



Melissa Velez-Morales

From: Masser, Michelle
Sent: Friday, August 26, 2016 9:44 AM
To: Harris, Laura; Quinn, Tim
Cc: Melissa Velez-Morales
Subject: FW: MSA July 28, 2016 Approved Minutes
Attachments: July 28, 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, August 26, 2016 9:43 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 July 28, 2016 Approved Minutes

Attached are the approved minutes of the MSA's July 28th 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
sgrebe@msa-nj.org*

Musconetcong Sewerage Authority
 Commissioners' Meeting
 July 28, 2016

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: James Benson, Thomas Bruno, Andrew Cangiano, Michael Grogan, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, John Sylvester
- MEMBERS ABSENT: Donald Bates, Brian McNeilly, Joseph Schwab
- OTHERS PRESENT: Patrick Dwyer, Esq., John Scheri, PE, Marvin Joss, James Schilling

Chairman Rattner opened and closed the meeting to the public.

The meeting minutes of June 23, 2016 were approved on a motion offered by Mr. Sylvester, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

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

ESCROW	
Nusbaum Stein	\$242.00
RENEWAL & REPLACEMENT	
Nusbaum Stein	\$132.00
OPERATING ACCOUNT	
ADP	\$593.78
ATS Environmental	\$900.00
Accurate Waste	\$2,225.00
Atlantic Tomorrow	\$21.80
Blue Diamond Disposal	\$283.55
Cintas Corp.	\$583.35
Cintas First Aid	\$75.20
Clery Giacobbe	\$945.00
Coastal Technical Sales	\$4,694.57
Coburn Chemicals	\$2,677.50
Robert Colabella (dental reimb)	\$800.00
Constellation New Energy	\$14,747.91
Coyne Chemical	\$4,350.46
Daily Record	\$78.12
Deli Delicious	\$450.00
Eurofins QC Labs	\$363.00
Susan Grebe	\$132.24
Hayes Pump	\$1,190.00
JCP&L	\$10,272.63
Lowe's	\$141.96
MSA Payroll 7/1/16	\$35,498.99
MSA Payroll 7/15/16	\$30,186.40
MSA Payroll 7/29/16	\$31,204.30
McMaster Carr	\$330.17
NJSHBP	\$17,784.61
NJ American Water	\$602.66
NJ Business & Industry Association	\$220.00
NJ Dept. of Labor (annual assessment)	\$116.20
Nusbaum Stein	\$1,485.00
One Call	\$37.50
Pan Metro	\$600.00
Passaic Valley Sewerage Commission (5/16 to 7/15)	\$60,210.00
Polydyne	\$1,944.00
R-D Trucking (6/20 to 7/22)	\$26,950.00
R&J Control	\$3,285.00
James Schilling (mileage reimbursement)	\$127.44
Shell Fleet	\$269.89
Staples	\$718.08
Star Ledger	\$192.30
USA Blue Book	\$569.02
Verizon	\$745.10
Verizon Wireless	\$225.18

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

TREASURER'S REPORT- JULY 1, 2016
OPERATING ACCOUNT

Balance as of June 1, 2016:			<u>\$ 1,058,827.84</u>
Receipts (June):	Hospitalization	3,111.62	
	Municipal Revenue	621,805.25	
			<u>\$ 624,916.87</u>
Total Disbursements for June:			<u>\$ 906,772.35</u>
Balance as of July 1, 2016:			<u>\$ 776,972.36</u>

RENEWAL & REPLACEMENT ACCOUNT

Balance as of June 1, 2016:			<u>\$ 526,030.94</u>
Receipts:	Transfer from Operating - 2nd Qtr		50,000.00
Disbursements:	Nusbaum Stein (UV bids)	506.00	
	NJ Herald (UV bids)	40.50	
	Star Ledger (UV bids)	193.85	
Balance as of July 1, 2016:			<u>\$ 575,290.59</u>

ESCROW ACCOUNT

Balance as of June 1, 2016:			<u>\$ 3,534.14</u>
Receipts:	Progressive Properties		500.00
Disbursements:			0.00
Balance as of July 1, 2016:			<u>\$ 4,035.14</u>

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of June 1, 2016:			<u>\$ 1,020,000.00</u>
Receipts:	Transfer from Operating - 2nd Qtr		75,000.00
Disbursements:	Mott MacDonald (headworks)	3,569.33	
Balance as of July 1, 2016:			<u>\$ 1,091,430.67</u>

ANALYSIS OF BALANCES:

Capital Improvement	\$ 1,046,430.67
Reserve for Retirement	\$ 45,000.00

EXPENDITURES REPORT - 2016 BUDGET

7/1/16

	2016	YEAR-TO-DATE		%
	BUDGET	EXPENDITURES	BALANCE	
Admin - Salaries and Wages	\$160,000.00	\$81,031.55	\$78,968.45	49.36%
Trustee Admin Fees	\$20,000.00	\$18,196.72	\$1,803.28	9.02%
Administrative - Other Expenses	\$35,000.00	\$19,204.80	\$15,795.20	45.13%
Legal	\$25,000.00	\$16,963.60	\$8,036.40	32.15%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$20,000.00	\$6,899.49	\$13,100.51	65.50%
Pension	\$86,000.00	\$84,371.00	\$1,629.00	1.89%
Social Security	\$65,000.00	\$33,453.42	\$31,546.58	48.53%
Unemployment	\$7,000.00	\$5,177.25	\$1,822.75	26.04%
Hospitalization	\$219,260.00	\$118,412.15	\$100,847.85	45.99%
Disability Insurance	\$10,000.00	\$4,918.45	\$5,081.55	50.82%
Operating - Salaries and Wages	\$666,640.00	\$345,098.84	\$321,541.16	48.23%
Reserve for Future Retirement	\$5,000.00	\$0.00	\$5,000.00	100.00%
Telephone	\$20,000.00	\$8,287.89	\$11,712.11	58.56%
Electric	\$530,000.00	\$167,231.44	\$362,768.56	68.45%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$5,521.96	\$34,478.04	86.20%
Supplies/Chemicals	\$160,000.00	\$69,456.96	\$90,543.04	56.59%
Laboratory Supplies	\$10,000.00	\$3,334.38	\$6,665.62	66.66%
Office	\$20,000.00	\$16,089.27	\$3,910.73	19.55%
External Services	\$70,000.00	\$21,479.31	\$48,520.69	69.32%
Education/Training	\$20,000.00	\$7,055.36	\$12,944.64	64.72%
Laboratory Fees	\$30,000.00	\$6,855.30	\$23,144.70	77.15%
Maintenance/Repairs	\$150,000.00	\$43,492.38	\$106,507.62	71.01%
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	\$1,984.84	\$23,015.16	92.06%
Equipment	\$60,000.00	\$18,317.17	\$41,682.83	69.47%
Sludge Removal	\$700,000.00	\$244,518.00	\$455,482.00	65.07%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%

Capital Improvement	\$200,000.00	\$150,000.00	\$50,000.00	25.00%
Renewal and Replacement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
TOTAL	\$3,723,900.00	\$1,713,269.53	\$2,010,630.47	53.99%

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

- A. 6/24/16 NJDEP - MSA 2016 Water Pollution Proficiency Test Study
- B. 6/28/16 Jenny Lambert, MCCPC Coordinator - MC Coop Renewal with Signed Contract

Mr. Schilling noted that Item A under Correspondence was a report for the Water Proficiency Testing and there is a lot of analyzing involved with the lab for the study. He commended the lab employees for the good work. Chairman Rattner and the commissioners also extended their commendations.

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. Mr. Pucilowski asked about the progress on the magnesium hydroxide trial. Mr. Schilling responded that it was going well. He explained there were some issues with feeding the product and the pump failed twice. There were also some problems with the viscosity of the product, but when everything is running properly the results were very good. He explained some of the benefits compared to using soda ash. Mr. Schilling also explained that he would begin the ferric chloride split trial. He discussed the improvements and possible future plans.

Chairman Rattner had a concern about pumping of rain water out of the electrical manholes in the plant, which was listed on the Maintenance Report. Mr. Schilling explained that a sump pump is used to pump rain water out of the manholes. He suggested maybe manhole inserts could be installed. Chairman Rattner suggested waterproof manhole covers. Mr. Schilling indicated that he and the MSA Engineer were going to discuss improvements to the all manholes and pavement in the plant, this concern will be included.

Mr. Schilling also reported that the UV work was completed during that day.

Mr. Schilling also mentioned that he and the Finance Committee will start working on the 2017 Budget. He will send out a preliminary draft in the near future and the Finance Committee can have a meeting sometime in September.

Mr. Schilling also reported that Peggy Gallos, Executive Director of the AEA, will be coming to the MSA's August 25th meeting to give a brief introduction.

Mr. Schilling also reported that the Engineering Committee will be meeting on August 15th to discuss on-going project considerations, which will include the headworks project.

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

Mr. Scheri reported on a meeting at the plant with Mott MacDonald's Process Expert. They did a walk-through of the plant with Ceren Aralp, PE and Mr. Schilling. Future plans for the Authority and upcoming needs were discussed. He distributed a memo prepared by Mott MacDonald which included a System Description, a Linear Asset Summary with recommendations, and a listing of MSA's contract drawings that Mott MacDonald scanned to PDF drawings. He explained that the information is the first step to having a good inventory and it is also a useful reference for planning and asset management. Mr. Scheri also noted that there were some plans he could not find while reviewing the information for the MSA's history which included a force main built by Byram Township for Pump Station #6 and the original portion of Netcong's 36 inch interceptor. He will contact the towns to see if the information is available.

Mr. Scheri also reported on the underground storage tanks. He did not anticipate any further action. The MSA has fully complied with the closure requirements.

Mr. Scheri also reported on the headworks facilities. Mott MacDonald has developed a cost estimate. He is preparing a technical memo for review by the Engineering Committee and the project can be discussed further at the Engineering Committee Meeting on August 15th.

Mr. Scheri also noted that there was no change in status regarding the permitting assistance. Also, Mott MacDonald reviewed the Grant Waiver Request for Progressive Properties and prepared a Grant Waiver letter requesting consent from the EPA.

Mr. Pucilowski asked about the PDF's of the plans created by Mott MacDonald for the Authority and how the plans will be archived. Mr. Schilling indicated that paper copies will still be retained. Mr. Scheri indicated that Mott MacDonald has plans dating back to the 1930's and engineering drawings should never be destroyed or thrown out. Mr. Schilling also noted that the PDF's of the drawings have been very helpful already for day to day operations. Chairman Rattner explained some of his experience with archiving and suggested archiving of the plans could be discussed in the future.

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

Resolution No. 16-25 Authorizing a Letter to the United States Environmental Protection Agency Requesting a Grant Condition Waiver in Connection with an Application for Treatment Works Approval by Progressive Properties, LLC, for Property Located at Block 8, Lot 36, 73 Railroad Avenue, Borough of Netcong, was moved by Mr. Sylvester, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 16-25

**Resolution of the Musconetcong Sewerage Authority
Authorizing a Letter to the United States Environmental
Protection Agency Requesting a Grant Condition Waiver in
Connection with an Application for Treatment Works Approval
by Progressive Properties, LLC, for Property Located at Block 8,
Lot 36, 73 Railroad Avenue, Borough of Netcong,
Morris County, New Jersey**

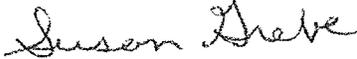
WHEREAS, the Musconetcong Sewerage Authority has received a request by Progressive Properties, LLC (hereinafter "Progressive") in connection with the Treatment Works Approval ("TWA") No. 16-0225 for property located at Block 8, Lot 36, Railroad Avenue, Borough of Netcong, Morris County, New Jersey for a project known as "Railroad Avenue Extension" for the submission of a letter to the United States Environmental Protection Agency ("EPA") requesting a waiver from a condition in the grant for EPA Construction Grant #C-34-384-03 regarding development in an environmentally sensitive area;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Authority shall forward to the EPA a request for a grant condition waiver for the Railroad Avenue Extension as set forth in the letter request from Progressive; and be it

FURTHER RESOLVED, that Steven Rattner, Chairman of the Musconetcong Sewerage Authority is hereby authorized to sign the attached letter to the EPA in support of the application by Progressive to the EPA for a grant condition waiver.

Motion made by Mr. Sylvester, seconded by Mr. Grogan and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 8:00 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant