



Gouveia, Susan

From: Lashway, Lisa
Sent: Friday, September 25, 2015 11:12 AM
To: Canning, Sean
Cc: Gouveia, Susan
Subject: FW: MSA August 27, 2015 Approved Meeting Minutes
Attachments: August 27, 2015 approved meeting minutes.pdf

CORRESPONDENCE

Michelle Masser
Deputy Clerk

From: Susan Grebe [mailto:sgrebe@msa-nj.org]
Sent: Friday, September 25, 2015 10:43 AM
To: Amy Rhead; 'Catherine Gleason'; Dolores Dalessandro; Doris Flynn; Ellen Horak; Linda DeSantis; Lashway, Lisa
Subject: MSA August 27, 2015 Approved Meeting Minutes

Attached are the approved minutes of the MSA's August 27th 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
 August 27, 2015

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, Michael Grogan, Brian McNeilly, Melanie Michetti, Daren Phil, Michael Pucilowski, Steven Rattner, Joseph Schwab

MEMBERS ABSENT: Richard Schindelar, John Sylvester

OTHERS PRESENT: Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss

Chairman Rattner opened and closed the meeting to the public.

The Regular Meeting Minutes of July 23, 2015, were approved on a motion offered by Mr. Schwab, seconded by Mr. Grogan. Roll Call:

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

The Closed Session Meeting Minutes of July 23, 2015, were approved on a motion offered by Mr. Pucilowski, seconded by Mr. Bruno. Roll Call:

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

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

TREASURER'S REPORT- AUGUST 1, 2015
OPERATING ACCOUNT

Balance as of July 1, 2015:		\$ 695,054.98
Receipts (July):		
	Hospitalization	2,688.36
	Interest	1,855.90
	Municipal Revenue	607,562.50
		<u>\$ 612,106.76</u>
		<u>\$ 1,307,161.74</u>
Total Disbursements for July:		<u>\$ 212,669.14</u>
Balance as of August 1, 2015:		<u>\$ 1,094,492.60</u>

RENEWAL & REPLACEMENT ACCOUNT

Balance as of July 1, 2015:		\$ 671,940.64
Receipts:		0.00
Disbursements:	A.C. Schultes, Inc.	82,319.40
	G.P. Jager, Inc.	10,462.80
	LTPA	1,125.00
Balance as of August 1, 2015:		<u>\$ 578,033.44</u>

ESCROW ACCOUNT

Balance as of July 1, 2015:		\$ 3,320.34
Receipts:	State of New Jersey Dept of Treasury	2,000.00
Disbursements:	LTPA	2,000.00
Balance as of August 1, 2015:		<u>\$ 3,320.34</u>

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of July 1, 2015:	\$ 705,000.00
Receipts:	0.00
Disbursements:	0.00
Balance as of August 1, 2015:	<u>\$ 780,000.00</u>

ANALYSIS OF BALANCE:

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

EXPENDITURES REPORT - 2015 BUDGET

8/1/15

	2015	YEAR-TO-DATE		%
	BUDGET	EXPENDITURES	BALANCE	REMAINING
Admin - Salaries and Wages	\$149,000.00	\$90,189.03	\$58,810.97	39.47%
Trustee Admin Fees	\$60,000.00	\$17,718.63	\$42,281.37	70.47%
Administrative - Other Expenses	\$33,000.00	\$13,010.44	\$19,989.56	60.57%
Legal	\$25,000.00	\$9,753.40	\$15,246.60	60.99%
Audit	\$14,000.00	\$0.00	\$14,000.00	100.00%
Engineer	\$20,000.00	\$6,030.00	\$13,970.00	69.85%
Pension	\$86,000.00	\$77,573.00	\$8,427.00	9.80%
Social Security	\$60,000.00	\$36,115.27	\$23,884.73	39.81%
Unemployment	\$7,000.00	\$5,082.81	\$1,917.19	27.39%
Hospitalization	\$222,800.00	\$137,071.33	\$85,728.67	38.48%
Disability Insurance	\$10,000.00	\$4,853.98	\$5,146.02	51.46%
Operating - Salaries and Wages	\$620,000.00	\$378,683.79	\$241,316.21	38.92%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$15,000.00	\$9,104.92	\$5,895.08	39.30%
Electric	\$527,000.00	\$242,036.62	\$284,963.38	54.07%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$11,914.76	\$23,085.24	65.96%
Supplies/Chemicals	\$135,100.00	\$86,479.79	\$48,620.21	35.99%
Laboratory Supplies	\$8,000.00	\$5,724.05	\$2,275.95	28.45%
Office	\$20,000.00	\$12,131.24	\$7,868.76	39.34%
External Services	\$50,000.00	\$31,789.73	\$18,210.27	36.42%
Education/Training	\$15,000.00	\$14,602.70	\$397.30	2.65%
Laboratory Fees	\$25,000.00	\$7,627.70	\$17,372.30	69.49%
Maintenance/Repairs	\$100,000.00	\$76,722.91	\$23,277.09	23.28%
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	\$26,891.34	\$33,108.66	55.18%
Sludge Removal	\$550,000.00	\$357,103.81	\$192,896.19	35.07%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$300,000.00	\$150,000.00	\$150,000.00	50.00%
Renewal and Replacement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
TOTAL	\$3,671,900.00	\$2,030,269.33	\$1,641,630.67	44.71%

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

RENEWAL & REPLACEMENT	
A.C. Schultes (Contract #255 final retainage)	\$8,130.00
Essex Engineering (replace gravity thickener control panel)	\$5,399.00
LTPA (Contract #255)	\$255.00
Nusbaum Stein (Contract #255)	\$165.00
OPERATING ACCOUNT	
ADP	\$599.80
ATS Environmental Services (ATG functionality inspections)	\$900.00
Accurate Waste Removal Services	\$1,275.00
Scott Allen (disability ins. Reimb)	\$80.00
Nicholas Barbato (work boot reimb)	\$99.23
Blue Diamond Disposal	\$605.00
Cintas Corp. (August Uniforms)	\$582.80
Cintas First Aid (clean & restock cabinets)	\$48.13
Cleary Giacobbe Alfieri Jacobs	\$175.00
Keith DeFazio (mileage reimb)	\$103.04
Federal Express	\$28.70

Fisher Scientific (lab supplies)	\$241.90
Grainger (time delay relay)	\$99.56
Susan Grebe (mileage reimb)	\$49.68
Hach (D.O. Meter & pH probe)	\$1,114.26
JCP&L (main plant)	\$25,148.51
Kemira	\$4,802.36
Kenvil Power Mower (cutting blades)	\$107.20
Lowe's (valve & hardware)	\$24.94
MSA Payroll 7/31/15	\$29,472.92
MSA Payroll 8/14/15	\$29,112.88
MSA Payroll 8/28/15	\$29,385.97
McMaster-Carr (grade 30 steel chain)	\$139.64
NJSHBP (August health ins.)	\$17,287.14
NJ American Water	\$1,034.09
NJ Door Works (repair garage door)	\$3,480.00
Najarian Associates	\$392.50
Nusbaum Stein (DRBC, permit, CP eng, quarterly retainer, PVSC agreement)	\$4,938.60
One Call (July service)	\$28.52
Passaic Valley Sewerage Commission	\$77,440.00
Printwurks (time cards)	\$187.68
Pumping Services (PS #4 by-pass)	\$1,654.48
QC Labs	\$5,108.00
Quinn's Consulting (front office desk)	\$900.00
R-D Trucking (sludge removal 7/21 to 8/19)	\$32,480.00
R&R Pump & Control Services (service sludge thickener controller)	\$779.50
Reuter & Hanney, Inc.	\$855.00
Roxbury Water Dept.	\$134.94
James Schilling (mileage & lunch meeting reimb)	\$191.77
Shell Fleet Plus	\$387.75
Staples (paper towels, TP, kitchen supplies, gloves, phone pads)	\$360.39
Stat Pads, LLC (3 year renewal ABD medical directions program)	\$297.00
Terex Services (replace chains, hook & wire rope)	\$2,559.80
Treasurer - State of NJ (license renewal for N. Barbato)	\$50.00
Treasurer - State of NJ (license renewal for J. Schilling)	\$100.00
USA Bluebook (submersible transmitter)	\$975.64
Verizon	\$706.25
Verizon Communications (internet)	\$54.99
Verizon Wireless	\$225.18

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

- A. 7/28/15 LTPA – To Robert Walsh, PE at E.I Associates - Lake Hopatcong State Park Sewer Extension – Manhole Connection Detail
- B. 8/24/15 Robert Walsh, PE – Treatment Works Approval Application for Lake Hopatcong State Park Sewer Extension Manhole Connection

Mr. Schilling asked if the commissioners had reviewed his report and if anyone had any questions. Mr. Schwab questioned about the letter being prepared by the MSA Attorney to CP Engineers that was listed in Mr. Schilling's report. Mr. Schilling informed the commissioners that Mr. Dwyer had prepared a draft letter for review and discussion in closed session. Mr. Schwab asked if it was determined by legal counsel if there is a conflict of interest. It was suggested that the matter should be discussed further in closed session that evening.

Mr. Pucilowski asked about the specifications and bid date for the Microscreens project. Mr. Schilling noted that he is still waiting for more information to prepare the bid specifications accurately. Once the specifications have been completed he will forward them to the MSA Attorney for review and a bid date could be determined.

Mr. Schilling reported that Mount Olive First Aid and Police were called to the plant for an emergency for one of the employees today. Protocols were followed for safety and insurance reporting.

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

The Maintenance and Repairs Report for the month of August was accepted on a motion offered by Mr. Bruno, seconded by Mrs. Michetti and the affirmative vote of members present.

Lee Purcell, PE reported that he gave a presentation to the New Jersey Environmental Infrastructure Trust Board on August 20th. The purpose of the presentation was so that he could explain to the NJEIT Board the next major challenge to all treatment plants discharging to surface waters in the State of New Jersey regarding nutrient removal. He explained that the planning and design allowance for all utilities in the state should be paid as the work is performed according to a compliance schedule, so the allowance can be used when it is needed. He also explained that the EPA has a federal requirement that is very strict regarding nutrient removal and they should increase available funds to the states as these issues arise. He also suggested that the NJEIT consider extending the loan payback period from 20 to 30 years. Chairman Rattner suggested that the Authority start to review what the future required limits will be and begin preparing for the changes. He discussed some of the future limits that may be required and what the costs could be. Mr. Schilling indicated that the current permit requires that he send a formal response to the NJDEP annually stating how the MSA intends to meet the pending requirement. Mr. Purcell also mentioned that the NJEIT is having a seminar on September 14th regarding their new financing program which he will be attending.

Mr. Purcell also reported on the Hopatcong State Park connection to the MSA's interceptor sewer at Center Street in Roxbury Township. The TWA Permit that was in place for the project has expired. The project engineer has prepared a new TWA Permit Application to submit to the NJDEP. He explained that nothing has changed for the project. He indicated that the Permit Application needs the consent of the MSA and the Chairman should sign it according to the Resolution #15-23 on the meeting agenda.

Mr. Purcell also reported that a review of Roxbury Park Sanitary Sewer is still on hold until Roxbury and Netcong discuss the development proposal. He explained that the developer is not asking to complete any work at this time they are just inquiring about the sewer capacity for the project.

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. He indicated that it will require some work before it can be prepared and submitted next July. He also expressed his concerns regarding the future NJDEP and EPA limits and requirements, and discussed some of the issues that could be expected every year when the compliance report will be due. Fenton and Lee Purcell also discussed the costs associated with the work that will be required to meet the NJDEP and EPA limits in the future. Mr. Pucilowski expressed his concern about the costs and uncertainty of future NJDEP requirements. Fenton Purcell suggested that the MSA should start communicating with the EPA and NJDEP and keep records of the correspondences. Limits of the permit were discussed along with NJDEP time frames for updating the required limits for future permitting.

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

Mr. Dwyer reported that he had not heard back from the Passaic Valley Sewerage Commission regarding the changes to the Wastewater Cooperative Agreement. He will follow up and report back at next month's meeting.

Mr. Dwyer noted that there should be a correction made to Resolution #15-23 on Page two, Paragraph 1, Item d., which should be revised to state "Include a Site Access Agreement in the bid documents".

Resolution No. 15-23 Authorizing the MSA to endorse the NJ Treatment Works Approval Permit Application for Lake Hopatcong State Park for 1 Lakeside Boulevard, Landing, Block 10802, Lot 1, Township of Roxbury, as amended, was moved by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

RESOLUTION NO. 15-23

**Resolution of the Musconetcong Sewerage Authority
Endorsing the New Jersey Treatment Works Approval (TWA-1)
Permit Application for Lake Hopatcong State Park for 1 Lakeside Boulevard,
Landing, Block 10802, Lot 1, Township of Roxbury, NJ**

WHEREAS, NJDEP Division of Parks and Forestry has made a request to the Musconetcong Sewerage Authority for review and endorsement of a Treatment Works Approval (TWA-1) for the construction of a 8-inch diameter gravity sewer connection to an existing sanitary sewer manhole at Center Street in Roxbury Township which extension will serve the Lake Hopatcong State Park located at 1 Lakeside Boulevard, Landing, NJ known as Block 10802, Lot 1, within the Township of Roxbury, Morris County, New Jersey; and

WHEREAS, the NJDEP – Division of Parks and Forestry desires to obtain approval from the MSA and NJDEP Division of Water Quality to extend the sanitary sewer lines to provide sewer service to the Lake Hopatcong State Park; and

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

- A. NJDEP Treatment Works Approval (TWA-1) Permit Application;
- B. NJDEP Statements of Consent - Form WQM-003;
- C. Drawings prepared by BI Associates dated November 17, 2014 and consisting of:

<u>Drawing No.</u>	<u>Title</u>
T-1	Title Sheet
C-1	Overall Site Plan
C-2	Plan & Profile -- 1
C-3	Plan & Profile -- 2
C-4	Plan & Profile -- 3
C-5	Plan & Profile -- 4
C-6	Construction Detail
C-7	Soil Erosion Control Plan
C-8	Soil Erosion Control Details & Notes

WHEREAS, Lee T. Purcell Associates has submitted a letter report dated July 28, 2015 regarding the review of the Treatment Works Approval (TWA-1) Permit Application including all supporting documents and have found same to be satisfactory and have recommended the following:

1. The Treatment Works Approval (TWA-1) Permit Application for construction of a 8-inch diameter gravity sewer connection to an existing sanitary sewer manhole at Center Street, Roxbury Township which extension will serve the Lake Hopatcong State Park at 1 Lakeside Boulevard, Landing, NJ known as Block 10802, Lot 1, within the Township of Roxbury, Morris County, New Jersey be endorsed by the MSA and Steven Ratter as Chairman be authorized to sign Sections B and C of NJDEP Form WQM-003, Statements of Consent, after meeting the following four (4) requirements:

- a. Provide a Certificate of Insurance naming the MSA as "additional insured";
- b. Notify MSA seven (7) days prior to construction near MSA's manhole in Center Street;
- c. Provide an escrow amount for MSA's inspection during construction at MSA's manhole in Center Street;
- d. Include a Site Access Agreement in the bid documents.

2. It is acknowledged that the MSA endorsed a prior TWA Application for this project, but that the instant application includes a minor change for the "connection to existing manholes detail" located on Drawings No. C-6, Details #A-1.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the above referenced Treatment Works Approval Permit Application (TWA-1) for the construction of an 8-inch diameter gravity sewer connection to an existing sanitary sewer manhole at Center Street in Roxbury Township which extension will serve the Lake Hopatcong State Park located at 1 Lakeside Boulevard, Landing, NJ known as Block 10802, Lot 1, within the Township of Roxbury, Morris County, New Jersey is hereby endorsed; and

IT IS FURTHER RESOLVED, that Steven Rattner, Chairman of the Musconetcong Sewerage Authority is hereby authorized to sign Sections A-2 and C of NJDEP Form WQM-003, Statements of Consent.

Mr. Schwab noted that the MSA 2016 Budget will need to be prepared and submitted shortly. He asked Mr. Schilling to arrange a meeting with the Finance Committee and the MSA's Accountant/Auditor.

Resolution #15-21 for the Microscreens bids was briefly discussed. The bid date could be filled in on the resolution once specifications have been prepared. Mr. Schilling is still waiting for information from the manufacturer before he can complete the specifications and go out for bids.

Reappointment of CP Engineers as MSA's Alternate Engineer would be discussed in closed session and should be included on the September meeting agenda.

Motion made by Mr. Schwab, seconded by Mr. Pucilowski 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.

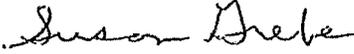
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Musconetcong Sewerage Authority as follows:

1. The public shall be excluded from discussion 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 9:11 PM was offered by Mr. McNeilly, seconded by Mr. Benson and the affirmative vote of members present.

Motion made by Mr. Grogan, seconded by Mr. Benson and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 9:12 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant