Gouveia, Susan

From: Lashway, Lisa
Sent: Friday, July 24, 2015 10:49 AM
To: Canning, Sean
Cc: Gouveia, Susan
Subject: FW: MSA June 25, 2015 Approved Minutes
Attachments: June 25, 2015 approved meeting minutes.pdf

CORRESPONDENCE

Michelle Masser
Deputy 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, July 24, 2015 10:45 AM
To: Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa
Subject: MSA June 25, 2015 Approved Minutes

Attached are the approved minutes of the MSA's June 25th meeting.

Have a nice weekend,
Sue

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

Musconetcong Sewerage Authority
Commissioners' Meeting
June 25, 2015

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Vice Chairman Sylvester 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:	Donald Bates, James Benson, Thomas Bruno, Michael Grogan, Melanie Michetti, Daren Phil, Michael Pucilowski, Richard Schindelar (arrived 7:34), Joseph Schwab, John Sylvester
MEMBERS ABSENT:	Brian McNeilly, Steven Rattner
OTHERS PRESENT:	Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling

Vice Chairman Sylvester opened and closed the meeting to the public.

The Regular Meeting Minutes of May 28, 2015, were approved on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski. Roll Call:

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

Mr. Schindelar entered the meeting at 7:34 PM.

The Personnel Closed Session Meeting Minutes of May 28, 2015 were approved on a motion offered by Mr. Schwab, seconded by Mr. Bruno. Roll Call:

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

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

TREASURER'S REPORT- JUNE 1, 2015

OPERATING ACCOUNT

Balance as of May 1, 2015:			$ 1,624,547.17
Receipts (May):			
	Hospitalization	2,688.36	
	FEMA	14,969.50	
	USPS (overpayment refund)	12.25	
	Municipal Revenue	263,144.26	
			$ 280,814.37
			$ 1,905,361.54
Disbursements - May:			$ 289,491.79
Balance as of June 1, 2015:			$ 1,615,869.75

RENEWAL & REPLACEMENT ACCOUNT

Balance as of May 1, 2015:		$ 654,070.64
Receipts:		0.00
Disbursements:	LTPA	1,530.00
Balance as of June 1, 2015:		$ 652,540.64

ESCROW ACCOUNT

Balance as of May 1, 2015:		$ 3,452.34
Receipts:		0.00
Disbursements:	Nusbaum Stein	132.00
Balance as of June 1, 2015:		$ 3,320.34

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of May 1, 2015:	$ 705,000.00
Receipts:	0.00
Disbursements:	0.00
Balance as of June 1, 2015:	$ 705,000.00

ANALYSIS OF BALANCE:

Capital Improvement	$ 675,000.00
Reserve for Retirement	$ 30,000.00

EXPENDITURES REPORT - 2015 BUDGET
6/1/15

	2015 BUDGET	YEAR-TO-DATE EXPENDITURES	BALANCE	% REMAINING
Admin - Salaries and Wages	$149,000.00	$67,702.43	$81,297.57	54.56%
Trustee Admin Fees	$60,000.00	$10,203.63	$49,796.37	82.99%
Administrative - Other Expenses	$33,000.00	$10,368.82	$22,631.18	68.58%
Legal	$25,000.00	$7,662.20	$17,337.80	69.35%
Audit	$14,000.00	$0.00	$14,000.00	100.00%
Engineer	$20,000.00	$4,530.00	$15,470.00	77.35%
Pension	$86,000.00	$77,573.00	$8,427.00	9.80%
Social Security	$60,000.00	$26,950.81	$33,049.19	55.08%
Unemployment	$7,000.00	$4,764.29	$2,235.71	31.94%
Hospitalization	$222,800.00	$100,644.54	$122,155.46	54.83%
Disability Insurance	$10,000.00	$2,749.31	$7,250.69	72.51%
Operating - Salaries and Wages	$620,000.00	$285,616.78	$334,383.22	53.93%
Reserve for Future Retirement	$15,000.00	$0.00	$15,000.00	100.00%
Telephone	$15,000.00	$4,703.86	$10,296.14	68.64%
Electric	$527,000.00	$215,886.57	$311,113.43	59.03%
Propane/Fuel Oil/ Gasoline	$35,000.00	$10,570.73	$24,429.27	69.80%
Supplies/Chemicals	$135,100.00	$53,703.15	$81,396.85	60.25%
Laboratory Supplies	$8,000.00	$3,761.37	$4,238.63	52.98%
Office	$20,000.00	$10,057.21	$9,942.79	49.71%
External Services	$50,000.00	$27,523.61	$22,476.39	44.95%
Education/Training	$15,000.00	$14,522.70	$477.30	3.18%
Laboratory Fees	$25,000.00	$6,968.70	$18,031.30	72.13%
Maintenance/Repairs	$100,000.00	$56,292.57	$43,707.43	43.71%
Insurance	$110,000.00	$97,555.42	$12,444.58	11.31%
NJDEP Fees	$25,000.00	$19,293.86	$5,706.14	22.82%
Permit/Compliance Fees	$150,000.00	$3,170.30	$146,829.70	97.89%
Equipment	$60,000.00	$22,494.74	$37,505.26	62.51%
Sludge Removal	$550,000.00	$223,898.78	$326,101.22	59.29%
Contingency	$25,000.00	$0.00	$25,000.00	100.00%
Capital Improvement	$300,000.00	$75,000.00	$225,000.00	75.00%
Renewal and Replacement	$200,000.00	$50,000.00	$150,000.00	75.00%
TOTAL	$3,671,900.00	$1,494,169.38	$2,177,730.62	59.31%

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

RENEWAL & REPLACEMENT	
LTPA (Contract #255)	$1,050.00
OPERATING ACCOUNT	
ADP	$556.37
AEA	$35.00
Accurate Waste Removal Services	$16,679.03
AmeriGas Propane	$652.03
Vince Barbato (dental reimb)	$480.00
Patrick Biasi (eye reimb)	$115.76
BioTriad	$19,500.00
Blue Diamond Disposal	$265.00
Certified Labs	$201.59
Cintas Corp.	$582.80
Cleary Giacobbe Alfieri Jacobs	$560.00
Daily Record	$142.36
Keith DeFazio (dental & mileage reimb)	$375.45

Fisher Scientific	$859.30
Susan Grebe (dental reimb)	$160.00
Hach	$204.27
JCP&L	$26,085.54
Kemira	$5,019.37
Lowe's	$477.17
MSA Payroll 6/5/15	$30,282.96
MSA Payroll 6/19/15	$34,085.09
NJEIT (loan payment S340 384-06)	$127,966.92
NJEIT (loan payment S340 384-07)	$29,733.05
NJEIT (loan payment S340 384-08)	$61,804.28
NJSHBP	$17,287.14
NJ American Water	$1,078.73
NJWEA Registrar	$45.00
Najarian Associates	$927.50
Netcong Hardware	$24.28
Northeast Computer	$1,184.00
Nusbaum Stein	$2,257.20
One Call	$28.52
Passaic Valley Sewerage Commission	$53,042.00
Printwurks	$169.92
Pumping Services	$2,865.52
QC Labs	$321.00
R-D Trucking	$27,440.00
Reiner Pump Systems	$1,387.27
James Schilling (mileage reimb)	$25.41
Shell Fleet Plus	$316.21
Staples	$322.43
TD Bank (Loan payment)	$385,323.23
Unum Life Insurance	$1,384.67
Verizon	$702.53
Verizon Communications	$54.99
Verizon Wireless	$225.30
WEF	$94.00
ZEP	$125.78

The commissioners briefly discussed the Bio Lake Clear Program that the Lake Musconetcong Regional Planning Board was considering for the lake. Mr. Bruno explained that the program used an all natural biological material and the Board was planning to try a one month trial in a small section of the lake by the Bait and Boat Shop.

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

A. 5/29/15 Ellen Horak, Stanhope Clerk – Lake Musconetcong Regional Planning Board Information on Bio Lake Clear Program
B. 6/5/15 To NJ DCA – MSA 2014 Audit
C. 6/11/15 Sussex County – Adoption of Sussex County WMP Update and Amendment to the Sussex County WQMP
D. 6/12/15 NJDEP – Water Quality Compliance Inspection on June 4, 2015
E. 6/18/15 Sussex County – Submittal of Sussex County WMP
F. 6/22/15 Stephen Donati, PE – Reappointment of CP Engineers

Mr. Schilling asked the commissioners if they had reviewed his monthly report and if anyone had any questions or comments. Mr. Schwab questioned if there were any problems with the pump stations because of the considerable amount of call-in time listed on the Director's report. Mr. Schilling indicated that the extra time may have been due to storms.

Mr. Schilling reported that the MSA received quality assurance from the NJDEP that the Authority performed well on its proficiency testing for the laboratory.

Mr. Schilling also noted that he had a presentation regarding the Asset Management Program and the phosphorous analyzer results that he wanted to give sometime during the meeting. Mrs. Michetti asked if Mr. Schilling would send the data to the Engineering Committee as stated in his report.

Mr. Dwyer asked if the NJDEP used the new permit limits when they conducted their annual inspection on June 4th. Mr. Schilling responded that the new limits do not take effect until July 1st, but samples were taken.

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

Lee Purcell, PE noted that LTPA's review of Hopatcong State Park interceptor connection is still on hold until escrow is received.

Mr. Purcell reported the developer's review on Roxbury Park Sanitary Sewer is on hold until Roxbury and Netcong discuss the development proposal.

Fenton Purcell, PE reported that the new NJDEP permit will be in effect as of July 1, 2015 and the first compliance report is due on July 1, 2016. The report will require a lot of engineering work including a denitrification study. He advised that it would be good if the Permit Litigation Team reviewed the compliance report before submittal. Mr. Schwab questioned about the stay on nitrates. Mr. Schilling explained that a report still needs to be submitted to the NJDEP indicating how the Authority will achieve the limits set in the new permit over the next five years. He suggested that the Permit Litigation Team should discuss the matter further. The requirements of the stay on nitrates were discussed along with the other limits listed on the permit.

Mr. Purcell also reported that the new motor on the dilution pump has been installed.

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

Mr. Schilling noted that circumstances under Resolution No. 15-20 were reviewed by the MSA Attorney and Qualified Purchasing Agent authorizing GP Jager as a sole source for equipment and parts.

Resolution No. 15-20 Authorizing the MSA to Enter Into a Contract for Parts Without Advertising or Bids and Bidding as an Equipment Repair Service in the Nature of an Extraordinary Unspecifiable Service Pursuant to N.J.S.A. 40A:11-5(1)(i), was moved by Mr. Phil, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

RESOLUTION NO. 15-20

Resolution Authorizing the Musconetcong Sewerage Authority to Enter Into a Contract for Parts Without Advertising for Bids and Bidding as an Equipment Repair Service in the Nature of an Extraordinary Unspecifiable Service Pursuant to N.J.S.A. 40A:11-5(1)(i)

WHEREAS, N.J.S.A. 40A:11-5(1)(i) provides "Any contract, the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if: (1) The subject matter thereof consists of: . . . . . (i) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such service, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;" (underlining added); and

WHEREAS, there exists a need for replacement parts, namely, one 30004-0012-DI Exchange Return and associated parts; and

WHEREAS, James Schilling, Plant Director, has certified to the Commissioners of the Musconetcong Sewerage Authority that the above described parts can only be purchased through G.P. Jager, Inc., the local sales representative for JWC Environmental, the sole manufacturer of said parts, and, therefore, constitutes "an extraordinary unspecifiable service and necessary parts furnished in connection with such service"; and

WHEREAS attached is a letter from JWC Environmental ("JWC") to the MSA dated May 18, 2015 indicating that JWC is the sole manufacturer of such parts and that GP Jager, Inc. is a representative of JWC; and

WHEREAS attached is a Quotation from GP Jager, Inc. dated May 18, 2015 describing the part specifications, price of $10,462.80 and anticipated delivery date; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is awarded to G.P. Jager, Inc., a local sales representative for JWC, for the purchase of one (1) 30004-0012-DI-Exchange Return with associated parts at a total cost of $10,462.80, including freight, without competitive bidding as an extraordinary unspecifiable service or necessary parts furnished in connection with such service in accordance with N.J.S.A. 40A:11-5(1)(i) and that a copy of this Contract shall be on file and available for public inspection at the office of the Secretary of the Musconetcong Sewerage Authority and that a copy of this Notice be published in the official newspaper of the Musconetcong Sewerage Authority.

Mr. Schilling explained the scope of work and estimated costs associated with the project described under Resolution No. 15-21. He also discussed the need to have the project completed. A bid date has not been set and is not known at this time until specifications have been received and prepared.

Resolution No. 15-21 Authorizing the Director to Receive Sealed Proposals for Contract 10527, for Microscreens and Related Equipment as Described in the Technical Specifications on _____, 2015, was moved by Mr. Phil, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

RESOLUTION NO. 15-21

Resolution of the Musconetcong Sewerage Authority Authorizing the Director to Receive Sealed Proposals for Contract 10527, for Microscreens and Related Equipment as Described in the Technical Specifications on _____, 2015 at 10:00 a.m. in the Office of the Authority's Water Pollution Control Facility

WHEREAS, a need exists for the Authority to purchase and have installed certain equipment, namely, Microscreens, as described in the Technical Specifications as detailed in Contract 10527; and

WHEREAS, funds are available for said Contract.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to receive sealed proposals for Contract 10527 as described in the Technical Specifications on _____, 2015 at 10:00 a.m. at the office of the Authority's Water Pollution Control Facility, located at 110 Continental Drive, Budd Lake, New Jersey. At that time and place, the sealed bids will be opened publicly and read aloud.

Copies of the Contract Specifications are on file at the Office of the Authority at the Water Pollution Control Facility located in Budd Lake, New Jersey. The Contract Specifications may be obtained by contacting the Authority's Office at 973-347-1525.

The commissioners discussed closed session protocol and what should be required to record and document the closed session minutes. Mr. Dwyer said he reviewed the Open Publics Meetings Act and there is no need to record closed sessions. The commissioners decided that it was not necessary to record closed sessions in the future.

Reappointment of CP Engineers as the MSA alternate engineer was discussed. Mr. Pucilowski said the Engineering Committee did not get a chance to meet during the month of June to discuss the issue. Also, they were still waiting to get some possible recommendations for other firms that could be appointed for the position from the commissioners. He reported that he and Mr. Schilling attended a seminar that discussed the laws surrounding the circumstances. He indicated that he and Mr. Schilling would like to discuss the situation further with Mr. Dwyer and Mr. Joss to review what would be the appropriate procedures to appoint an alternate engineer. Mr. Pucilowski said he and the Engineering Committee would like to appoint three different engineering firms to cover any engineering conflicts that may arise. The matter would be on the next month's meeting agenda for further discussion.

Vice Chairman Sylvester indicated that discussion and review of Roxwood Associates, LLC residential development in Roxbury Township was on hold.

Contract negotiations were briefly discussed. Mr. Pucilowski mentioned that the Personnel Committee met with the two MSA Employee Union Representatives, but the Local 32 Union Representative did not show up at the scheduled meeting. The Personnel Committee discussed the issues with the two employees present at the meeting representing the MSA Employees for contract negotiations. Another meeting will be scheduled for further discussion.

Mr. Schilling gave a Power Point presentation regarding phosphorous analyzer results which included an excel spread sheet with a scale that ranged from 0.0 to 0.8. He explained that the analyzer collected samples every 20 minutes and the spread sheet showed the results for one month. He explained and reviewed the data with the various ranges on the spread sheet to the commissioners. He also reported on the chemical feed rates and cost savings that were involved.

Mr. Schilling also gave a Power Point presentation regarding the Asset Management Plan that was created for the Authority. He reported that LTPA and the MSA Staff assisted with collecting data for the plan. He explained the information documented in the plan which included make, model, horsepower, rpm, serial numbers, original costs, replacement costs and dates, etc., for each piece of equipment at the plant and pump stations. He also discussed how the plan works, the different aspects of the plan and the advantages to having the plan. He noted that NJEIT and NJDEP now require an Asset Management Plan to be in place if a loan or grant is requested and an Asset Management Plan will be an NJDEP permit requirement in the future. Mr. Schilling showed the commissions some of the information for recently replaced pumps and equipment. He also explained how the plan worked and could populate costs for individual work orders. Mr. Schilling indicated that the plan was almost complete and only four more pumps needed to be added to the plan up to this point. The commissioners discussed the plan and its advantages and uses.

Mr. Pucilowski asked Mr. Schilling if he could present a work order form that would show all the information involved in the e-maintenance at the next month's meeting.

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

Respectfully Submitted:

Susan Grebe

Susan Grebe,
Administrative Assistant