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Gouveia, Susan

From: Lashway, Lisa
Sent: Friday, August 28, 2015 1:36 PM
To: Canning, Sean; Gouveia, Susan; Kolody, Sherry; Quinn, Tim
Subject: FW: MSA July 23, 2015 Approved Meeting Minutes
Attachments: July 23, 2015 approved meeting minutes.pdf

From: Susan Grebe [mailto:sgrebe@msa-nj.org]
Sent: Friday, August 28, 2015 1:18 PM
To: Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa
Subject: MSA July 23, 2015 Approved Meeting Minutes

Attached are the approved minutes of the MSA's July 23rd meeting.

Have a nice weekend!

*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

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: James Benson, Thomas Bruno, Michael Grogan, Brian McNeilly, Michael Pucilowski, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT: Donald Bates, Melanie Michetti, Daren Phil, Steven Rattner

OTHERS PRESENT: Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE,

Vice Chairman Sylvester opened and closed the meeting to the public. Boy Scouts from Stanhope Troop 91 were at the meeting to observe for a communications merit badge.

The Regular Meeting Minutes of June 25, 2015, were approved on a motion offered by Mr. Schwab, seconded by Mr. Bruno. Roll Call:

Mr. Benson	Yes	Mr. Pucilowski	Yes
Mr. Bruno	Yes	Mr. Schindelar	Yes
Mr. Grogan	Yes	Mr. Schwab	Yes
Mr. McNeilly	Abstain	Mr. Sylvester	Yes

The Expenditures/Treasurer's Report for the month of June 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- JULY 1, 2015
OPERATING ACCOUNT

Balance as of June 1, 2015:		\$ 1,615,869.75
Receipts (June):		
	Hospitalization	2,688.36
	Municipal Revenue	57,641.20
		\$ 60,329.56
		\$ 1,676,199.31
Disbursements - June:		\$ 981,135.33
Balance as of July 1, 2015:		\$ 695,063.98

RENEWAL & REPLACEMENT ACCOUNT

Balance as of June 1, 2015:		\$ 652,540.64
Receipts:	2 nd Qtr Transfer from Operating	50,000.00
Disbursements:	Tom Valiante & Son, Inc.	29,550.00
	LTPA	1,050.00
Balance as of July 1, 2015:		\$ 671,940.64

ESCROW ACCOUNT

Balance as of June 1, 2015:		\$ 3,320.34
Receipts:		0.00
Disbursements:		0.00
Balance as of July 1, 2015:		\$ 3,320.34

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of June 1, 2015:		\$ 705,000.00
Receipts:	2 nd Qtr Transfer from Operating	75,000.00
Disbursements:		0.00
Balance as of July 1, 2015:		\$ 780,000.00

ANALYSIS OF BALANCE:

Capital Improvement	\$ 750,000.00
Reserve for Retirement	\$ 30,000.00

EXPENDITURES REPORT - 2015 BUDGET

7/1/15

	2015	YEAR-TO-DATE		%
	BUDGET	EXPENDITURES	BALANCE	REMAINING
Admin - Salaries and Wages	\$149,000.00	\$78,945.73	\$70,054.27	47.02%
Trustee Admin Fees	\$60,000.00	\$17,718.63	\$42,281.37	70.47%
Administrative - Other Expenses	\$33,000.00	\$11,235.78	\$21,764.22	65.95%
Legal	\$25,000.00	\$9,368.40	\$15,631.60	62.53%
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	\$31,717.52	\$28,282.48	47.14%
Unemployment	\$7,000.00	\$5,019.55	\$1,980.45	28.29%
Hospitalization	\$222,800.00	\$121,128.37	\$101,671.63	45.63%
Disability Insurance	\$10,000.00	\$4,133.98	\$5,866.02	58.66%
Operating - Salaries and Wages	\$620,000.00	\$332,982.40	\$287,017.60	46.29%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$15,000.00	\$5,686.68	\$9,313.32	62.09%
Electric	\$527,000.00	\$215,886.57	\$311,113.43	59.03%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$11,538.97	\$23,461.03	67.03%
Supplies/Chemicals	\$135,100.00	\$78,603.98	\$56,496.02	41.82%
Laboratory Supplies	\$8,000.00	\$4,824.94	\$3,175.06	39.69%
Office	\$20,000.00	\$11,733.56	\$8,266.44	41.33%
External Services	\$50,000.00	\$29,450.14	\$20,549.86	41.10%
Education/Training	\$15,000.00	\$14,602.70	\$397.30	2.65%
Laboratory Fees	\$25,000.00	\$7,289.70	\$17,710.30	70.84%
Maintenance/Repairs	\$100,000.00	\$60,992.72	\$39,007.28	39.01%
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	\$5,208.80	\$144,791.20	96.53%
Equipment	\$60,000.00	\$22,494.74	\$37,505.26	62.51%
Sludge Removal	\$550,000.00	\$321,059.81	\$228,940.19	41.63%
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	\$1,725,575.95	\$1,946,324.05	53.01%

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

ESCROW	
LTPA	\$2,000.00
RENEWAL & REPLACEMENT	
A.C. Schultes	\$73,170.00
A.C. Schultes	\$9,149.40
G.P. Jager, Inc.	\$10,462.80
LTPA	\$1,125.00
RENEWAL & REPLACEMENT ACCOUNT TOTAL	\$93,907.20
OPERATING ACCOUNT	
ADP	\$946.95
Accurate Waste Removal Services	\$6,924.00
Atlantic Tomorrow	\$12.49
Nicholas Barbato (disability insurance reimbursement)	\$80.00
Vince Barbato (disability insurance reimbursement)	\$80.00
Patrick Biasi (disability insurance reimbursement)	\$80.00
Cintas Corp.	\$466.24
Cintas First Aid	\$263.61
Cleary Giacobbe Alfieri Jacobs	\$385.00
Robert Colabella (disability insurance reimbursement)	\$80.00
Daily Record	\$14.08
Keith DeFazio (disability insurance reimbursement)	\$80.00
Deli Delicious	\$470.00
Susan Grebe (petty cash, mileage & notary fees)	\$215.24
Hach	\$899.11
Hayes Pump	\$872.00
JCP&L	\$26,150.05
Kahant Electric Supply	\$66.71

Kemira	\$5,033.29
LTPA	\$1,500.00
Lowe's	\$189.05
MSA Payroll 7/3/15	\$31,631.58
MSA Payroll 7/17/15	\$29,244.42
Mission Communications	\$2,431.80
Motion Industries	\$698.61
NJSHBP	\$17,287.14
NJ American Water	\$1,123.35
NJ Business & Industry Association	\$220.00
NJ Door Works	\$287.50
Netcong Hardware	\$72.37
One Call	\$45.88
PCS Pump	\$8,625.00
Pan Metro	\$750.00
Pegasus Electric Motor	\$5,108.00
Patrick Pisano (disability insurance reimbursement)	\$80.00
Polydyne	\$1,944.00
QC Labs	\$338.00
R-D Trucking	\$29,120.00
James Schilling (disability insurance reimbursement)	\$80.00
Shell Fleet Plus	\$375.79
Staples	\$247.70
Robert Still (disability insurance reimbursement)	\$80.00
David Stracco (disability insurance reimbursement)	\$80.00
Terex Services	\$4,396.60
USA Bluebook	\$445.86
Verizon	\$706.27
Verizon Communications	\$54.99
Verizon Wireless	\$225.18

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

Lee Purcell, PE reported that LTPA has reviewed the plans submitted by E.I. Associates for the Hopatcong State Park connection to the MSA interceptor. He prepared a draft letter report to Robert Walsh, PE at E.I. Associates that was included in his agenda for the commissioners to review regarding the project. He explained that the plans he reviewed, propose to connect to the MSA interceptor on Center Street and noted that the detail submitted with that plan was acceptable. He further explained that the Authority has four requirements to be provided before the work on the project is to start which were listed in the draft letter report. He discussed each requirement briefly. Mr. Purcell said that he discussed the project with Mr. Walsh and made some suggestions. He recommended that the State consider incorporating a grinder pump with a low head force main going into Lakeside Boulevard. He also spoke to William White at the NJDEP and explained that there could be an odor problem in the off season and reiterated his recommendation for a grinder pump and low head force main. Mr. Pucilowski asked about the ownership of the pipe once the project was completed. Mr. Purcell explained that the State of New Jersey has a policy that they will not own, operate or maintain any utility off of their property and the project will come off of the State Park property to get to the MSA manhole on Center Street. They will need a gravity sewer coming off of the property with several manholes to go down to the MSA interceptor. Roxbury Township will own, operate and maintain that portion of the pipeline after it is constructed. Mr. McNeilly asked if the ownership of the pipe by Roxbury Township was memorialized and noted that he was concerned about the MSA's responsibility if the pipe were to start leaking. Mr. Purcell indicated that is was part of the agreement between the State and Roxbury because the pipe would be in Roxbury's street. Mr. Schwab indicated that the agreement was probably included in the Roxbury Township Sewer Ordinance. Metering would also be managed between Roxbury and the State. Mr. McNeilly still had a concern about the pipe. Mr. Schindelar suggested that Mr. Purcell include the agreement in his letter to Robert Walsh, PE. Mr. Schwab noted that it was already stated in Mr. Purcell's letter and suggested that maybe it should be moved up and included under the listed requirements. Mr. McNeilly also wanted assurance that the State would install a pumping station and force main to eliminate any odor problems as suggested in Mr. Purcell's letter. Mr. Purcell explained that the discharge would be equal to one or two houses per day in the off season and Roxbury will own the discharge line and the 4 or 5 manholes holes which will be lined. Mr. McNeilly mentioned that there was discussion about odor and corrosion concerns in the past months' meetings along with the significance of MSA's responsibility. He believed that the suggestion for a grinder pump and force main should be moved up to be a requirement in Mr. Purcell's letter. Mr. Purcell explained that he recommending a way to avoid a problem on the State's property while operating their system. Mr. Schindelar noted that ultimately the problem could come to the MSA. Mr. Schwab asked Mr. Purcell if there could be an odor problem. Mr. Purcell did not believe there would be an odor or corrosive problem. The suggestion would be left as it was stated in Mr. Purcell's letter.

Mr. Schwab asked Mr. Purcell about the Certificate of Insurance requirement in his draft letter and if he had contacted the MSA Risk Management Consultant. Mr. Dwyer suggested the requirements should include the MSA's Site Access Agreement. Mr. Schwab suggested it should be noted in Mr. Purcell's letter that the Site Access Agreement will be forwarded for signatures. Mr. Dwyer said he would send the Site Access Agreement information to Mr. Purcell to attach with his letter and it would satisfy Requirements 1 and 2 in Mr. Purcell's letter.

Mr. Schwab asked about an escrow for the construction inspections and what would be the appropriate amount to require. Mr. Purcell estimated that inspections would take approximately 8 to 10 hours of engineering time. It was decided that a \$2,000.00 escrow would be sufficient and it should be noted so in Mr. Purcell's letter.

Mr. Purcell asked if his letter should mention the discharge that will really only be a problem on the State's property. Mr. Schwab recommended that the suggestion could be left in the letter as stated. Mr. Purcell said he would make the changes to the draft letter as discussed and will send it out on Tuesday, July 28th.

Mr. Purcell also reported that a review of Roxbury Park Sanitary Sewer is on hold until Roxbury and Netcong discuss the development proposal.

Fenton Purcell, PE reported that the Revoke and Reissue Permit has been in effect since July 1st and the first compliance report will be due next July 1, 2016. It will require some engineering work before it can be prepared and submitted next July.

Mr. Purcell also reported that dilution water pump assembly and Contract No. 255 have both been completed by A.C. Schultes. He compared the bids received and the final construction costs.

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

Mr. Pucilowski explained Resolution No. 15-22 and indicated that because the MSA now has a Qualified Purchasing Agent the bid threshold for awarding contracts can go from \$36,000.00 up to \$40,000.00.

Resolution No. 15-22 Authorizing the MSA to Adjust the Bid Threshold for Awarding Contracts Pursuant to N.J.S.A. 40A:11-3, was moved by Mr. Pucilowski, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

RESOLUTION NO. 15-22

Resolution Authorizing the Musconetcong Sewerage Authority To Adjust the Bid Threshold for Awarding Contracts Pursuant to N.J.S.A. 40A:11-3

WHEREAS, N.J.S.A. 40A:11-3(c) provides: "The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L.1999, c.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L.1971, c.198 (C.40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made;" and

WHEREAS, on July 1, 2015 Andrew P. Sidamon-Eristoff, New Jersey State Treasurer released a Memorandum stating, among other things: "Pursuant to the provisions of the Public Law cited herein, and after consulting with the Governor, I am exercising my authority to adjust the bid thresholds for awarding contracts as noted below. Accordingly, all covered purchases and contracts, which exceed these established thresholds, must be achieved through open competitive bidding. These adjustments shall take effect July 1, 2015 and are as follows:

	<u>Current Threshold Amount</u>	<u>New Threshold Amount</u>
Local Public Contracts Law With Qualified Purchasing Agent"	\$36,000	\$40,000

WHEREAS, the MSA has a Qualified Purchasing Agent; and
WHEREAS the Commissioners desire to adjust the bid threshold for awarding contracts;
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong
Sewerage Authority that the bid threshold for awarding contracts which require public bidding pursuant to
N.J.S.A. 40A:11-3 shall be raised to Forty Thousand (\$40,000) Dollars.

Passaic Valley Sewerage Commission's North Jersey Wastewater Cooperative Agreement was discussed. Mr. Dwyer said that he reviewed the draft agreement upon request of the MSA Director. He explained how the coop agreement is beneficial and specifically geared towards wastewater treatment facilities. He spoke to the PVSC Purchasing Agent and recommended some changes that he would like to make to the agreement. Mr. Dwyer suggested that the MSA become a member of the coop. The commissioners agreed. Mr. Pucilowski mentioned that he and Mr. Schilling went to an AEA work session where this coop came up as a topic. The benefits of joining the coop were briefly discussed. It would be discussed further at the August 27th meeting.

Reappointment of CP Engineers as the MSA alternate engineer was tabled until the next month's meeting at the request of Mr. Phil who was not able to attend the meeting. Mr. Pucilowski reported that the Engineering Committee met before the meeting to discuss the possibility of appointing several different engineering firms to be available on an as-needed basis and not specifically referring to an alternate engineer position. The Committee discussed the issue with Mr. Joss about passing a resolution to appoint several firms. The Engineering Committee is planning to meet again to put together a list of engineering firms for consideration. The matter would be discussed further at next month's meeting.

Vice Chairman Sylvester noted that Roxwood Associates, LLC residential development in Roxbury Township is still on hold.

The commissioners had a brief discussion with the scouts from Troop 91 about the wastewater treatment facilities plant and offered them a tour of the plant if they were interested. The scouts departed at 7:59 PM.

Motion made by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative roll call vote of members present for the commissioners to go into closed session at 7:59 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:

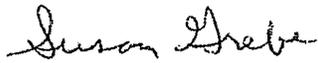
1. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Personnel

The above subject matter will be made public once negotiations are completed and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:10 PM was offered by Mr. Bruno, seconded by Mr. Schindelar and the affirmative vote of members present.

Motion made by Mr. Pucilowski, seconded by Mr. Benson and the affirmative roll call vote of members present, Vice Chairman Sylvester adjourned the meeting at 8:11 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant