



HMUA MINUTES

ANNUAL
MEETING OF

FEBRUARY 11, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



ANNUAL MEETING FEBRUARY 11, 2014

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:01 P.M.

Also attending: Natalie Davis of WRNJ, Steve Polakowski, Stephanie Bunting, Tom Scott, Mark & John Kwiatkoski, Henry Riewerts, Jeff Fiedler, Counselor Zaiter, Engineer Vatsal Shah, Engineer David Klemm, Executive Director Smith, and Recording Secretary Palma.

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

Chairperson Brown 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.

Chairperson Brown led a salute of the United States Flag.

Chairperson Brown indicated that approval of the January 14th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Brown, Harper and Kelly voting yea and Jerry DiMaio abstaining.

Chairperson Brown indicated that approval of the January 14th Executive Session be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kelly with Brown, Harper and Kelly voting yea and Jerry DiMaio abstaining.

Chairperson Brown indicated that the election of officers for the ensuing year would be the next order of business and appointed Counselor Zaiter as Acting Chairperson to conduct the election.

Upon hearing the request for nominations for the office of Chairperson for the Board year 2014/2015, Harper nominated Kelly. Brown seconded the nomination. No further nominations were received. There being only one nomination, Kelly was elected as Chairperson. Upon roll call the vote was carried: Ayes: Brown, Harper and Jerry DiMaio voting yea and Kelly abstaining.

The newly elected Chairperson Kelly then declared nominations for the office of Vice Chairperson to be in order. Brown nominated Jerry DiMaio. Kelly seconded the nomination. No further nominations were received. There being only one nomination, Jerry DiMaio was elected as Vice Chairperson. Upon roll call the vote was carried: Ayes: Kelly, Brown and Harper voting yea Jerry DiMaio abstaining.

John DiMaio entered the meeting.



Executive Director Smith acknowledged receipt of the resolution adopted by the Town of Hackettstown reappointing John DiMaio, to the Authority for a term expiring February 1, 2019. Mr. DiMaio completed and executed the Oath of Office.

Chairperson Kelly noted members of the public in attendance and opened the public participation portion of the meeting.

Mr. Mark Kwiatkoski approached. He stated that he was the owner of the Rita's Italian Ice in Hackettstown. He stated that he had requested a reprieve from the high water bill he received in October. He stated that he made a good faith payment in January with hopes of receiving some type of credit. Mr. Kwiatkoski explained that based on his sales this should be his lowest bill. Executive Director Smith stated that the bill was based upon actual water use. Smith suggested that he read the water meter on a regular basis to assist in locating water leaks. Chairperson Kelly stated that he did not feel the Board wanted to change their decision. Mr. Kwiatkoski requested that, if possible, the interest could be removed. The Board was in agreement to remove the interest charge for January. Mr. Kwiatkoski thanked the Board and exited the meeting.

Chairperson Kelly then recognized members of the College View Drive section of Hackettstown. Questions were asked regarding the sinkhole that has developed over the last few weeks. Vatsal Shan, a Geotechnical Engineer with Hatch Mott MacDonald, explained the events that led up to the sinkholes developing. Executive Director Smith also explained that due to the cold weather and extensive frost, the water from the main breaks did not come to the surface. Smith stated that prior to 1970 cast iron was the material of choice for water main installations. Since 1970, all water mains installed by the HMUA were ductile iron. He stated that ductile iron water mains are virtually unbreakable. There has only been only one ductile iron water main break and was due to a contractor installing a storm water catch basin directly on top of the water main.

It was suggested that the Board a Resolution concerning the technical proposal and scope of work for the College View Drive sinkhole investigation and repair.

The following Resolution #14-2974 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, a proposal was requested and received from Hatch Mott MacDonald for Engineering Services for a Geotechnical Investigation and Sinkhole Repair for College View Drive.

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire Professional Services as a Non-Fair and Open Contract pursuant to the provisions of N.J.S.A. 19:44A-20-4; 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 Hatch Mott MacDonald to provide Professional Engineering Services for the Engineering Services for Geotechnical Investigation and Sinkhole Repair for College View Drive, in accordance with their February 11, 2014 proposal, is herewith authorized without public bidding.
2. The said payment to Hatch Mott MacDonald shall not exceed \$36,900.
3. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution pursuant to N.J.S.A 40:11-2.

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

The members from the College View section thanked the Board for all their efforts and exited the meeting.

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

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

Resolution #14-2975 was proposed by Brown who moved its adoption.

BE IT RESOLVED, on this 11th day of February, 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 Brown and seconded by Harper. Ayes: Kelly, Jerry DiMaio, Brown, John DiMaio and Harper.

THEREFORE, BE IT RESOLVED, on this 11th day of February 2014, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:08 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 10:10 PM. No formal action was taken during Executive Session.

Chairperson Kelly stated the next agenda item was discussion and possible action to appoint the Risk Management Consultant.

After a brief discussion, the following Resolution # 14-2976 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority has previously joined the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and,



WHEREAS, the bylaws of said Funds require that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and,

WHEREAS, the Authority has negotiated a reduced fee in the amount of \$4,000, which represents reasonable compensation for the services required; and,

NOW THEREFORE, be it resolved the Hackettstown Municipal Utilities Authority does hereby appoint Otterstedt Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; therefore,

BE IT FURTHER RESOLVED, that the Governing Body hereby authorizes and directs the execution of the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

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

Chairperson Kelly then indicated that appointments of Authority professionals be the next several agenda items.

After a brief discussion, the following Resolution #14-2977 was proposed by Brown who moved its adoption.

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of an Auditor as a non-fair and open contract pursuant to the provision of N.J.S.A. 19:44A-20.5; and,

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 VM Associates, Inc. as the Authority's Auditor and retaining them to perform audits for Fiscal Year 2014 in accordance with their January 9, 2014 proposal is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 10, 2015, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette 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, Brown, John DiMaio and Harper voting yea.

The next agenda item was the discussion and possible action to appoint the Authority's Counselor.



The following Resolution #14-2978 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Counselor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

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 Broschius, Fischer & Zaiter as the Authority's Counselors and retaining them to render legal service to the Authority in accordance with their proposal dated January 27, 2014 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 10, 2015, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette pursuant to N.J.S.A. 40:11-2.

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

The next item was the discussion and possible action to appoint the Authority's Consulting Engineer as noted by Chairperson Kelly.

The following Resolution #14-2979 was proposed by Brown who moved its adoption:

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Consulting Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

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 Hatch Mott MacDonald as the Authority's Consulting Engineer and retaining them to render engineering services to the Authority in accordance with their proposal dated January 17, 2014 is herewith authorized without public bidding.
- 2 - The term of said appointment shall be to February 10, 2015, or until their successor has been appointed and qualified.



3 - That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette pursuant to N.J.S.A. 40:11-2.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to appoint the Secretary and Treasurer.

The following Resolution #14-2980 was proposed by John DiMaio who moved its adoption:

WHEREAS, N.J.S.A. 40:14b-18 provides that the positions of Secretary and Treasurer of a Municipal Utilities Authority are appointed positions; and,

WHEREAS, the members of the Authority are desirous of reappointing Bruce D. Smith to fill the positions of Secretary and Treasurer; therefore,

BE IT RESOLVED, that Bruce D. Smith is hereby appointed Secretary and Treasurer of the Town of Hackettstown Municipal Utilities Authority; and,

BE IT FURTHER RESOLVED that the term of said appointment shall be to February 10, 2015 or until his successor has been appointed and qualified.

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

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

Executive Director Smith stated there were no change orders.

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

The following Resolution #14-2981 was proposed by John DiMaio who moved its adoption:

Resolution #14-2981A

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

Dated:	January 10, 2014	OEA-1019	SL-03	\$183,686.07
Dated:	January 24, 2014	OEA-1020	SL-04	<u>110,889.27</u>
			Total	\$294,575.34

Resolution #14-2981B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-375 be formally approved:

REQUISITION #CAF-375



A.P. Certified Testing	Leak Survey Tool	\$ 1,715.00
DeMaio Electrical Co.	Contract 41W (#1)	152,588.43
Hatch Mott MacDonald	Engineering Services	54,675.00
MBE Mark III Electric	Contract 42WS (#4)	<u>72,288.23</u>
	Total	\$ 281,266.66

Resolution #14-2981C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-194 be formally approved:

REQUISITION #RR-194

Bevan, Mosca, Giuditta & Zarillo	Harvestone Farms, Inc.	\$ 7,500.00
Big Brother HD	Gate Repair	1,550.00
Dave Heiner Assoc. Inc.	PRV Kits/Valve Piston	1,410.00
Emerson Process Mgmt.	SCADA Hardware	27,198.41
Hatch Mott MacDonald	Engineering Services	12,800.00
Jones & Auerbacher, Inc.	Pressure Gauges	1,421.41
Reivax Contracting Corp.	Contract No. 43W (#1)	192,143.32
Smith Tractor & Equipment	Back Hoe Repair	<u>4,298.18</u>
	Total	\$ 248,321.32

Resolution #14-2981D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-239 be formally approved:

REQUISITION #ESR-239

Greg Donaldson, LLC	DONALDSON (Refund)	\$ 5,169.91
Homeless Solutions, Inc.	31DRAJESKKC (Refund)	4,295.00
Minac Associates	MANSVILLSQ (Refund)	641.13
Nat'l Kitchen & Bath Assoc.	NKBA (Refund)	<u>88.50</u>
	Total	\$ 10,194.54

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

Chairperson Kelly stated the next agenda item was discussion of the proposed "Annual Meeting Schedule" for the next year.

After a brief discussion, the following Resolution #14-2982 was proposed by John DiMaio who moved its adoption:

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

The following schedule for the regular meetings of the Authority for the period commencing March 11, 2014 and concluding February 10, 2015 is hereby adopted:



March 11, 2014

April 08, 2014

May 13, 2014

June 10, 2014

July 08, 2014

August 12, 2014

September 09, 2014

October 14, 2014

November 11, 2014

December 09, 2014

January 13, 2015

February 10, 2015

1. All regular meetings will be held at the Jacob Garabed Administration Building at 424 Hurley Drive at 8:00 PM.
2. A copy of the meeting schedule shall be prominently posted in the HMUA Administration Building lobby and also be published in the Star-Gazette.

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

The next agenda item as noted by Chairperson Kelly was the discussion and possible action to designate the official newspapers for the Authority.

The following Resolution #14-2983 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, the Authority desires to designate official newspapers in which to publish all official public notices;

NOW, THEREFORE, BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority that the Star-Gazette, Express Times and Daily Record are the official newspapers of the Authority.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to readopt the Cash Management Plan.

The following Resolution #14-2984 was proposed by John DiMaio who moved its adoption:



WHEREAS, it is in the best interests of the Hackettstown Municipal Utilities Authority to earn additional revenue through the investment and prudent management of its cash receipts; and,

WHEREAS, N.J.S.A. 40A:5-14 requires each local government unit to readopt the Cash Management Plan; therefore,

BE IT RESOLVED, the Board Members of the Town of Hackettstown Municipal Utilities Authority hereby readopts the Cash Management Plan as presented.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to designate depositories for Authority Revenue Funds.

After a brief discussion, the following Resolution #14-2985 was proposed by Brown who moved its adoption:

WHEREAS, the Authority desires to designate a financial institution as the depository for Authority revenues; and,

WHEREAS, said revenues are to be transferred from the depository to the Trustee, currently U.S. Bank, for deposit into the Revenue Fund and subsequent distribution and investment in other Funds as designated by HMUA's Bond Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hackettstown Municipal Utilities Authority does herein formally authorize and direct the Authority revenues be deposited into an interest bearing account in First Hope Bank, said bank being designated as the official depository of Authority revenues and further authorizes the Chairperson or Executive Director to direct the Trustee to make investments in securities as previously approved by the Authority or to authorize transfers to other Authority accounts.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to designate depositories of the Authority's Construction Aid Fund.

The following Resolution #14-2986 was proposed by Brown who moved its adoption:

WHEREAS, there exists a continuing need for the Town of Hackettstown Municipal Utilities Authority to reinvest funds which have been deposited in financial institutions; and,

WHEREAS, the Authority desires to designate a financial institution as the depository for the Construction Aid Fund and to designate additional financial institutions for investment of funds so the Authority can obtain the most favorable investment rates;



NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that:

1. The Authority does herein formally designate First Hope Bank as the official depository for the Construction Aid Fund.
2. The Authority also formally designates Ameriprise Financial, Bank of America, Chase Bank, Edward Jones, First Hope Bank, Hudson City Savings Bank, Fulton Bank, State of New Jersey Cash Management Fund, PNC Bank, Raymond James Financial Services, TD Bank, U.S. Bank, Valley National Bank, and Wells Fargo Bank as financial institutions which the Chairperson or Executive Director are authorized to make deposits and transfer funds for investment in the Securities as previously approved by the Authority.

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

Chairperson Kelly stated the next agenda item was discussion to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA purchasing manual.

The following Resolution #14-3987 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, it is necessary to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA Purchasing Manual:

WHEREAS, the Authority is desirous of designating Deborah A. Palma as Purchasing Agent and Bruce D. Smith as Assistant Purchasing Agent;

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Deborah A. Palma is designated as HMUA's Purchasing Agent and Bruce D. Smith is designated as HMUA's Assistant Purchasing Agent.

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

Chairperson Kelly noted the next agenda item was discussion and possible action to designate the Public Agency Compliance Officer.

After a brief discussion, the following Resolution #14-2988 was proposed by Harper who moved its adoption:

WHEREAS, in accordance with N.J.A.C. 17:27-3.5, each public agency shall designate an individual to serve as its Public Agency Compliance Officer.

WHEREAS, the members of the Authority are desirous of designating Bruce D. Smith to serve as its Public Agency Compliance Officer; therefore,



BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Bruce D. Smith is designated as HMUA's Public Agency Compliance Officer.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the check signers of all Authority checks.

After a brief discussion, the following Resolution #14-2989 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Authority has avoided the cost of new check stamps each year by utilizing prior stamps as long as the Board Member continues on the Authority Board; therefore,

BE IT RESOLVED, William Harper and Executive Director Bruce D. Smith are the Authority's check signers.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award contract WM-AMR-14 for Water Meters and Automatic Meter Reading Modules.

The following Resolution #14-2990 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. WM-AMR 14 for water meters and automatic meter reading devices were received and read aloud at a public bid opening on February 6, 2014 at 3:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Water Works Supply Co., Inc. of Pompton Plains, New Jersey, in an anticipated value of \$51,300.00; therefore,

BE IT RESOLVED, that bid for Contract No. WM-AMR 14 for water meters and automatic meter reading devices be awarded to Water Works Supply Co., Inc. of Pompton Plains, New Jersey, and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract #AS-14 for the furnishing of Liquid Aluminum Sulfate.

The following Resolution #14-2991 was proposed by Brown who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed proposals for Liquid Aluminum Sulfate were received and read aloud at a public bid opening on



February 6, 2014 at 2:30 PM at the HMUA Jacob Garabed Administration Building;
and,

WHEREAS, it has been determined that the lowest bid was received from General Chemical of Parsippany, New Jersey; therefore,

BE IT RESOLVED, Contract #AS-14 for Aluminum Sulfate is awarded to General Chemical of Parsippany, New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize a change order to increase the amount of water main to be replaced under contract #43W.

Executive Director Smith explained that due to the sinkholes in the College View area, he has suggested the Board consider a change order under existing Contract #43W to allow the replacement of additional lengths of water main in the area. Additional Water Main replacements would include portions of Pleasant View Road, College View Drive and Nancy Lane for an approximate total of 2,200 feet. The amount of the proposed Change Order would be \$235,000.

After a lengthy discussion, the following Resolution #14-2992 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, due to the sinkholes in the College View area it has been determined to be beneficial to replace additional water mains under Contract 43W; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes a Change Order to Contract #43W to replace an additional 2,200 feet of water main in an estimated amount of \$235,000.

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

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

Smith stated that the water main project is moving forward, but there have been a few issues with the contractor hitting sewer lines. He confirmed that some may have been mis-marked. He also stated that utilities are not responsible for marking out gravity (not under pressure) sewer lines. He confirmed that he has contacted Anthony of Hatch Mott MacDonald to put the contractor on notice that they are responsible for all repairs to sewer lines. He also stated that there was one homeowner who had a backup of sewer in their basement, but all has been cleaned up. He stated that from this point forward, the sewer utility will make an effort to camera every sewer line in the area of the water main replacement project to prevent any further problems.



Smith concluded by stating he met with Bob Ross who is working with the NY NJ Highlands Trail Conference. He is interested in assisting with the sale of the reservoir property in exchange for a permanent trail easement. He hopes to attend the March 11th Meeting.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he had nothing further to add.

Chairperson Kelly requested Project Engineer Klemm to proceed with his Engineer's Report. Project Engineer Klemm discussed the progress of the water main replacement project.

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

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 Jerry DiMaio and followed by a unanimous voice vote.

Time – 10:45 P.M.

Bruce D. Smith
Executive Director & Secretary