



HMUA MINUTES

REGULAR
MEETING OF

JANUARY 12, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JANUARY 12, 2016

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:30 P.M. Chairperson Harper announced that adequate notice of this meeting has been given to the area press and the Town of Hackettstown, and 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, Jerry DiMaio, Kelly and Kuster.

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

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated that approval of the December 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Jerry DiMaio with Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper indicated that approval of the December 8th Executive Session to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Kelly with Harper, Jerry DiMaio, Kelly and Kuster voting yea.

John DiMaio entered the meeting.

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 indicated that there were no change orders.

Chairperson Harper stated that Resolutions pertaining to financial transactions to be the next order of business.

The following Resolution #16-3102 was proposed by Kelly who moved its adoption:

Resolution #16-3102

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

Dated:	December 11, 2015	OEA-1069	SL-01	\$143,675.20
Dated:	December 24, 2015	OEA-1070	SL-02	<u>166,630.05</u>
			Total	\$310,305.25

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



Chairperson Harper entertained Resolution approving Construction Aid Fund Requisition #CAF-397 in the amount of \$34,861.78.

The following Resolution #16-3103 was proposed by Kuster who moved its adoption:

Resolution #16-3103

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-397 be formally approved:

REQUISITION #CAF-397

Bob Viersma & Sons	Excavation Work-16 Hazen Rd	\$ 11,570.00
Desert Diamond Indus.	Ductile Iron Saw Package	2,739.00
Hatch Mott MacDonald	Engineering Services (Well 9)	20,000.00
TGM Services	16 Hazen Road	<u>552.74</u>
	Total	\$ 34,861.74

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

Chairperson Harper entertained Resolution approving Renewal and Replacement Fund Requisition #RR-217 in the amount of \$73,858.63.

The following Resolution #16-3104 was proposed by Kelly who moved its adoption.

Resolution #16-3104

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-217 be formally approved:

REQUISITION #RR-217

Duperon	600 Display Screen	\$ 1,208.95
Fisher Electrical	Replacement Light Units	1,369.68
Hatch Mott MacDonald	Engineering Services (43W)	70,000.00
NB Controls	Service Calls	<u>1,280.00</u>
	Total	\$ 73,858.63

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract #LBT-16 for Liquid Biosolids Transportation.

The following Resolution #16-3105 was proposed by Kelly who moved its adoption:

WHEREAS, subsequent to the proper advertisement, two (2) sealed proposals for Liquid Biosolids Transportation were received and read aloud at a public bid opening on January 7, 2016 at 2:30 PM at the HMUA Jacob Garabed Administration Building; and,



WHEREAS, it has been determined that the lowest bid was received from Accurate Waste Removal Services, Inc. of Lake Hopatcong, New Jersey, for the bid price of \$0.0415/gallon; therefore,

BE IT RESOLVED, Contract #LBT-16 for Liquid Biosolids Transportation is awarded to Accurate Waste Removal Services, Inc., Lake Hopatcong, New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Harper 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 Hatch Mott MacDonald. Upon completion of a brief discussion, Kelly made a motion stating the Board had received the Annual Facilities Inspection Report as prepared by Hatch Mott MacDonald. Kuster seconded the motion with Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster voting yea.

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

Bud Volkert began by stating that the Water Utility continues to do leak detection every day. They are also continuing to put the loggers out every night, downloading the data the following day, in an effort to locate leaks in the system.

He confirmed that they did locate a leak in Diamond Hill and they also think they have another leak on Main Street. They are going to put the loggers out tonight on Main Street to pinpoint it. He also stated that they only put the loggers out on Main at night due to interfering traffic and other noise during the day.

He confirmed that there were seven (7) main breaks and two (2) service leaks over the past 3 months.

Regarding issues with Well #8, Bud stated that the Mazzella water line connection and a fire hydrant have been installed. The DEP has been notified that the work has been completed.

Bud continued by stating Well #9 is running well and there are just a few punch list items that need to be completed. One issue is the electric louvers that should open once the generator is on, but they are not opening.

Bud also stated the 1.0 storage tank has been shut down and M&M Mars is now connected to the main system. He also stated that discussions took place years ago regarding installation of a meter vault so that all water to the site would be metered, and there has been recent discussion to complete this work.



Bud continued by stating the Water Utility has moved three water services on Roosevelt from the cast iron water main. They have one more to do on Harvey Street. Once this is complete, they plan to relocate the hydrant in the spring.

Bud also stated that, in December while working to repair a main break on Elmwood Drive, the Water Utility hit a gas line. He noted that once all the mark outs were done they started digging by hand and then with the machine. While working, the gas company returned and marked out right in the area where they were digging. He stated that the Water Utility hit the gas line, which was about 4 feet deep, causing a leak. Bud stated that he could not remember when the last time was that the water utility hit a gas line. He confirmed that the Authority has now received a bill from Elizabethtown Gas in the amount of \$7,825.77 requesting reimbursement for time and material. The Authority has never received a bill from the gas company, nor billed the gas company. Bud also stated that the service leak on Main Street in November 2015 was caused by the gas company installing new gas service lines. He confirmed that the Authority also forwarded a bill to the gas company in the amount of \$10,979.65 for time and material associated with the water service leak caused by their work.

Bud continued by stating the installation of the meter pit for 14 Ridge Street has been completed by the homeowner and inspected by the Authority.

Bud concluded by stating he has discussed with Kathy that they may want to add Franklin Street to the water main project. They have had a number of breaks there and he also believes that this is one of the roads included in the paving project for next year.

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

Executive Director Corcoran began by stating Mr. Formica of 14 Ridge Street has requested a waiver of the fine charged to his account in the amount of \$4,800, imposed from \$1,000/day fines.

After a brief discussion, a motion was made by John DiMaio to waive the fine charged to Mr. Formica in the amount of \$4,800. This motion was seconded by Kelly and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster voting yea.

Corcoran continued by stating she has reviewed the invoice from the gas company and has suggested to Bud to review the hours they are charging us. She also stated that the Authority prepared an invoice to the gas company for our work to repair the service leak on Main Street following installation of two new gas service lines. She confirmed that a letter and the invoice were forward to Elizabethtown Gas.

Corcoran also stated the Authority has received a dividend in the amount of \$13,309.89 from the Joint Insurance Fund for 2015.



Corcoran also stated they have reviewed the project plans from Gannett Fleming for the Wastewater Treatment Project and are currently reviewing draft specs. We are awaiting submittal of electrical plans and specs and hazardous material specs for review.

Corcoran also stated they have submitted comments on draft plans to CDM for the water main project and are awaiting specs and revised plans.

Corcoran continued by stating the Authority has started the process of looking for a site for the new water tank. The site behind the QuickChek on Route 517 at Bilby Rd. has been identified as a good site. She confirmed that the property is currently being looked at for a development and possibly they could work with the developer to place the tank there.

Corcoran also stated that she received a letter from Kaplan Companies requesting a release in their Performance Bond for section 3 B. She confirmed that there is still a punch list of items to be corrected and she is working with the Water and Sewer Utility Superintendents on this.

Corcoran continued by stating she met with Steve Durst of Synnergy Solar who is interested in installing solar at the WPCP. She said, based on her conversation with Mr. Durst, the construction and permits would be cost free to the Authority and that the solar power could provide up to 90% of the WPCP power. She stated that she has asked for a draft agreement to be provided for our attorney review and will keep the Board informed.

Corcoran also stated that she is reviewing the Employee Handbook regarding incentive pay and specific increases for obtaining operations licenses. In addition, she is reviewing pay scale ranges, as a significant number of employees are at the top of scale. She confirmed that she intends to investigate what other agencies do in this regard.

Corcoran concluded by stating that she spoke with the Auditor regarding supplies purchased by employees for the Authority. She stated that it came to her attention that employees purchasing supplies for the Board Meeting were not being reimbursed.

The Board was in agreement that any supplies purchased by the employees for the Board Meeting should be reimbursed.

A motion was made by Kuster that all meeting supplies purchased by employees will be fully reimbursed. This motion was seconded by Jerry DiMaio and upon roll call vote called: Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster voting yea.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm stated that the Annual Facilities Inspection Report was submitted, which indicated that



the Authority facilities are in good working order. Copies were provided to the Board members.

It was suggested the Board convene into Executive Session.

Chairperson Harper stated he would entertain a motion to convene into Executive Session.

Resolution #16-3106 was proposed by Jerry DiMaio, who moved its adoption.

BE IT RESOLVED, on this 12th day of January 2016, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Contract 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.

A motion to convene into Executive Session was made by Jerry DiMaio and seconded by Kelly. Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 12th day of January 2016, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:45 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 8:57 PM. No formal action was taken during Executive Session.

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

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

Board Member Kelly questioned if anyone knew about the reported oil spill into the Musconetcong River and if it was related to or would have any effect on the Wastewater Treatment Plant operations. Bud stated that the oil spill was further downstream and would not have any effect on the Plant.

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

Time – 9:00P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary