



HMUA MINUTES

REGULAR  
MEETING OF

JANUARY 10, 2017

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING JANUARY 10, 2017

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:35 P.M. Chairperson Harper 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: Harper, John DiMaio, and Kunz.

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

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated approval of minutes of the December 13th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by DiMaio with Harper, John DiMaio and Kunz voting yea.

Chairperson Harper opened the meeting to public participation and noted that there were no members of the public present.

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

Chairperson Harper stated the next agenda item was to entertain Resolutions approving the Operations Expense account requisitions #OEA-1095 and #OEA-1096 in the total amount aggregate amount of \$231,811.63.

The following Resolution #17-3182 was proposed by John DiMaio who moved its adoption:

Resolution #17-3182

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

Dated:	December 09, 2016	OEA-1095	SL-01	\$111,604.88
Dated:	December 23, 2016	OEA-1096	SL-02	<u>120,206.75</u>
			Total	\$231,811.63

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

Chairperson Harper stated the next agenda item was to entertain Resolution approving Renewal & Replacement Fund Requisition #RR-229 in the aggregate amount of \$163,363.66.



The following Resolution #17-3183 was proposed by Kunz who moved its adoption.

Resolution #17-3183

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-229 be formally approved:

REQUISITION #RR-229

Broschious, Fischer & Zaiter	Professional Services	\$ 1,218.75
Chlorinator & Instrument	CL2 Repair Parts	1,559.95
CMS Construction Inc.	Contract 44S (#5)	141,125.29
Dell Marketing L.P.	Computer Equipment	1,524.49
Gannett Fleming Inc.	Engineering Services	8,803.00
Hackettstown Transmission	Vehicle Repair (#21)	2,402.18
J. Kasharian Services, Inc.	Debris Removal (WFP)	1,200.00
Mott MacDonald	Engineering Services	4,036.00
YSI Incorporated	Laboratory Equipment	<u>1,494.00</u>
	Total	\$ 163,363.66

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

Chairperson Harper requested that the Water Utility Superintendent proceed with his report.

Bud began by stating the Water Utility has had a great year and he has found that everyone has been working well together as one unit. Bud also stated that they continue to leak detect and the water production numbers have been going down compared to prior years. He stated that he has noticed the metered water numbers are also down, and he thinks some of this is due to the current “green” movement and low flow fixtures. Bud also stated that the unaccounted for water numbers are dropping. The 12- month average for the main system was 21.1% with a 3 month average of 13.0%. For the total system, the average was 20.3% for 12 months and 10.8% for 3 months.

Bud stated that since October they have had 3 main breaks and 3 service leaks. He confirmed the totals for the year were 18 main breaks and 15 service leaks. He noted that a few of these breaks were caused by contractor activities during the water main project. He also stated that recently there were two main breaks, one on Allen Road and one at the Alexandria Apartments. He thinks that these were possibly caused by one of the local fire departments refilling one of their trucks with water following a fire. They may have closed the valves too quickly, hammering the system and causing these two breaks. He confirmed that he did speak with the chief of that fire department and he is currently drafting a letter to all local fire departments explaining how to operate the hydrants so this does not happen again.

Bud continued by stating the 1.0 storage tank has been cleaned and disinfected. He confirmed that he entered the tank following cleaning and the tank is in great



shape for its age. He stated that they cut and capped the 10” M&M fire supply line. He also stated that they plan to fill the tank in March for a trial run before taking the 2.4 tank out of service for painting.

Bud continued by stating that M&M is working to replace several sections of the old fire mains outside the building. He stated that initially the fire jockey pump was cycling on and off approximately every 3 minutes. After they replaced several sections of the old main, the pump cycling reduced to approximately every 15 minutes. He stated that, at HMUA’s request, M&A has agreed to install a meter on the jockey pump at the fire tank to account for the water used. He thinks that this could account for what was assumed to be a leak at the 1.0 tank.

Bud also stated that they had one positive coliform sample during December. He confirmed three repeat samples were all negative and all the raw samples taken at the wells were also negative.

Bud continued by stating the Water Utility has removed a large part of the rotting flat roof and façade at the Well 4 building. The roof area is now covered until better weather, when the Water Utility staff plans to replace the pitched roof.

Bud concluded by stating the new Water Utility employee is working out great. He has signed up for school and is attending classes.

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

Executive Director Corcoran began by stating Mott MacDonald completed the Annual Facilities Inspection and everything was reported to be in order.

Corcoran continued by stating the Notice of Award has been issued for Contract 46W – Rehabilitation of 2.4 MG Water Storage Tank. She confirmed the Pre-Construction meeting has been scheduled for March 1<sup>st</sup>. She stated that the contractor plans to start in early April and complete the work by the end of June.

Corcoran also stated that, due to the 2.4 tank project and increased pressures in the system from using the 1.0 tank, she intends to postpone water main construction until the 2.4 tank is back on-line. This year’s budget for main replacement would be added to next year’s budget and allow us to undertake a larger project next year. She confirmed that she would consult with the Town DPW regarding roads that they intend to pave this year and next year.

Chairperson Harper questioned if there has been anymore discussion regarding replacement of the main or the services lines on Main Street. Corcoran stated that the plan is to focus on replacing a few old services before the DOT paves. Bud is waiting to hear back from the DOT regarding when they plan the road restoration work. She confirmed that Bud has been checking the files to identify old active service lines to replace. Any planned work by HMUA in the road would likely have to be done at night. Dave Klemm stated that possibly they could send down a robot with a camera to locate service lines; however that would locate both active and



inactive services. Also, service lines don't always run straight perpendicular to the main, so test pits may still be necessary. John DiMaio stated that he has forwarded a letter to the DOT asking when they may be paving and he stated he would let Kathy know when he hears something.

Corcoran also stated the recent odors at the WPCP appear to have been resolved by undertaking some operational changes. She confirmed that there have been no recent complaints and the pungent odor has not been present on her last few visits.

Corcoran continued by stating that Debbie conducted a poll regarding giving back one personal day to have the day after Thanksgiving back as a holiday. All employees were agreeable to this proposed change and none were opposed. She recommended that the Board return the Friday after Thanksgiving to a paid holiday and remove one personal day.

A Motion was made by Kunz to reinstate the day after Thanksgiving as a holiday and to remove one personal day, and to have the Employee Manual updated to reflect this change. This motion was seconded by John DiMaio and upon roll call vote carried: Ayes: Harper, John DiMaio, and Kunz voting yea.

Corcoran also stated that a vulnerability assessment was done in 2004 with specific recommendations. Some of the things that were recommended were completed at that time. A discussion ensued regarding desired improvements. She stated that she will pursue implementation of some additional improvements as discussed.

Corcoran concluded by stating that Vinnie Montanino's firm, VM Associates, has joined Ferraioli, Weilkotz, Cerullo and Cuva.

Upon the completion of the Executive Director's report, Chairperson Harper requested Projects Engineer Klemm to proceed with his report. Mr. Klemm stated that the Annual Inspection of the facilities was completed and everything looks good. He also stated that the Insurance and Performance Bonds have been submitted for Contract #46W. He confirmed that all shop drawings have been approved and the Pre-Con meeting will be March 1<sup>st</sup>.

Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he had nothing further to add.

Chairperson Harper requested whether anyone had business of a general nature to discuss.

There being no additional comments or discussion, Chairperson Harper declared a motion to adjourn would be in order and was so moved by Kunz, seconded by John DiMaio and followed by a unanimous voice vote.

Time – 8:55 P.M.

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Kathleen Corcoran, PE, PP  
Executive Director & Secretary