbaum Stein		187.65
NJ Advance Media (Star Ledger)		79.00
Daily Record		
		<u>\$ 559,813.06</u>

ESCROW ACCOUNT

Balance as of October 1, 2015: \$ 3,045.34
 Receipts: Treasurer, State of NJ (Lake Hopalong) 275.00
 Disbursements: 0.00
 Balance as of November 1, 2015: \$ 3,320.34

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of October 1, 2015: \$ 855,000.00
 Receipts: Reserve for Retirement from Operating Acct 15,000.00
 Disbursements: 0.00
 Balance as of November 1, 2015: \$ 870,000.00

ANALYSIS OF BALANCE:

Capital Improvement \$ 825,000.00
 Reserve for Retirement \$ 45,000.00

EXPENDITURES REPORT - 2015 BUDGET
 11/11/15

	2015 BUDGET	YEAR-TO-DATE EXPENDITURES	BALANCE	% REMAINING
Admin - Salaries and Wages	\$155,000.00	\$129,540.58	\$25,459.42	16.43%
Trustee Admin Fees	\$30,000.00	\$17,718.63	\$12,281.37	40.94%
Administrative - Other Expenses	\$35,000.00	\$25,491.01	\$9,508.99	27.17%
Legal	\$25,000.00	\$15,550.80	\$9,449.20	37.80%
Audit	\$14,000.00	\$0.00	\$14,000.00	100.00%
Engineer	\$20,000.00	\$6,750.00	\$13,250.00	66.25%
Pension	\$86,000.00	\$77,573.00	\$8,427.00	9.80%
Social Security	\$60,000.00	\$51,589.27	\$8,410.73	14.02%
Unemployment	\$7,000.00	\$5,311.37	\$1,688.63	24.12%
Hospitalization	\$222,900.00	\$182,084.08	\$40,815.92	18.31%
Disability Insurance	\$10,000.00	\$6,398.65	\$3,601.35	36.01%
Operating - Salaries and Wages	\$632,000.00	\$536,613.80	\$95,386.20	15.09%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$18,000.00	\$12,031.79	\$5,928.61	32.94%
Electric	\$527,000.00	\$318,107.36	\$208,892.64	39.64%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$14,484.86	\$20,515.14	58.61%
Supplies/Chemicals	\$140,000.00	\$108,891.27	\$31,108.73	22.22%
Laboratory Supplies	\$10,000.00	\$7,063.37	\$2,936.63	29.37%
Office	\$20,000.00	\$14,865.69	\$5,134.31	25.67%
External Services	\$50,000.00	\$43,118.56	\$6,881.44	13.76%
Educator/Training	\$15,000.00	\$14,799.74	\$200.26	1.34%
Laboratory Fees	\$25,000.00	\$15,767.20	\$9,232.80	36.93%
Maintenance/Repairs	\$100,000.00	\$46,545.89	\$53,454.11	53.45%
Insurance	\$110,000.00	\$97,555.42	\$12,444.58	11.31%
NIJDP Fees	\$25,000.00	\$17,827.86	\$7,172.14	28.69%
Permit/Compliance Fees	\$100,000.00	\$9,702.70	\$90,297.30	90.30%
Equipment	\$60,000.00	\$8,618.74	\$51,381.26	85.64%
Sludge Removal	\$600,000.00	\$545,962.31	\$54,037.69	9.01%
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%
TOTAL	\$3,671,900.00	\$2,705,003.55	\$966,896.45	26.33%

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

<u>RENEWAL & REPLACEMENT ACCOUNT</u>	
Hayes Pump	\$29,528.00
<u>OPERATING ACCOUNT</u>	
ADP	\$525.24
Scott Allen (work boot reimb)	\$131.99
Allmax Software, Inc.	\$880.00
AmeriGas Propane	\$573.85
Blue Diamond	\$265.00
Cintas Corp.	\$466.24
Cintas First Aid	\$49.21
Cleary Giacobbe	\$70.00
Endress & Hauser	\$5,111.56

Eurofins QC Labs	\$645.00
Fisher Scientific	\$1,348.30
Granger	\$139.62
Susan Grebe (mileage reimb)	\$35.65
Hach Co.	\$58.05
Hayes Pump	\$2,294.07
JCP&L	\$6,255.05
Kemira	\$4,981.00
LTPA	\$1,700.00
Lowel's	\$12.32
MSA Payroll 11/6/15	\$29,731.78
MSA Payroll 11/20/15	\$30,221.45
NISHBP	\$17,287.14
NJ American Water	\$1,978.75
NJ State League of Municipalities	\$25.00
Najarian Associates	\$435.00
Nushbaum Stein	\$3,092.80
One Call	\$31.00
Passaic Valley Sewerage Commission (9/16 to 10/15)	\$21,472.00
Polydyne	\$1,944.00
R-D Trucking (10/19 to 11/13)	\$16,240.00
James Schilling (mileage reimb)	\$193.77
Shell Fleet Plus	\$166.94
Staples	\$512.54
Robert Still (denial & work boot reimb)	\$739.96
David Stracco (eyeglass reimb)	\$340.00
Verizon Communications	\$54.99
Verizon Wireless	\$225.20

Mr. Dwyer discussed the letter he sent to Judge Rigo at the OAL regarding the NJDEP Permit/Stipulation of Settlement. He indicated that the MSA's permit was incorrectly put on the NJDEP's inactive list and the error was corrected. The MSA should be receiving a letter regarding the correction.

Chairman Ratner briefly discussed the letter from Lee Purcell, PE and the files that the MSA will be receiving from LTPA. He also discussed the archive project that the Administrator has been working on. Mr. Schilling suggested that the files from LTPA could be stored in the compost facility office.

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

- A. 10/23/15 To DCA – Transmitting 2016 Budget
- B. 11/12/15 Patrick Dwyer, Esq. – Letter to Judge Rigo at Office of Administrative Law Regarding NJDEP Permit/Stipulation of Settlement
- C. 11/18/15 LTPA – Closing of Lee T. Purcell Associates on March 31, 2016

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions or comments. Mr. Schilling explained that he was currently looking into new innovations for performance and cost reductions. He reported that he would be attending the energy bid opening the next afternoon.

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

Fenton Purcell, PE reported that the Authority will need to submit a compliance report on July 1, 2016 for the NJDEP Permit. He explained that a letter could be filed to the NJDEP, but he expected some engineering work for the compliance report will be required by the NJDEP.

Mr. Purcell also reported that he met with Mr. Schilling to discuss and review sludge measurement and the soda ash silo. He explained the different types of mechanical measuring devices and newer more effective ways to consider for sludge measurement. He also explained the current problem with the soda ash silo. The caulking has deteriorated over time. Rain water was leaking in the silo. The soda ash in the bottom of the silo has solidified and needs to be broken up. He suggested that the caulking on the silo should be redone as soon as possible, followed by some additional work to fix the leak.

Mr. Purcell also reported that LTPA has completed their part of the DRBC application and the application should be ready for submittal.

Mr. Purcell also added that the flow metering in the compost facility could possibly be used for the sludge measurement to save on costs.

Lee Purcell reported on the proposed Senate Bill S72.

Mr. Purcell also reported that the developer's review of the Roxbury Park sanitary sewer capacity is still on hold until Roxbury and Nelcong discuss the development proposal.

Mr. Purcell also reported on Local Finance Notice 2015-23 regarding changes pertaining to NJEIT trust loans. He explained the new changes for approval of NJEIT loans. The Administrator will e-mail a copy of LFN 2015-23 to the commissioners for their review.

Mr. Purcell also reported that LTPA will be closing its office on December 31, 2015 after 75 years of business. LTPA will still be in business and working until March 31, 2016, but will not be available for reappointment in 2016. He and Fenton Purcell, PE will be available for the MSA by cell phone or e-mail. He expressed that it has been an honor and a pleasure to serve the MSA and thanked the commissioners.

Chairman Ratner mentioned that LTPA will be missed, and discussed some past projects and accomplishments by LTPA. He also mentioned that a new MSA engineer will need to be appointed for 2016.

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

The commissioners discussed Resolution No. 15-30 and Resolution No. 1531, and the issue with the additional pay period in 2015 that was not budgeted. Mr. Schilling explained that every 11 years there are 27 annual pay periods instead 26 pay periods as usual. He also discussed some of the solutions to eliminate the problem from happening in the future. The commissioners further discussed the situation and the budget. The commissioners discussed moving the December 31st payday to Monday, January 4, 2016 and it could be added to the 2016 pay schedule. It was decided that the Finance Committee should discuss the matter and work out the best solution.

Resolution No. 15-30 for a 2015 Budget Amendment and Resolution No. 15-31 approving the 27th payroll for 2015 were tabled.

Motion made by Mr. Schindelar, seconded by Mr. Puchlowski and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:15 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 and action of the closed session of the Musconetcong Sewerage Authority;
 2. The general nature of the subject matter to be discussed is as follows: Subpoena Notice
- The above subject matter will be made public once compliance concerns are completed and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:19 PM was offered by Mr. Sylvester, seconded by Mrs. Mitchell and the affirmative vote of members present.

Personnel Closed Session was tabled for the December meeting.

Motion made by Mr. Sylvester, seconded by Mr. McNeilly and the affirmative vote of members present, Chairman Ratner adjourned the meeting at 8:21 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant