



HMUA MINUTES

REGULAR  
MEETING OF

JANUARY 09, 2018

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING January 09, 2018

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:15 P.M. Chairperson Kuster 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: Kuster, Jerry DiMaio, John DiMaio.

Also attending: JoAnn Dahan, Counselor John Zaiter, Projects Engineer Klemm, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the December 12th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by John DiMaio with Kuster and John DiMaio voting yea, and Jerry DiMaio abstaining.

Chairperson Kuster indicated approval of minutes of the December 12th Executive Session to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by John DiMaio with Kuster and John DiMaio voting yea, and Jerry DiMaio abstaining.

Chairperson Kuster opened the meeting to public participation and noted a member of the public present.

JoAnn Dahan of Coldwell Banker began by stating she represents builder Ron Brinkerhoff who is the owner of property on Airport Road in Mansfield Township. She confirmed the property consists of 9 three area lots and already has the road and utilities. She stated that they have had a number of contractors interested in the property, but once they find out public sewer is not available, they are no longer interested.

There was some discussion regarding capacity and Engineer Klemm stated that capacity was evaluated in detail in 2008, and major updates were completed in 2016. For a project of this size, even taking into account flows committed to other previously approved projects, sewer capacity would not be an issue for HMUA. Executive Director Corcoran explained that this property is currently not included in the HMUA sewer service area in the Mansfield Wastewater Management Plan. In order for the Authority to service this area, Mansfield would need to amend their Wastewater Management Plan to include this property in the HMUA service area. She also stated this would ultimately need approval from the NJDEP, and endorsements would be requested from other entities including HMUA. She suggested that they reach out to Mansfield Township's Engineer or Planner as a starting point. JoAnn thanked the Board and exited the meeting.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders.

Executive Director Corcoran stated there were no project change orders.



Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA-1121 and #OEA-1122 in the total amount aggregate amount of \$251,057.75.

The following Resolution #18-3262 was proposed by John DiMaio who moved its adoption:

Resolution #18-3262

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

Dated:	December 08, 2017	OEA- 1121	SL-01	\$126,253.14
Dated:	December 22, 2017	OEA- 1122	SL-02	<u>124,804.61</u>
			Total	\$251,057.75

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio and John DiMaio voting yea.

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Construction Aid Fund Requisition #CAF-409 in the amount of \$5,025.00. The following Resolution #18-3263 was proposed by Jerry DiMaio who moved its adoption:

Resolution #18-3263

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-409 be formally approved:

REQUISITION #CAF-409

Treasurer, State of NJ	Permit Fee (Contract 47W)	\$	4,000.00
Warren County SCD	Permit Fee (Land Disturbance)		625.00
Warren County Treasurer	Road Opening Permit (Rt. 604)		200.00
Warren County Treasurer	Road Opening Permit (Rt. 517)		<u>200.00</u>
	Total	\$	5,025.00

This Resolution was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio and John DiMaio voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-241 in the aggregate amount of \$2,135.34. The following Resolution #18-3264 was proposed by John DiMaio who moved its adoption.

Resolution #18-3264

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-241 be formally approved:

REQUISITION #RR-241

ESRI, Inc.	ArcGIS Maintenance	\$	<u>2,135.34</u>
	Total	\$	2,135.34

The Resolution was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio and John DiMaio voting yea.



Chairperson Kuster stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report.

Executive Director Corcoran requested that the Board acknowledge receipt of the Annual Facilities Inspection Report prepared by Mott MacDonald. Projects Engineer Klemm provided a brief overview of the Report, and concluded by stating that the Authority's facilities are well maintained and capably operated. Upon completion of a brief discussion, Jerry DiMaio made a motion stating the Board had received the Annual Facilities Inspection Report as prepared by Mott MacDonald. John DiMaio seconded the motion with Kuster, Jerry DiMaio and John DiMaio voting yea.

Chairperson Kuster stated the next agenda item discussion and possible action to authorize advertisement and receipt of bids for Contract 47W, Water Main Replacement Phase VIII.

The following Resolution #18-3265 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, Suburban Consulting Engineering was previously authorized to prepare the plans and specifications for the bidding of Contract #47W, Water Main Replacement Phase VIII Project; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority hereby authorizes the advertisement for the acceptance of bids for Contract #47W, Water Main Replacement Phase VIII Project.

This Resolution was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to enter into a contract for provision of energy services.

Kathy stated that they received a price from another energy supplier for 6.89 per KWH and the current rate is 7.07 per KWH. She stated that the current contract with Direct Energy expires in July of 2019. If desired by the Board, a reverse auction could be held now for prices that would become effective in July 2019. She stated that current prices were very good, but the energy market is unpredictable and we still have 18 months to go. The Board agreed and decided to defer this item for the present time.

Chairperson Kuster stated the next agenda item was discussion and possible action to provide a statement of consent for an amendment to the Upper Delaware Water Quality Management Plan for the proposed Heath Village West Project on portions of Block 19, Lots 5, 6, and 7 in Washington Township, Morris County.

After a brief discussion, the following Resolution #18-3266 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Heath Village Retirement Community proposes the Heath Village West project on portions of Block 19, Lots 5, 6 and 7 in Washington Township, Morris County, NJ, which project consists of a retirement community containing 144 two-bedroom units, a 108 bed healthcare center, a community center and related amenities; and



WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and sewer service areas and related subjects be in conformance with an approved Water Quality Management Plan (WQMP); and

WHEREAS, the Hackettstown Municipal Utilities Authority (HMUA) is the owner of a Water Pollution Control Plant (WPCP) in Washington Township, Morris County, NJ with a permitted discharge of 3.3 MGD under NJPDES Permit No. NJ0021369; and

WHEREAS, the wastewater generated from the proposed Heath Village West project, estimated to be 46,607 gpd under NJAC 7:14A-23.3, is proposed to be conveyed to the HMUA WPCP for treatment; and

WHEREAS, based on the highest average of monthly flow from NJPDES Discharge Monitoring Reports for the 12-month period through February 2016, the existing wastewater flow discharged from the HMUA WPCP was 2.037 MGD; and

WHEREAS, the approved Future Sewer Service Area Map of the WQMP does not include all of the proposed sewage generating areas of Block 19, Lots 5, 6 and 7 in Washington Township, the Upper Delaware WQMP requires an amendment to include these areas in the sewer service area.

NOW, THEREFORE, BE IT RESOLVED by the HMUA, Warren County, New Jersey, this 9th day of January, 2018 as follows:

1. The HMUA hereby endorses a proposed Amendment to the Upper Delaware WQMP to expand the existing HMUA WPCP sewer service area by 47 acres to include the proposed Heath Village West Project located on portions of Block 19, Lots 5, 6 and 7 in Washington Township, Morris County.
2. This endorsement shall be submitted to the NJDEP pursuant to NJAC 7:15-3.5(g)6.

This Resolution was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio and John DiMaio voting yea.

Chairperson Kuster requested the Office Manager to proceed with her report.

Debbie began by giving an overview on the credit card payments received over the last three months. Overall, the credit card payments are increasing, which is working out well for the Authority. Debbie also confirmed the number of letters and collections that were done over the past three months.

Debbie also stated that a robo-call system has been implemented for past due accounts. She confirmed that it seems to be working well. She stated that once the calls are made, a report is generated that details the numbers where someone answered, where messages were left, etc.

Debbie concluded by stating they have received 100 new water meters, so the office staff is currently working on setting up appointments to replace meters.

Chairperson Kuster requested Executive Director Corcoran to proceed with her report.

Kathy began by stating they continue to work with APG Neuros on installing the new VFD and



breaker. She confirmed that APG has agreed to install them for free and they will also install remote monitoring equipment to review the operations so that they can optimize the system controls.

Kathy also stated they are working on getting quotes to replace the main breaker at the plant due to issues found during the infrared survey. She confirmed that Fisher did a shut down a few weeks ago to confirm the issue and required replacement. Kathy stated once they receive the new breaker, Fisher will have to do another shut down which will have to be closely coordinated.

Kathy continued by stating the new permit cycle has started, so monitoring is being done for arsenic (quarterly influent and monthly effluent), and mercury (monthly effluent). There are no enforceable limits; however, we continue to get occasional hits at the required lower and more sensitive reporting levels.

Kathy also stated the Town of Hackettstown has agreed to provide an easement for the Maple Ave. water main crossing at Bowers Brook. She confirmed an easement was prepared by John Zaiter and the Authority is waiting for the signed document from the Town.

Kathy also stated there were two main breaks in December, one on Hurley Drive and one on Pine Street, which is included in the water main project. Kathy stated that overall it was a good year with only 12 main breaks overall including the recent two.

Kathy also confirmed that they continue to work on the Water Quality Accountability Act requirements. Kathy stated there was a meeting scheduled next Wednesday with Mott MacDonald and our SCADA person to conduct a cybersecurity evaluation.

Kathy concluded by stating Mott MacDonald is preparing a proposal for the required Asset Management Plan.

Upon the completion of the Executive Director's report, Chairperson Kuster requested Projects Engineer Klemm to proceed with his report. (See Attached)

Chairperson Kuster requested Counselor Zaiter to proceed with his report.

Counselor Zaiter suggested the Board convene into Executive Session.

David Klemm and Debbie Palma exited the meeting.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #18-3267 was proposed by John DiMaio, who moved its adoption.

Resolution #18-3267

BE IT RESOLVED, on this 9th day of January by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Litigation in Executive Session.

It is not possible, at this time, for the Authority to determine when and under what circumstances the above referenced items, which are to be discussed in Executive Session, can be publicly disclosed.

The motion to convene into Executive Session was seconded by Jerry DiMaio. Ayes: Kuster, Jerry DiMaio and John DiMaio.

THEREFORE, BE IT RESOLVED, on this 9th day of January, 2018 by the Hackettstown



Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:12 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 8:37 PM. No formal action was taken during Executive Session.

Chairperson Kuster requested whether anyone had business of a general nature to discuss. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by John DiMaio, seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time – 8:39 PM

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