



Melissa Velez-Morales

From: Masser, Michelle
Sent: Friday, July 29, 2016 11:18 AM
To: Harris, Laura; Natafalusy, Catherine
Cc: Melissa Velez-Morales
Subject: FW: MSA June 23, 2016 Approved Minutes
Attachments: June 23, 2016 approved minutes.pdf

Correspondence attached.

Michelle Masser
Township Clerk
Mount Olive Township
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Budd Lake, NJ 07828
clerk@mtolivetwp.org
973-691-0900 X7291

From: Susan Grebe [mailto:sgrebe@msa-nj.org]
Sent: Friday, July 29, 2016 10:41 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 June 23, 2016 Approved Minutes

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

*Susan Grebe,
Administrative Assistant
Musconetcong Sewerage Authority
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sgrebe@msa-nj.org*

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: Donald Bates, James Benson, Thomas Bruno, Andrew Cangiano, Michael Grogan, Brian McNeilly (arrived at 7:39 PM), Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT:

OTHERS PRESENT: Patrick Dwyer, Esq., Ceren Aralp, PE, Marvin Joss, James Schilling

Chairman Rattner opened and closed the meeting to the public.

The meeting minutes of May 26, 2016 were approved on a motion offered by Mr. Pucilowski, seconded by Mr. Grogan. Roll Call:

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

Mrs. Michetti asked if the Administrator could put revision numbers on the amended and updated pending voucher lists going forward. Chairman Rattner and the commissioners all agreed.

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

TREASURER'S REPORT- JUNE 1, 2016

OPERATING ACCOUNT

Balance as of May 1, 2016:		\$ 1,198,258.74
Receipts (May):		
	Hospitalization	3,209.24
	State of NJ - FEMA	10,507.91
	Municipal Revenue	89,165.74
		\$ 1,301,141.63

Total Disbursements for May:	\$ 242,313.79
Balance as of May 1, 2016:	\$ 1,058,827.84

RENEWAL & REPLACEMENT ACCOUNT

Balance as of May 1, 2016:	\$ 526,879.06	
Receipts:	0.00	
Disbursements:		
	Nusbaum Stein (UV bids)	770.00
	Daily Record (UV Bids)	78.12
Balance as of June 1, 2016:	\$ 526,030.94	

ESCROW ACCOUNT

Balance as of May 1, 2016:	\$ 3,589.14	
Receipts:	0.00	
Disbursements:		
	Nusbaum Stein (Woodmont Park)	55.00
Balance as of June 1, 2016:	\$ 3,534.14	

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of May 1, 2016:	\$ 1,020,000.00
Receipts:	0.00
Disbursements:	0.00
Balance as of June 1, 2016:	\$ 1,020,000.00

ANALYSIS OF BALANCES:

Capital Improvement	\$ 975,000.00
Reserve for Retirement	\$ 45,000.00

EXPENDITURES REPORT - 2016 BUDGET

6/1/16

	2016	YEAR-TO-DATE		%
	BUDGET	EXPENDITURES	BALANCE	REMAINING
Admin - Salaries and Wages	\$160,000.00	\$75,241.44	\$84,758.56	52.97%
Trustee Admin Fees	\$20,000.00	\$10,681.72	\$9,318.28	46.59%
Administrative - Other Expenses	\$35,000.00	\$18,016.34	\$16,983.66	48.52%
Legal	\$25,000.00	\$14,708.60	\$10,291.40	41.17%
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	\$84,371.00	\$1,629.00	1.89%
Social Security	\$65,000.00	\$30,899.43	\$34,100.57	52.46%
Unemployment	\$7,000.00	\$5,138.17	\$1,861.83	26.60%
Hospitalization	\$219,260.00	\$100,121.21	\$119,138.79	54.34%
Disability Insurance	\$10,000.00	\$2,769.34	\$7,230.66	72.31%
Operating - Salaries and Wages	\$666,640.00	\$317,808.93	\$348,831.07	52.33%
Reserve for Future Retirement	\$5,000.00	\$0.00	\$5,000.00	100.00%
Telephone	\$20,000.00	\$4,892.80	\$15,107.20	75.54%
Electric	\$530,000.00	\$143,178.70	\$386,821.30	72.99%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$5,306.52	\$34,693.48	86.73%
Supplies/Chemicals	\$160,000.00	\$61,031.99	\$98,968.01	61.86%
Laboratory Supplies	\$10,000.00	\$2,891.13	\$7,108.87	71.09%
Office	\$20,000.00	\$15,631.11	\$4,368.89	21.84%
External Services	\$70,000.00	\$18,127.49	\$51,872.51	74.10%
Education/Training	\$20,000.00	\$6,989.48	\$13,010.52	65.05%
Laboratory Fees	\$30,000.00	\$6,466.30	\$23,533.70	78.45%
Maintenance/Repairs	\$150,000.00	\$33,475.04	\$116,524.96	77.68%
Insurance	\$110,000.00	\$93,674.95	\$16,325.05	14.84%
NJDEP Fees	\$25,000.00	\$22,243.05	\$2,756.95	11.03%
Permit/Compliance Fees	\$25,000.00	\$182.60	\$24,817.40	99.27%
Equipment	\$60,000.00	\$15,202.75	\$44,797.25	74.66%
Sludge Removal	\$700,000.00	\$223,158.00	\$476,842.00	68.12%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$200,000.00	\$75,000.00	\$125,000.00	62.50%
Renewal and Replacement	\$200,000.00	\$50,000.00	\$150,000.00	75.00%
TOTAL	\$3,723,900.00	\$1,441,598.09	\$2,282,301.91	61.29%

Mr. Schilling explained that he and Mrs. Aralp reviewed the engineering invoices and some minor adjustments would be made.

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

CAPITAL IMPROVEMENT	
Mott MacDonald	\$3,569.33
RENEWAL & REPLACEMENT	
The New Jersey Herald	\$40.50
The Star Ledger NJ Advance Media	\$193.85
Nusbaum Stein (UV Bids)	\$506.00
OPERATING ACCOUNT	
ADP	\$732.79
Accurate Waste Removal	\$640.00
Adapco	\$3,576.38
Scott Allen (disability, dental & mileage reimb)	\$608.96
Nicholas Barbato (mileage & disability reimb)	\$84.42
Vince Barbato (disability & mileage reimb)	\$88.53
Blue Diamond Disposal	\$767.39
Patrick Biasi (disability reimb)	\$65.20
Cintas Corp.	\$464.98
Cintas First Aid	\$97.50
Cleary Giacobbe	\$315.00
Robert Colabella (disability reimb)	\$65.20
Constellation New Energy	\$13,663.27
Coyne Chemical	\$4,439.56
Daily Record	\$159.08
Keith DeFazio (disability reimb)	\$65.20
Dover Brake & Clutch	\$1,545.49
EAW Security	\$3,114.42

Essex Engineering	\$5,340.00
Eurofins QC Labs	\$389.00
Fisher	\$309.49
Susan Grebe (mileage & dental reimb)	\$195.10
Hach Company	\$133.76
Horizon Tool & Mold	\$2,014.00
JCP&L	\$10,389.47
Lowes	\$312.79
MSA Payroll 6/3/16	\$31,572.08
MSA Payroll 6/17/16	\$35,236.66
McMaster Carr	\$316.37
Mission Communications	\$2,431.80
Mott MacDonald	\$3,990.53
NJEIT (loan payment S340 384-06)	\$133,729.48
NJEIT (loan payment S340 384-07)	\$25,825.04
NJEIT (loan payment S340 384-08)	\$55,621.93
NJSHP	\$17,784.61
NJ American Water	\$556.00
Napa Auto Parts	\$48.66
Netcong Hardware	\$21.56
Nusbaum Stein	\$2,261.20
The New Jersey Herald	\$9.30
One Call	\$33.75
Pegasus Electric Motors	\$730.00
Patrick Pisano (disability reimb)	\$65.20
R-D Trucking	\$20,720.00
James Schilling (mileage & disability reimb)	\$180.64
Shell Fleet	\$215.44
The Sign Connection	\$1,563.45
Staples	\$458.16
Robert Still (disability reimb)	\$65.20
David Stracco (disability reimb)	\$65.20
TD Bank NA (loan payment)	\$393,018.09
Unum Insurance	\$1,497.11
Verizon	\$738.11
Verizon Wireless	\$225.18
WEF	\$103.00

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

- A. 5/17/16 NJDEP - TWA Extension of Time for Mariner's Pointe, Hopatcong Borough
- B. 5/27/16 NJDEP - Compliance Inspection on April 27th
- C. 5/27/16 NJUA JIF - Loss Control Report
- D. 5/27/16 NJEIT - Refunding Bond Series 2016A-R2

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions or comments. Chairman Rattner commended the MSA Staff and Director for the nice job with the two inspections held during the month by the NJDEP and NJUA JIF. Both reports had no problems or issues to report.

Mr. Schilling reported that there are on-going problems with the soda ash system. The Authority is spending a lot of money to maintain the system. He noted that before using soda ash the Authority used lime. He met with a representative of Univar, the soda ash distributor, and discussed the problem. He read an e-mail from the Univar representative summarizing the problem and suggesting the only improvement would be to switch to a different source such as caustic soda, magnesium hydroxide or other. He had met with the Engineering Committee and explained he is doing a trial with magnesium hydroxide. Mr. Schilling also informed the commissioners about a pump that has failed due to the situation. He is reviewing the matter with the MSA Engineers to see what the best alternative is for the Authority. Chairman Rattner asked Mr. Schilling, if the Authority switched to magnesium hydroxide could the same feed system still be used. Mr. Schilling reported that he has received proposals and quotes for the replacement of the failed pump. At 7:30 AM that day the facilities went on-line with the trial of the magnesium hydroxide at Plant #2. It is a two-train plant, so one train will still be getting soda ash and the other is now getting magnesium hydroxide, so he will be able to compare performance, operations, distribution, handling, etc., and he can make an informed decision to report back to the commissioners for consideration. He will not replace the pump until the study is done. He also explained that the distributor is paying for everything to do the trial except the magnesium hydroxide. He expected to use about 10 gallons of magnesium hydroxide per day. Mr. Sylvester asked if the delivery system was the same as the soda ash. Mr. Schilling explained the differences and the problems with the soda ash feed system. He will have all the information available for the commissioners.

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

Mr. Dwyer asked about the Compliance Report due July 1st for the NJDEP Permit and if it was sent out to the NJDEP. Mr. Schilling said he did send it to NJDEP on June 13th. He will forward a copy to the commissioners. Mr. Pucilowski suggested that Mr. Schilling copy the MSA Commissioners on future correspondence of importance. Chairman Rattner also suggested that Mr. Schilling can include the correspondence in his monthly report or include it under Old Business on the meeting agenda.

Ceren Aralp, PE reported on the facilities planning. Mott MacDonald attended a meeting at the plant with MSA Staff, and Jurek Patoczka, Mott MacDonald's process expert. They reviewed the potential plant's optimization approaches. They did a walk through. Mr. Patoczka will be working with Mr. Schilling on the chemical trials.

Mrs. Aralp also reported on the underground storage tanks. Mott MacDonald located the "No Further Action" letters for all three UST closure numbers and contacted the NJDEP. The NJDEP confirmed that the MSA has fully complied with the closure requirements. The assessment fees will be refunded. Mott MacDonald has requested a letter stating the same and they are waiting to receive the letter.

Mrs. Aralp reported that Mott MacDonald attended a meeting regarding the headworks facilities with Mr. Schilling and Mr. Barbato. Mott MacDonald presented the conceptual design and provided sketches. They received comments from the MSA and will be incorporating them into the preliminary conceptual design and will prepare a cost estimate for it. Mr. Scheri also met with the equipment manufacturing for the mechanical screen and reviewed the conceptual design with them. There were no significant comments from the manufacturer.

Mrs. Aralp also reported that Mott MacDonald reviewed the NJPDES Permit Compliance Schedule Report for nitrate.

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

Resolution No. 16-22 Awarding Contract UV-16 to Supply Lamps, Quartz Sleeves and Ballasts for Trojan UV 3000 Plus System to Fleet Pump and Service Group, Inc., was moved by Mr. Pucilowski, seconded by Mr. Bruno and the affirmative roll call vote of members present.

RESOLUTION NO. 16-22

Resolution of the Musconetcong Sewerage Authority Awarding Contract UV-16 to Supply Lamps, Quartz Sleeves, and Ballasts for Trojan UV 3000 Plus System to Fleet Pump & Service Group, Inc.

WHEREAS, on May 24, 2016, the Musconetcong Sewerage Authority received bids for Contract UV-16 to Supply Lamps, Quartz Sleeves and Ballasts for Trojan UV 3000 Plus System in accordance with Notice to Bidders; and

WHEREAS, the following bid was received:

<u>Contractor</u>	<u>Bid Price</u>
1. Fleet Pump & Service Group, Inc. 455 Knollwood Road White Plains, NY 10603	\$37,433.12

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority hereby make the following findings of fact:

1. Fleet Pump & Service Group, Inc., (hereinafter "Fleet") submitted the lowest bid for the contract, which bid is in the amount of \$37,433.12;
2. The bid of Fleet complied with the following requirements of the Notice to Bidders:
 - a. Ownership Statement P.L. 1997c.33;
 - b. Non-Collusion Affidavit;
 - c. Affirmative Action Questionnaire;
 - d. Mandatory Affirmative Action Letter;
 - e. Contractor's Certification and Disclosure of Political Contributions; and
3. The Bid from Fleet did not contain the New Jersey Business Registration Certification as required in the Notice to Bidders (page 3). N.J.S.A. 52:32-44(b) provides that "A contractor shall provide the contracting agency with the business registration of the contractor, and that of any named subcontractor prior to the time a contract, purchase order or other contracting document is awarded or authorized." Since the bid of Fleet was the only bid received by the Musconetcong Sewerage Authority, and since the bid was within the amount estimated by the Authority, and since it is in the best interest of the Authority to accept the bid, the Commissioners hereby waive the requirement that Fleet submit a Business Registration Certification with the bid provided that

- Fleet provides to the Musconetcong Sewerage Authority proof of its Business Registration Certification no later than July 15, 2016; and
4. The Treasurer of the Musconetcong Sewerage Authority has certified that funds are available;
 5. The Commissioners of the Authority believe that it is in the best interest of the Authority to accept the bid of Fleet to supply Lamps, Quartz Sleeves and Ballasts for Trojan UV 3000 Plus System in the amount of \$37,433.12 conditioned upon its providing proof of its Business Registration Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract UV-16 to supply Lamps, Quartz Sleeves and Ballasts for Trojan UV 3000 Plus System is hereby awarded to Fleet in the amount of \$37,433.12, conditioned upon Fleet providing its Business Registration Certification; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$37,433.12 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$37,433.12 without prior written approval; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman is hereby authorized to award the Contract with Fleet on behalf of the Musconetcong Sewerage Authority upon proof of its Business Registration Certification.

Mr. Schwab asked if there was a contract for uniform supply under the Morris County Coop. Mr. Schilling responded there was not. He also explained that the MSA was very happy with the current vender, unfortunately the contract is expiring and he has prepared the bid specs for another 3 year contract.

Resolution No. 16-23 Authorizing the Director to Receive Sealed Proposals for Contract USLS-16, Uniform Supply and Laundry Service as Described in the Technical Specifications, was moved by Mrs. Michetti, seconded by Mr. Schwab and the affirmative roll call vote of members present.

RESOLUTION NO. 16-23

Resolution of the Musconetcong Sewerage Authority
Authorizing the Director to Receive Sealed Proposals for
Contract USLS-16, Uniform Supply & Laundry Service
as Described in the Technical Specifications
on July 27, 2016 at 10:00 a.m.
in the Office of the Authority's Water Pollution Control Facility

WHEREAS, a need exists for the supply of uniforms for certain employees as well as laundry service for said uniforms as described in the Technical Specifications detailed in proposed Contract USLS-16; 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 USLS-16 for Uniform Supply & Laundry Service as described in the Technical Specifications on July 27, 2016 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.

Chairman Rattner noted that he had received an internal report from the DRBC regarding a change assessment. They did an analysis of the Musconetcong River from 2004 compared to 2009 and 2011. The river is a third largest tributary into the Delaware. It is getting cleaner. Phosphorus is going down. The river is actually the fourth lowest out of fourteen. Nitrogen was also a substantial improvement. Ammonia was also improved. The total dissolved solids and suspended solids has gone down. The chloride can be directly attributable to the State, County and local municipalities because it consists of salt, calcium chloride and similar substances. As soon as the report is final and distributed he will send it to the commissioners. Chairman Rattner also discussed the moderate drought situation and lowering of Lake Hopatcong. The Lake Commission did not get approval to lower the lake a second time because there is no value and it is not worth impairing the river.

Motion made by Mr. Schindelar, seconded by Mr. Sylvester and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 7:58 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant