



HMUA MINUTES

REGULAR  
MEETING OF

JANUARY 13, 2015

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING JANUARY 13, 2015

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 P.M. Chairperson Kelly 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.

Executive Director Smith acknowledged receipt of the Resolution adopted by the Town of Hackettstown appointing William Kuster, Jr. to the Authority for a term of office expiring on February 1, 2016.

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

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

Chairperson Kelly led a salute of the United States Flag.

Chairperson Kelly indicated that approval of the December 9<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kelly, Jerry DiMaio and Harper voting yea and John DiMaio and Kuster abstaining.

Chairperson Kelly indicated that approval of the December 9<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kelly, Jerry DiMaio and Harper voting yea and John DiMaio and Kuster abstaining.

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

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

After a brief discussion, the following Resolution #15-3038 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, due to a curb valve being located in the sidewalk of the College View Section, there is a need to replace the sidewalk, therefore;

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #7 to Contract #43W in the amount of \$514.08 for material, labor and equipment associated with furnishing and installing a concrete sidewalk in the College View area.

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



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

The following Resolution #15-3039 was proposed by John DiMaio who moved its adoption:

Resolution #15-3039A

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

|        |                   |          |       |                  |
|--------|-------------------|----------|-------|------------------|
| Dated: | December 12, 2014 | OEA-1043 | SL-01 | \$128,172.36     |
| Dated: | December 26, 2014 | OEA-1044 | SL-02 | <u>73,130.38</u> |
|        |                   |          | Total | \$201,302.74     |

Resolution #15-3039B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-386 be formally approved:

REQUISITION #CAF-386

|                       |                    |                      |
|-----------------------|--------------------|----------------------|
| DeMaio Electrical Co. | Contract 41W (#12) | <u>\$ 230,076.51</u> |
|                       | Total              | \$ 230,076.51        |

Resolution #15-3039C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-205 be formally approved:

REQUISITION #RR-205

|                          |                           |                 |
|--------------------------|---------------------------|-----------------|
| Gannett Fleming Inc.     | Labor & Equipment         | \$ 12,974.60    |
| Kustom Control Solutions | Replacement-Soft Starters | 5,826.00        |
| Reivax Contracting Corp. | Contract No. 43W (#12/#7) | 23,312.34       |
| TGM Services             | WPCP – Labor              | <u>1,424.89</u> |
|                          | Total                     | \$ 43,537.83    |

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

Chairperson Kelly stated the next agenda item was discussion and possible action to adopt a Resolution for renewal of membership in the NJ Utility Authorities Joint Insurance Fund.

The following Resolution #15-3040 was proposed by Gerald DiMaio who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and,

WHEREAS, said renewed membership terminates as of December 31, 2014 unless earlier renewed by agreement between the Authority and the Fund; and,

WHEREAS, the Authority desires to renew said membership;

NOW, THEREFORE, be it resolved as follows:



1. The Hackettstown Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverage's, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize purchase of a replacement Polymer System Control Unit.

Executive Director Smith stated that he forwarded a memo from Sewer Utility Superintendent Peter Tynan regarding the replacement of the Polymer System. He confirmed that the current system was installed in 1993. After reviewing the Asset Management Plan, it was determined that it's estimated life span was 15 years. Pete received three quotes for the replacement and the lowest was from Acrison, Inc. Because the Authority has a QPA, only formal quotes were necessary.

After a brief discussion, the following Resolution #15-3041 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire a Polymer System as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4; and,

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

WHEREAS, Acrison Inc. has submitted a proposal dated January 6, 2015 indicating they will provide the Polymer System for the WPCP in the amount of \$35,000; and,

WHEREAS, Acrison Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Acrison Inc. 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 Acrison Inc. from making any reportable contributions through the term of the contract; therefore,

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority authorizes Acrison Inc. to enter into a contract with HMUA as described herein.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract #LBT-15 for Liquid Biosolids Transportation.



After a brief discussion, the following Resolution #15-3042 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, three (3) sealed proposals for Liquid Biosolids Transportation were received and read aloud at a public bid opening on January 6, 2015 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; therefore,

BE IT RESOLVED, Contract #LBT-15 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: Kelly, Jerry DiMaio, John DiMaio, Harper and Kuster voting yea.

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of Utility Billing System Software.

Debbie Palma explained that the Authority has been reviewing various Utility Billing System Software packages for some time. She explained that we have used the current software since 1990 and the system has had a few issues in recent years. The software has not kept pace with current state of the industry and HMUA is the last user of the software.

After a brief discussion, the following Resolution #15-3043 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire new Utility Billing System Software as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4; and,

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

WHEREAS, Edmunds & Associates, Inc. has submitted a proposal dated January 8, 2015 indicating they will provide the Utility Billing System for the Authority in the amount of \$23,380.00; and,

WHEREAS, Edmunds & Associates, Inc. has completed and submitted a Business Entity Disclosure Certification, which certifies that Edmunds & Associates, Inc. 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 Edmunds & Associates, Inc. from making any reportable contributions through the term of the contract; therefore,



BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority authorizes the Edmunds & Associates, Inc. to enter into a contract with HMUA as described herein.

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

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

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

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

Bud Volkert began by stating the water production for December was down by more than 20 million gallons from the same month prior year. He confirmed that staff is still leak detecting, and this month there were two main breaks and 2 service leaks which have all been fixed.

Bud also stated that approximately 433,000 gallons of water was used to extinguish the fire at Centenary College (the President's House). He commended all involved. He confirmed that even with Well #6 out of operation, there was never a problem with available water.

Bud continued by stating the Reivax Project is just about completed. He confirmed that there are just a few punch list items left. He also stated that on New Year's Eve, they had a call for a leak on a service on Lawrence Drive. It was determined that the leak was on the customer's side. Reivax was called in to repair the leak. Bud showed the Board a piece of copper, which had a pin hole and he believes this happened when Reivax connected the new service.

Bud also stated Well #9 is moving along. He and Dave Klemm discussed the location of Chlorine Control Panel. They reached a conclusion that it should be mounted as originally shown on the plans.

Bud also stated the level logger system installed on Mr. Mazella's well is working very well. We are monitoring his well level on a 24 hour basis and the well levels seem to be stabilizing somewhat. Well #8 has been running 24 hours a day since mid-October, with some down time for maintenance. Well #8 has been pumping between 310 – 360 gallons per minute. We will continue to try to develop well #8 by slowly increasing the gallons per minute while watching the impact upon Mr. Mazella's well.





Bud concluded by stating that Well #6 is still out of service. He confirmed that the pump should be in this week and installed the week of January 19<sup>th</sup>.

Chairperson Kelly requested Executive Director Smith to proceed with his report.

Executive Director Smith began by stating he forwarded a letter to the Board from Mrs. Kennedy regarding another leak she had on her water service line. The letter requested some relief for the water use charges. Smith explained that this line is approximately 800 to 900 feet long. Apparently when the water line was installed by a contractor for Independence Township, they used type L (thinner wall) copper instead of the required K copper. There was also no select material used to backfill the trench. Smith stated that once Mrs. Kennedy was informed of the leak she had it repaired right away. He also stated that Bud met with her and discussed possibly replacing the line. He also showed her how to read the meter.

A motion was made by Jerry DiMaio to reduce Mrs. Kennedy's bill to \$100.00. This motion was seconded by Kuster and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, John DiMaio, Harper and Kuster voting yea.

Smith also stated he received an email confirming Hatch Mott MacDonald is in the process of reviewing, the M&M Mars plans for treatment plant upgrade and associated TWA permit.

Smith concluded by stating the Authority has received another check from the Joint Insurance fund for the sinkhole repairs. He stated that the Authority has contacted Randy May to verify that the Authority should cash this check.

Upon the completion of the Executive Director's report, Chairperson Kelly requested Project Engineer Klemm to proceed with his report. Engineer Klemm reported on the status of the water main and Well #9 projects.

Engineer Klemm exited the meeting.

At this point, Chairperson Kelly stated he would entertain a motion to convene into Executive Session.

Resolution #15-3044 was proposed by Harper who moved its adoption.

BE IT RESOLVED, on this 13<sup>th</sup> day of January 2015, 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.

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



THEREFORE, BE IT RESOLVED, on this 13<sup>th</sup> day of January 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:00 PM.

John DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 9:20PM. No formal action was taken during Executive Session.

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

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

Executive Director Smith stated that he has reviewed the proposals for Engineering Services for the new water main project. He confirmed he received two proposals and CDM Smith was lowest.

After a brief discussion, the following Resolution #15-3045 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore

BE IT RESOLVED, by the board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of the firm CDM Smith to render engineering services to the Authority, in accordance with a December 19, 2014 proposal, is herewith authorized without public bidding.
2. The term of said appointment shall be to December 2015, or until such time as the project is completed.
3. The said payment to CDM Smith shall not exceed \$115,321.00.
4. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette within ten days of its adoption and pursuant to N.J.S.A. 40:11-2.

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

At this point, it was suggested that the Board convene into Executive Sessions.

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

Resolution #15-3046 was proposed by Harper who moved its adoption.

BE IT RESOLVED, on this 13<sup>th</sup> day of January 2015, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Contract Negotiations 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 Harper and seconded by John DiMaio. Ayes: Kelly, Jerry DiMaio, John DiMaio, Harper and Kuster.

THEREFORE, BE IT RESOLVED, on this 13<sup>th</sup> day of January 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:50 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 10:00PM. No formal action was taken during Executive Session.

There being no additional comments or discussion, Chairperson Kelly 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 – 10:02P.M.

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Bruce D. Smith  
Executive Director & Secretary