



HMUA MINUTES

REGULAR  
MEETING OF

December 8, 2020

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING December 08, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 2:00 P.M over teleconference due to Executive Order No. 107 signed by NJ Governor Murphy and to promote the necessary social distancing to avoid the spread of COVID-19. Executive Director Corcoran announced that adequate notice of this meeting has been given to the area press and the Town of Hackettstown, and the meeting shall be convened and conducted in accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Chairman Kuster, Jerry DiMaio, John DiMaio and William Harper.

Also attending: Counselor John Zaiter, Accountant Robert McNinch, Executive Director Kathleen Corcoran, Deputy Director Frank Biank, Water Superintendent Bud Volkert, and Recording Secretary Lasch.

Chairperson Kuster led a Salute of the United States Flag.

Deputy Director Frank Biank began recording of the hearing.

Chairperson Kuster opened the public hearing regarding the proposed changes to water and sewer connection fees listed in the Rate Schedule in Section VII of the HMUA Rules and Regulations. Executive Director Corcoran explained the reasons for the public hearing and introduced Robert McNinch of the accounting firm, FWCC. Robert McNinch explained the steps taken to calculate the new connection fees and reviewed the findings. Robert McNinch further explained that the continual adjustment of the connection fees will help the HMUA fund new improvements so that they are not reoccurring costs to the existing HMUA rate payers.

The hearing was open to the public for comments. There was no public comment.

A public hearing transcript is available upon request.

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt changes to water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

A motion was made by Jerry DiMaio to adopt the new water connection fee of \$5,826 and a new sewer connection fee of \$5,565 to be listed in Section VII of the HMUA Rules and Regulations.

Resolution #20-3535

WHEREAS, the HMUA is subject to a statutory requirement under N.J.S.A. 40:14B to calculate water and sewer connection fees on an annual basis; and

WHEREAS, the HMUA Board has reviewed the proposed changes to the water and sewer connection fees listed in the rate schedule in Section VII of the Rules and Regulations which were publicly noticed as required by law: therefore,



BE IT RESOLVED, the HMUA hereby adopts the changes to the water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations, as per the public notice.

This motion was seconded by John DiMaio and vote carried:

Ayes: Kuster, Jerry DiMaio and John DiMaio (Harper lost connection and did not vote)

Robert McNinch exited the meeting.

Harper re-entered meeting.

Chairperson Kuster indicated that the next agenda item was the approval of November 10, 2020 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by John DiMaio.

Ayes: Kuster, John DiMaio and Harper

Abstain: Jerry DiMaio

Chairperson Kuster opened the meeting to public participation and noted that no members of the public announced their presence.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no change orders.

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1197, and #OEA-1198 in the total aggregate amount of \$235,333.18. The following Resolution #20-3536 was proposed by Harper who moved its adoption:

Resolution #20-3536

BE IT RESOLVED, that the following Operations Expense Requisitions be formally approved:

|                          |          |       |                     |
|--------------------------|----------|-------|---------------------|
| Dated: November 6, 2020  | OEA-1197 | SL-25 | \$106,008.28        |
| Dated: November 20, 2020 | OEA-1198 | SL-26 | <u>\$129,324.90</u> |
|                          |          | Total | \$235,333.18        |

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-276 in the aggregate amount of \$46,737.96. The following Resolution #20-3537 was proposed by Jerry DiMaio who moved its adoption.

Resolution #20-3537

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-276 be formally approved:

REQUISITION #RR-276

DFFLM

2021 Ford F-250

\$ 28,945.75



|                             |                                |                     |
|-----------------------------|--------------------------------|---------------------|
| Longo Electrical-Mechanical | Marathon Motor/Install         | \$ 6,000.00         |
| R & J Control, Inc.         | Service Call for Repair        | \$ 1,088.00         |
| Water Works Supply          | 416 Diamond Wire Hydraulic Saw | \$ <u>10,703.33</u> |
|                             | Total                          | \$ 46,737.08        |

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-08 in the amount of \$15,000.00. The following Resolution #20-3538 was proposed by John DiMaio who moved its adoption.

Resolution #20-3538

BE IT RESOLVED, that the following General Fund Requisition #GF-08 be formally approved:

REQUISITION #GF-08

|                |                              |                     |
|----------------|------------------------------|---------------------|
| Mott MacDonald | 1.0 MG Water Tank/Water Main | \$ <u>15,000.00</u> |
|                | Total                        | \$ 15,000.00        |

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-307 in the amount of \$4,562.24. The following Resolution #20-3539 was proposed by Harper who moved its adoption.

Resolution #20-3539

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-307 be formally approved:

REQUISITION #ESR-307

|                     |                            |                  |
|---------------------|----------------------------|------------------|
| HMUA                | ACR Properties/W&S Fees    | \$ 267.35        |
| HMUA                | HOGS/R&J Bill & Battery    | \$ 666.89        |
| Mott MacDonald      | 19 Brantwood Terrace       | \$ 1,723.00      |
| Mott MacDonald      | Residences at Bilby Road   | \$ 1,063.00      |
| R & J Control, Inc. | House of the Good Shepherd | \$ <u>842.00</u> |
|                     | Total                      | \$ 4,562.24      |

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was discussion and possible action to approve and adopt a Resolution to amend the 2019/2020 Operating Budget. After a brief discussion, the following Resolution #20-3540 was proposed by Harper who moved its adoption.



Resolution #20-3540

WHEREAS, the Hackettstown Municipal Utilities Authority annual budget for the fiscal year ending November 30, 2020 was adopted on November 12, 2019, and

WHEREAS, it is desirous and necessary to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated during the fiscal year, and

WHEREAS, N.J.A.C. 5:31-2.8, Local Authorities Budget law permits the governing body by resolution adopted by not less than a majority vote of the full membership thereof, transfer the amount of excess to those appropriations deemed to be insufficient;

NOW, THEREFORE BE IT RESOLVED, that the Board of the Town of Hackettstown Municipal Utilities Authority hereby authorizes the following appropriation transfers affecting the fiscal year 2019/2020 be approved:

| TRANSFER FROM:  | AMOUNT      | TRANSFER TO:   |
|---|-------------|--|
| Water – Administration Personnel<br>Fringe Benefits               | \$18,000.00 | Water – Administration Personnel<br>Salary & Wages               |
| Sewer – Administration Personnel<br>Fringe Benefits               | \$18,000.00 | Sewer – Administration Personnel<br>Salary & Wages               |
| Water – Cost of Providing Services<br>Personnel – Fringe Benefits | \$6,000.00  | Water – Cost of Providing Services<br>Personnel – Salary & Wages |
| Sewer – Cost of Providing Services<br>Personnel – Fringe Benefits | \$9,000.00  | Sewer – Cost of Providing Services<br>Personnel – Salary & Wages |
| Sewer – Cost of Providing Services<br>(Other) – Sludge Disposal   | \$23,000.00 | Sewer – Cost of Providing Services<br>Salary & Wages             |

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith to the Director of the Division of Local Government Services for his certification of the Authority budget so amended.

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report. John DiMaio made a motion to confirm the Board’s receipt of the Annual Facilities Inspection Report as prepared by Mott MacDonald. Jerry DiMaio seconded the motion and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was discussion and possible action to retain a firm to conduct Laboratory Services.

Executive Director Corcoran explained that quotes were requested from three (3) different



laboratories; however, the Authority only received two (2) quotations back. Executive Director Corcoran explained that the quoted prices differed by a total of approximately \$80.00.

The following Resolution #20-3541 was proposed by John DiMaio who moved its adoption.

Resolution #20-3541

WHEREAS, due to the need to obtain accurate laboratory data for submission to regulatory authorities and the implications of the Safe Drinking Water Act and Clean Water Act, the Hackettstown Municipal Utilities Authority has a need to retain professional Certified Laboratory Services; and,

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500 and has solicited quotations; and,

WHEREAS, Suburban Testing Labs of Reading, PA has submitted the lowest quotation indicating they will provide the laboratory services in the amount of \$30,608.00, and,

WHEREAS, Suburban Testing Labs has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Testing Labs has not made any reportable contributions to a political or candidate committee in the town of Hackettstown in the previous one year, and that the contract will prohibit Suburban Testing Labs from making any reportable contribution in the coming year, therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the laboratory services by Suburban Testing Labs in the amount of \$30,608.00.

This Resolution was seconded by Harper and upon roll call vote carried.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was discussion and possible action to hire a firm for the repair of the existing Komline-Sanderson Gravity Belt Thickener under the North Jersey Wastewater Cooperative Pricing System Contract No. B240-7. The following Resolution #20-3542 was proposed by John DiMaio who moved its adoption.

Resolution #20-3542

WHEREAS, the Hackettstown Municipal Utilities Authority owns and operates a gravity belt thickener for the necessary solids processing at the WPCP, and said gravity belt thickener requires repair to continue operation; and,

WHEREAS, the required repair, rebuilding, and reconditioning services are available through the North Jersey Wastewater Cooperative Pricing System Contract No. B240-7 to be completed by Rapid Pump & Meter Service Co., Inc. for an amount not to exceed \$130,000; therefore,

BE IT RESOLVED, the contract for the repair, rebuilding, and reconditioning of the existing Komline-Sanderson gravity belt thickener be awarded to Rapid Pump & Meter Service Co., Inc. of Paterson, NJ and the Executive Director is hereby authorized to execute the necessary documents.



This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was discussion and possible action to grant final approval to Moudro Corporation for the Residences at Bilby Road Project (Block 45, Lots 1.01 and 2) in the Town of Hackettstown. The following Resolution #20-3543 was proposed by John DiMaio who moved its adoption.

Resolution #20-3543

WHEREAS, Moudro Corporation has submitted a complete Final Approval application for water and sewer utility service for the Residences at Bilby Road project on Block 45, Lots 1.01 and 2 in the Town of Hackettstown, New Jersey, and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated October 23, 2020, with noted conditions; and

WHEREAS, the Hackettstown Municipal Utility Authority granted a conditional Tentative approval to Moudro Corporation on November 10, 2020; now therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein grants Final Approval to Moudro Corporation for the Residences at Bilby Road Project, subject to the conditions noted in the Mott MacDonald letter dated October 23, 2020 and confirmation of a valid Letter of Credit for the remaining connection fees due, and authorizes the Executive Director to execute the documents necessary to obtain water and sewer approvals for the project.

BE IT FURTHER RESOLVED, the noted conditions in the referenced October 23, 2020 letter must be met prior to issuance of a Permit to Construct by HMUA.

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, John DiMaio and Harper.

Abstain: Jerry DiMaio

Chairperson Kuster requested the Executive Director and Deputy Director to proceed with their reports.

Executive Director Corcoran asked Bud Volkert, the HMUA Water Superintendent, to report on behalf of the water utility. Bud went on to report that the water utility had six main breaks since October 13th in the Diamond Hill development. Bud went on to speculate that the increase in main breaks in Diamond Hill may be due to the recent increase in pump capacity at Well #8. Well #8 was run at its full capacity of 800 GPM for approximately 2-hours on October 7<sup>th</sup>, per the recommendations of Mott MacDonald's annual inspection report. The recommendation was



made in order to confirm no degradation in the well and pump capacities. Bud recommended that the pumping capacity of Well #8 slowly be increased to the 800 GPM next time to avoid potential main breaks. Bud continued to report that the water utility also replaced six (6) leaking water service lines for a total of 20 repaired leaks year to date. This is compared to 11 total repaired leaks last year. Bud went on to say that the 2020 November usage increased slightly, but is comparable to last year.

The water utility continues to follow COVID protocol with respect to cleaning and disinfecting all buildings and vehicles at the end of each day. The water utility continues to inspect and paint the fire hydrants in all red; with approximately 400 completed to date this year. The water utility replaced the pump control valve at the Mount Olive Pump Station as it was leaking and causing pump control issues. The water utility continues to work on the service line inventory and completing blacktop repairs. Also, since the Hackettstown DPW took down several trees in town, some curb boxes were damaged, so the water utility is in the process of repairing the affected curb boxes. In addition, staff has been preparing the equipment for the winter months.

To continue the water utility report, Executive Director Corcoran added that negotiations continue with Warren County with regard to the 1.0 MG tank land acquisition and associated easements. Mott MacDonald continues on the 1.0 MG tank preliminary design work and radio path study. Borings were completed on the existing and proposed tank properties and the Warren County road opening permit was approved for the borings on Old Allamuchy Road.

Executive Director Corcoran went on to report about the sewer utility. In November, the sewer utility assisted with jetting and vacuum services at the Panther Valley WWTP. In addition, staff pulled and replaced the recirculation pump's sleeve and mechanical packing. The utility is currently preparing for an EPA/DEP collection system inspection. The utility also provided manpower assistance to the water utility for some water main breaks in Diamond Hill. The new F-250 was received and the plow, lights and lettering have been installed. The yearly underground storage tank testing was completed. In addition, the UV replacement design continues and is on track.

Deputy Director Biank reported that they have been preparing and responded to the EPA questionnaire ahead of the on-site inspection. Updates have been completed on the sewer collection operations & maintenance manual. He stated that he is preparing to solicit quotations for generator maintenance. He concluded his report by stating that the Elizabethtown Gas attorney is preparing easements for the gas service to the WPCP.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Chairperson Kuster asked whether anyone had business of a general nature to discuss with no response. Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Jerry DiMaio and seconded by John DiMaio and followed by a unanimous voice vote.

Time – 2:45 P.M.

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Kathleen Corcoran, PE, PP, PMP  
Executive Director & Secretary