(C)

Melissa Velez-Morales

From: Masser, Michelle
Sent: Friday, April 29, 2016 1:05 PM
To: Harris, Laura
Cc: Gouveia, Susan; Melissa Velez-Morales
Subject: FW: MSA March 24, 2016 Approved Meeting Minutes
Attachments: March 24, 2016 approved minutes.pdf

Correspondence

Michelle Masser
Township Clerk
Mount Olive Township
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, April 29, 2016 10:58 AM
To: Amy Rhead <rheada@roxburynj.us>; 'Catherine Schultz' <cschultz@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 March 24, 2016 Approved Meeting Minutes

Attached are the approved minutes of the MSA's March 24th meeting.

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

Musconetcong Sewerage Authority
Commissioners' Meeting
March 24, 2016

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 7:50 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:	Thomas Bruno, Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Joseph Schwab, John Sylvester
MEMBERS ABSENT:	Donald Bates, James Benson, Richard Schindelar
OTHERS PRESENT:	Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling

Chairman Rattner opened the meeting to the public.

Chairman Rattner announced that the Commissioners of the MSA would like to show their appreciation and recognition to Lee Purcell, PE and Fenton Purcell, PE for their many years of dedicated service and support to the MSA. He presented them each with a proclamation recognizing Lee T. Purcell Associates for their 51 years of loyal service and diligent work for the Musconetcong Sewerage Authority and member municipalities. Lee Purcell, PE briefly surmised LTPA's past history and services to the MSA. He indicated his appreciation and thanked the commissioners for the opportunity to work for the MSA over the past 51 years. Fenton Purcell, PE also thanked the commissioners for the privilege of working with the MSA and for the opportunity to be a part of the Permit Compliance Team. They both wished the MSA Commissioners and the Authority all the best for the future.

Chairman Rattner closed the meeting to the public.

The Reorganization Meeting Minutes of February 25, 2016, were approved on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

The Regular Meeting Minutes of February 25, 2016 were approved on a motion offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative roll call vote of members present.

The Closed Session Meeting Minutes of February 25, 2016, were approved on a motion offered by Mr. Schwab, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

The Expenditures/Treasurer's Report for March 1, 2016 was accepted on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

TREASURER'S REPORT- MARCH 1, 2016

OPERATING ACCOUNT

Balance as of February 1, 2016:			$ 1,497,269.13
Receipts (February):			
	Hospitalization	3,209.24	
	Municipal Revenue	374,633.21	
	Transfer from Escrow	500.00	
	Cancelled Check 3080	472.00	
	Disability Reimbursement	2,431.72	
			$ 381,246.17
			$ 1,878,515.30
Total Disbursements for February:			$ 219,802.80
Balance as of March 1, 2016:			$ 1,658,712.50

RENEWAL & REPLACEMENT ACCOUNT

Balance as of February 1, 2016:		$ 580,010.06
Receipts:		0.00
Disbursements:		0.00
Balance as of March 1, 2016:		$ 580,010.06

ESCROW ACCOUNT

Balance as of February 1, 2016:		$ 3,320.34
Receipts:		0.00
Disbursements:	Nusbaum Stein (450 ITC West TWA)	451.00
Balance as of March 1, 2016:		$ 2,869.34

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of February 1, 2016:	$ 945,000.00
Receipts:	0.00
Disbursements:	0.00
Balance as of March 1, 2016:	$ 945,000.00

ANALYSIS OF BALANCES:

Capital Improvement	$ 900,000.00
Reserve for Retirement	$ 45,000.00

EXPENDITURES REPORT - 2016 BUDGET
3/1/16

	2016 BUDGET	YEAR-TO-DATE EXPENDITURES	BALANCE	% REMAINING
Admin - Salaries and Wages	$160,000.00	$38,775.89	$121,224.11	75.77%
Trustee Admin Fees	$20,000.00	$10,681.72	$9,318.28	46.59%
Administrative - Other Expenses	$35,000.00	$8,058.71	$26,941.29	76.98%
Legal	$25,000.00	$6,429.10	$18,570.90	74.28%
Audit	$10,000.00	$0.00	$10,000.00	100.00%
Engineer	$20,000.00	$4,390.00	$15,610.00	78.05%
Pension	$86,000.00	$0.00	$86,000.00	100.00%
Social Security	$65,000.00	$13,856.44	$51,143.56	78.68%
Unemployment	$7,000.00	$2,599.67	$4,400.33	62.86%
Hospitalization	$219,260.00	$45,428.35	$173,831.65	79.28%
Disability Insurance	$10,000.00	$1,384.67	$8,615.33	86.15%
Operating - Salaries and Wages	$666,640.00	$138,203.85	$528,436.15	79.27%
Reserve for Future Retirement	$5,000.00	$0.00	$5,000.00	100.00%
Telephone	$20,000.00	$1,941.81	$18,058.19	90.29%
Electric	$530,000.00	$40,426.43	$489,573.57	92.37%
Propane/Fuel Oil/ Gasoline	$40,000.00	$2,214.27	$37,785.73	94.46%
Supplies/Chemicals	$160,000.00	$8,793.57	$151,206.43	94.50%
Laboratory Supplies	$10,000.00	$453.81	$9,546.19	95.46%
Office	$20,000.00	$10,899.82	$9,100.18	45.50%
External Services	$20,000.00	$6,873.28	$13,126.72	65.63%
Education/Training	$70,000.00	$2,107.00	$67,893.00	96.99%
Laboratory Fees	$30,000.00	$2,902.00	$27,098.00	90.33%
Maintenance/Repairs	$150,000.00	$21,025.57	$128,974.43	85.98%
Insurance	$110,000.00	$37,353.99	$72,646.01	66.04%
NJDEP Fees	$25,000.00	$0.00	$25,000.00	100.00%
Permit/Compliance Fees	$25,000.00	$0.00	$25,000.00	100.00%
Equipment	$60,000.00	$3,270.66	$56,729.34	94.55%
Sludge Removal	$700,000.00	$63,768.00	$636,232.00	90.89%
Contingency	$25,000.00	$0.00	$25,000.00	100.00%
Capital Improvement	$200,000.00	$0.00	$200,000.00	100.00%
Renewal and Replacement	$200,000.00	$0.00	$200,000.00	100.00%
TOTAL	$3,723,900.00	$471,838.61	$3,252,061.39	87.33%

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

RENEWAL & REPLACEMENT ACCOUNT	
G.P. Jager	$103,131.00
ESCROW ACCOUNT	
LTPA	$1,440.00
Nusbaum Stein	$299.20
OPERATING ACCOUNT	
ADP	$874.44
Scott Allen	$123.00
AmeriGas Propane	$824.60
CFM Construction	$3,850.00
Cintas Corp.	$466.24
Cintas First Aid	$93.64
Cit-e-Net	$1,500.00
Cleary Giacobbe	$805.00
Coyne Chemical	$4,453.81
Daily Record	$21.12

Deli Delicious	$280.00
EAW Security	$5,999.09
Eurofins QC Labs	$390.00
Grainger	$439.09
Susan Grebe (petty cash & mileage)	$133.77
JCP&L	$37,592.36
J.W. Topping	$950.00
Keller Welding	$455.00
Kent Industries	$24.74
Lowes	$296.32
MSA Payroll 3/11/16	$30,486.27
MSA Payroll 3/25/16	$34,442.71
Musconetcong Watershed Assoc.	$250.00
NJSHBP	$17,784.61
NJWEA	$330.00
NJ American Water	$3,186.24
Netcong Hardware	$34.52
Northeast Industrial Tech	$1,681.00
Nusbaum Stein	$2,901.40
One Call	$9.92
PCS Pump and Process (	$5,095.00
PERS	$84,371.00
Passaic Valley Sewerage Commission	$22,477.50
R-D Trucking	$16,712.50
James Schilling (toll reimb)	$10.50
Shell Fleet	$175.35
Staples	$375.92
Treasurer, State of NJ	$1,375.00
USA Bluebook	$67.02
Verizon	$827.00
Verizon Wireless	$225.18

Mr. Schilling noted correspondence received from Netcong Borough Administrator, Ralph Blakeslee, regarding the sewer maintenance agreement for the future Roxbury Quick Check site. He questioned about the status of a metering manhole that was mentioned in the agreement and the fact that the agreement also notes that a meter will not be required because of the low flow, which seemed contradictory. Mrs. Michetti noted that discussion on the Authority's action on the agreement is somewhat premature because Roxbury Township had just received a copy of the draft agreement the day before. Mr. Sylvester noted that Netcong had not yet acted on the agreement and that it was only a draft prepared by the Netcong Engineer. He explained about the metering manhole and that it was a suggestion by the Netcong Engineer in case a meter may be required for future developments in the area. Mr. Purcell said that he received a copy of the draft agreement and discussed the project with the Netcong Engineer, Bob Guerin, PE. He explained that the site is on the abandoned Shell Station site on Route 206. The flow will be approximately 3,000 gallons. He asked Mr. Guerin why the MSA was being included in the agreement because the agreement should be an inter-municipal agreement between the Borough of Netcong and Roxbury Township. Mr. Guerin had a concern about the MSA charging Netcong for flow from Roxbury. He explained to Mr. Guerin that historically when one municipality flows into another municipality, the two municipalities get together and determine how they will separate the flow. Their discussion concluded that the agreement was only a draft at this time and the MSA will be omitted from the agreement because the matter is between the two municipalities. At this time there will be no metering of the flow coming out of the site. In the future, if another development is included then a meter would have to be considered. Mr. Sylvester explained that the present plan is to measure the inflow of water and use 90% of that as the outflow.

Chairman Rattner briefly discussed correspondences "A" and "B" concerning the MSA v. NJDEP. He mentioned about Mr. Dwyer's numerous efforts for following up on the matter. He also discussed time frames for phosphorus limits and estimated it will still take up to another 10 years to be established.

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

A. 3/2/16 Patrick Dwyer, Esq. – Letter to Judge Rigo at OAL regarding MSA v. NJDEP
B. 3/2/16 John J. Hoffman, Acting Attorney General regarding MSA v. NJDEP
C. 3/9/16 NJDEP – TWA Approval for Trade Center West, Mount Olive Township
D. 3/10/16 Melanie Michetti, PE – 2015 Unmetered Flow Adjustment for Roxbury Township and Borough of Mount Arlington
E. 3/11/16 LTPA – TWA Permit Approval for Woodmont Park at Roxbury/Roxwood Associates
F. 3/15/16 Matthew Hainzl, PE - Woodmont Park at Roxbury Environmentally Sensitive Area Grant Waiver Application
G. 3/22/16 Ralph Blakeslee, Netcong Borough Admin. – Roxbury Quick Check Sewer Maintenance Agreement

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. He mentioned that the NJWEA Conference will be held in May.

Mr. Schilling reported that two of the four microstrainers have been completely rehabilitated. The third microstrainer is empty and he was hoping that it would be completed by the end of the following week. He said he would have pictures for the April meeting so the commissioners could see what the staff is accomplishing and to think about long term future plans.

Mr. Schilling noted that the Auditor will start the 2015 MSA Audit in the next week or so. He reviewed the 2015 retroactive salary increase numbers. The anticipated retro salary balance for 2015 is approximately $12,000.00 and he would like to include that number in the 2015 Budget before the audit is prepared and complete.

Mr. Schilling also reported that Mr. Sylvester will be updating the commissioners on the contract negotiations and Mr. Pucilowski will be updating the commissioners on the MSA engineer reviews.

Mr. Schilling also mentioned that Financial Disclosure Statements will be due at on April 30th.

Chairman Rattner discussed the increase in flow from Stanhope for the month of February. He asked the commissioners if they could report any large increases in the future so they can be addressed by the Authority.

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

Lee Purcell, PE reported on the Woodmont Park at Roxbury development. He had prepared a review letter dated March 11th. He recommended that the MSA endorse the TWA Consent Forms for the project. He discussed the Grant Waiver Request that would be required for the project. He drafted a letter for the MSA to transmit the project documents required for the Grant Waiver Request. He explained that a Grant Waiver Request is a requirement that the MSA will have to submit in the future for every development that has even the smallest amount of wetlands. He also discussed the agreement for the project between Roxbury and Netcong with Mr. Guerin and the separation of this project the from the Roxwood project.

Mr. Purcell also reported on the NJDEP requirement to file a Permit Compliance Report by July 1st. He noted that July is only 3 months away. Mr. Schilling said he will submit a letter as discussed, indicating that the MSA has a Stay.

Chairman Rattner noted that the MSA will still need an Engineer of Record until a new firm is appointed in LTPA's place. The commissioners discussed the issues and concerns. Mr. Dwyer explained the insurance concerns, and requirements of the Authority to have an Engineer of Record. Mr. Purcell said that he and Fenton Purcell, PE can advise the Authority on an individual basis until a new engineer is appointed, but there will be no engineering firm after March 31st. Mr. Joss noted that the MSA can hire Lee Purcell, PE and/or Fenton Purcell, PE for engineering advice on an individual basis as long as their fees stay under the bid threshold of $17,500.00. A motion was made by Mr. Pucilowski to authorize the MSA to engage the services of Lee Purcell, PE and Fenton Purcell, PE in accordance with LTPA's 2016 Fee Schedule on file at the MSA, on an as-needed basis for advice and reviewing services, and not for design purposes, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

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

Resolution No. 1611- Endorsing the New Jersey Treatment Works Approval (TWA-1) Permit Applications (on-site and off-site) for Sanitary Sewer Extensions to Serve a 230 Unit Active Adult Community Located on Block 9302, Lot 1 and Block 9401, Lots 1, 12 and 13 in the Township of Roxbury, was moved by Mrs. Michetti, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 16-11

**Resolution of the Musconetcong Sewerage Authority
Endorsing the New Jersey Treatment Works Approval (TWA-1)
Permit Applications (on-site and off-site) for Sanitary Sewer
Extensions to Serve a 230 Unit Active Adult Community
Located on Block 9302, Lot 1 and Block 9401, Lots 1, 12 and 13,
Township of Roxbury, Morris County, New Jersey**

WHEREAS, Roxwood Associates has made a request to the Musconetcong Sewerage Authority for sanitary sewer extensions (on-site and off-site) consisting of 2,350 l.f. of 8-inch diameter PVC gravity sewer piping; fifteen (15) precast concrete manholes (drop and standard); one (1) flow meter chamber; and connection to an existing sanitary sewer manhole on Barone Street, Netcong, Morris County, New Jersey to serve a 230 Unit Active Adult Community located on Block 9302, Lot 1 and Block 9401, Lots 1, 12 and 13, Township of Roxbury, Morris County, New Jersey; and

WHEREAS, the projected sewage flow for the Active Adult Community has been calculated as follows:

- 55 (1 bedroom apartments) x 150 gpd = 8,250 gpd
- 165 (2 bedroom apartments) x 225 gpd = 37,125 gpd
- 10 (3 bedroom apartments) x 300 gpd = 3,000 gpd

TOTAL 48,380 gpd; and

WHEREAS, the following documents submitted by Ruggiero Plante Land Design, LLC have been reviewed by Lee T. Purcell Associates, Consulting Engineer for the Musconetcong Sewerage Authority for this project:

A. NJDEP Treatment Works Approval Applications (TWA-1) for on-site and off-site sewer extensions;
B. Copy of Statement of Consent – WQM-003 for on-site and off-site sewer extensions;
C. Copy of Engineer's Report – WQM-006 for on-site and off-site sewer extensions;
D. Construction Specifications – 9 pages;
E. Construction Plans – Sheets Nos. 1, 2, 3, 7, 8, 9, 10, 21, 22, 27, 28, 30, 31 and 32; and

WHEREAS, Lee T. Purcell Associates has submitted a report dated March 11, 2016 regarding the review of the Treatment Works Approval (TWA-1) Permit Applications including all supporting documents and have found same to be satisfactory, contingent upon the following:

1. The MSA has a USEPA Grant Condition which requires that the development of any property within the MSA drainage basin will not be allowed to connect any building to the MSA Water Pollution Control Facilities for a period of 50 years. Therefore, a Grant Condition Waiver request must be prepared and submitted by the developer to the MSA. The MSA will then submit a formal Grant Condition Waiver Request to the USEPA for approval.
2. The Authority should not endorse any future allocation requests if any of the following sewerage flow allocations are exceeded:

Township of Roxbury	767,000 gpd
MSA Water Pollution Control Plant	4,310,000 gpd

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the above referenced Treatment Works Approval Permit Applications (TWA-1) for sanitary sewer extensions (on-site and off-site) consisting of 2,350 l.f. of 8-inch diameter PVC gravity sewer piping; fifteen (15) precast concrete manholes (drop and standard); one (1) flow meter chamber; and connection to an existing sanitary sewer manhole on Barone Street, Netcong, Morris County, New Jersey to serve a 230 Unit Active Adult Community located on Block 9302, Lot 1 and Block 9401, Lots 1, 12 and 13, Township of Roxbury, Morris County, New Jersey is hereby endorsed contingent upon the following:

1. Endorsement of NJDEP Form WQM-003 Statement of Consent by the Township of Roxbury and submittal of a copy of the Resolution authorizing same to the MSA;
2. Approval of Formal Grant Condition Waiver Request from the USEPA shall be provided to MSA prior to any hookup or connection to MSA's facilities; and be it

FURTHER RESOLVED, that Steven Rattner, Chairman of the Musconetcong Sewerage Authority is hereby authorized to sign Sections A-2 and C of the on-site and off-site Statement of Consent Forms (WQM-003).

Mr. Schilling reported that the NJDEP rejected Givaudan's application due to the fact that it was incomplete for lack of signatures from Mount Olive Township and the MSA.

Mr. Pucilowski updated the commissioners on the progress of appointing a replacement engineering firm for LTPA. He explained that seven RFQ's were received from CME, Hatch Mott McDonald, PS&S, CP Professional Services, D.J. Egarian & Associates, H2M and Suburban Consulting. Suburban's RFQ had to be rejected due to the fact that a one year separation was required from the former MSA commissioner associated with Suburban Consulting. The Engineering Committee was evaluating them. The four highest scores were Hatch Mott, CME, PS&S and CP Professional Services. Interviews will be scheduled and the Engineering Committee should have a recommendation for the commissioners at next month's meeting.

Mr. Sylvester reported that the Union Reps have relented to the error in the Contract Document concerning double time for all overtime. The employees are no longer asking for double time for all overtime. The original agreement for double overtime for holidays only has now been agreed upon. The contract is going to be a four year contract. Overtime will now be paid after 40 hours and not after 8 hours. The Personnel Committee is recommending that the commissioners accept and approve the contract. Chairman Rattner questioned about the salary increases. Mr. Schilling explained that it is a four

year contract with increases built into all four years. The first year will be a fifty eight cent increase with one dollar salary increases for each year after. Mr. Schilling further explained the dental and eye benefits and retroactive salaries. Mr. Pucilowski made a motion to accept the conditions as indicated in the draft contract agreement letter dated March 16, 2016, seconded by Mr. Sylvester and the affirmative roll call vote of members present. Mr. Schwab noted that the final contract document can be approved when it has been completed by the MSA Attorneys and reviewed by all commissioners. Mr. Schilling will forward the final contract document to the commissioners and have a resolution for the April meeting. Mr. Schwab commended the Personnel Committee for their efforts.

Motion made by Mr. Sylvester, seconded by Mr. Schwab and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 8:49 PM.

Respectfully Submitted:

Susan Grebe

Susan Grebe,
Administrative Assistant