



HMUA MINUTES

ANNUAL
MEETING OF

FEBRUARY 13, 2017

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



ANNUAL MEETING FEBRUARY 13, 2017

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:30 P.M.

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

Executive Director Corcoran acknowledged receipt of the resolution adopted by the Town of Hackettstown appointing Leonard Kunz, Jr. to the Authority for a term of office expiring on February 1, 2022.

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

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.

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper 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.

John DiMaio entered meeting.

Upon hearing the request for nominations for the office of Chairperson for the Board Year 2017/2018, Jerry DiMaio nominated Kuster. Harper seconded the nomination. No further nominations were received. There being only one nomination, Kuster was elected as Chairperson. Upon roll call the vote was carried: Ayes: Harper, Jerry DiMaio, John DiMaio, and Kuster voting yea.

The newly elected Chairperson Kuster then declared nominations for the office of Vice Chairperson to be in order. John DiMaio nominated Jerry DiMaio. Harper 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: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

Chairperson Kuster indicated approval of the January 10th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with John DiMaio and Harper voting yea and Jerry DiMaio and Kuster abstaining.

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

After a brief discussion, the following Resolution #17-3184 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 Fund requires 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 Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

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

After a brief discussion, the following Resolution #17-3185 was proposed by Harper 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 Ferraioli, Wielkotz, Cerullo & Cuva, P.A. as the Authority's Auditor and retaining them to perform audits for Fiscal Year 2017 in accordance with their January 13, 2017 proposal is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 13, 2018, 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 Jerry DiMaio and upon roll call vote carried:
Ayes: Kuster, Jerry DiMaio, 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 #17-3186 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 Broscious, Fischer & Zaiter as the Authority's Counselor and retaining them to render legal services to the Authority in accordance with their proposal dated January 9, 2017 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 13, 2018, 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: Kuster, Jerry DiMaio, 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 Kuster.

The following Resolution #17-3187 was proposed by Harper 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 Mott MacDonald as the Authority's Consulting Engineer and retaining them to render engineering service to the Authority in accordance with their proposal dated January 20, 2017 is herewith authorized without public bidding.



2 - The term of said appointment shall be to February 13, 2018 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; Kuster, Jerry DiMiao, John DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to appoint the Executive Director, Secretary and Treasurer.

The following Resolution #17-3188 was proposed by Jerry DiMaio who moved its adoption:

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

WHEREAS, the members of the Authority are desirous of appointing Kathleen Corcoran to fill the positions of Executive Director, Secretary and Treasurer; therefore,

BE IT RESOLVED, that Kathleen Corcoran is hereby appointed Executive Director, 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 13, 2018 or until her successor has been appointed and qualified.

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

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

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

Executive Director Corcoran stated that there were no project change orders.

Chairperson Kuster stated that Resolutions pertaining to financial transactions were the next order of business.

The following Resolution #17-3189 was proposed by John DiMaio who moved its adoption:

Resolution #17-3189

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

Dated: January 06, 2017 OEA-1097 SL-03 \$153,456.53



| | | | | |
|--------|------------------|----------|-------|-------------------|
| Dated: | January 20, 2017 | OEA-1098 | SL-04 | <u>112,949.63</u> |
| | | | Total | \$266,406.16 |

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

The following Resolution #17-3190 was proposed by Harper who moved its adoption:
Resolution #17-3190

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-404 be formally approved:

REQUISITION #CAF-404

| | | | |
|-------------------|-----------------------------|----|----------|
| Fisher Electrical | Motion Fixture Installation | \$ | 1,595.00 |
| | Total | \$ | 1,595.00 |

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

The following Resolution #17-3191 was proposed by John DiMaio who moved its adoption.

Resolution #17-3191

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-230 be formally approved:

REQUISITION #RR-230

| | | | |
|-----------------------------|---------------------------|----|------------------|
| Broscious, Fischer & Zaiter | Professional Services | \$ | 780.00 |
| CDM Smith Inc. | Engineering Services | | 10,426.00 |
| CMS Construction Inc. | Contract 44S (#6) | | 94,471.61 |
| ESRI | ArcGIS License | | 1,236.00 |
| Gannett Fleming Inc. | Engineering Services | | 6,932.00 |
| Komline-Sanderson | Recondition Steering Roll | | 1,369.00 |
| Lincoln Construction | AB: Vinyl Siding Repair | | 1,410.00 |
| Mott MacDonald | Engineering Services | | 2,682.33 |
| Telecom Contracting | WPCP: Phone/Pump Cabling | | 1,050.00 |
| Water Works Supply Co. | 5/8" Water Meters/ERT's | | <u>14,900.00</u> |
| | Total | \$ | 135,256.94 |

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

The following Resolution #17-3192 was proposed by Jerry DiMaio, who moved its adoption:



Resolution #17-3192

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-264 be formally approved:

REQUISITION #ESR-264

| | | |
|----------------|-----------------------|-----------|
| Yolanda Flecha | Yolanda Flecha-Refund | \$ 900.00 |
| | Total | \$ 900.00 |

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

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

After a brief discussion, the following Resolution #17-3193 was proposed by Jerry DiMaio who moved its adoption:

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

1 - The following schedule for the regular meetings of the Authority for the period commencing March 14, 2017 and concluding February 13, 2018 is hereby adopted:

March 14, 2017
April 11, 2017
May 09, 2017
June 13, 2017
July 11, 2017
August 08, 2017
September 13, 2017* Wednesday
October 10, 2017
November 14, 2017
December 12, 2017
January 09, 2018
February 13, 2018

2 - All regular meetings will be held at the Jacob Garabed Administration Building at 424 Hurley Drive at 7:00 P.M.

3 - A copy of the meeting schedule shall be prominently posted in the Jacob Garabed Administration Building lobby and also be published in the Star-Gazette.

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

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

The following Resolution #17-3194 was proposed by John 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, by 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 Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

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

The following Resolution #17-3195 was proposed by Harper 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 Jerry DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

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

After a brief discussion, the following Resolution #17-3196 was proposed by Harper 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 John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.



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

The following Resolution #17-3197 was proposed by Harper 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, M&T 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: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

Chairperson Kuster 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 #17-3198 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; and

WHEREAS, the Authority is desirous of designating Deborah A. Palma as Purchasing Agent and Kathleen Corcoran 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 Kathleen Corcoran is designated as HMUA's Assistant Purchasing Agent.

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



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

After a brief discussion, the following Resolution #17-3199 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 Kathleen Corcoran to serve as its Public Agency Compliance Officer; therefore,

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

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

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

A motion was made by Jerry DiMaio that William Harper and Kathleen Corcoran remain as the check signers for all Authority checks. This motion was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voted 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. 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. Harper seconded the motion with Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to award Contract #AS-17 for the furnishing of Liquid Aluminum Sulfate.

The following Resolution #17-3200 was proposed by John DiMaio 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 7, 2017 at 2:30 PM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest bid was received from Chemtrade Chemicals US, LLC of Parsippany, New Jersey for the bid price of \$0.9477 per gallon; therefore,



BE IT RESOLVED, Contract #AS-17 for Liquid Aluminum Sulfate is awarded to Chemtrade Chemicals US, LLC 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: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

Chairperson Kuster requested the Sewer Utility Superintendent to proceed with his report.

Pete began by stating they are in the final stages of Contract 44S with a walk through conducted on February 3rd to finalize the punch list.

Pete also stated that Mars notified Kathy of some parameter violations from their discharge at their old plant while they were also testing their new plant. He stated that they then decided to conduct some grab sampling of their own on the new and old waste treatment facilities. All tests were within limits and good. He confirmed that they will be doing spot testing to keep up on any possible issues.

Pete continued by stating that the Mansfield Village Complex has begun addressing some of the deficiencies from the list that his staff prepared. He passed around some pictures showing before and after photos. He stated that he believes they have addressed 3 of the 18 issues. He also stated he will continue to follow up with Mansfield Village management so that the repairs get addressed.

Pete also stated that the fire alarm and sprinklers at the WPCP have been inspected and tested. They received their certification from the Washington Township Fire Inspector.

Pete also stated that they are now required to file their Annual EPA Biosolids Report electronically and he is currently working on that.

Pete continued by stating they have had some odor complaints from the Esna Drive neighbors. Pete believed some operational changes have corrected this problem. They are keeping the solids level in the primary clarifier lowered. They also found the methane burn off flame blown out, but gas still venting, which could have added to odor issues. He confirmed that the WPCP odors have significantly improved but he continues to look into ways to control this.

Pete also stated they had their annual DEP plant inspection in January and all went well and they have received an “in-compliance” report.

Pete stated that they had 9 house blockage calls since his last meeting. None of these blockages were the Authority’s responsibility. He confirmed that they helped each homeowner see their lines with the mini camera once the lines were cleared.

Pete concluded by stating that on February 6th, the pick-up truck was involved in an accident on Shelly Drive. He stated that someone pulling out of Mama’s restaurant parking lot mistook the gas for the brake and hit the side of the truck. He



confirmed they are working with the insurance company and a preliminary estimate of the damage is around \$3,500.

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

Executive Director Corcoran began by stating she assisted Gannett Fleming and staff on the walk through with the contractor to develop the punch list for Contract 44S. She confirmed that the project is just about complete.

Kathy also stated that she will be attending a meeting tomorrow with the AEA NJPDES Subcommittee at the NJDEP in Trenton. One major item of discussion will be the extremely stringent proposed Arsenic limit in our draft NJPDES Permit, in addition to other current issues including sufficiently sensitive testing methods requirements. She confirmed that the focus is to have a highly technical discussion at this time, and determine whether additional meetings are required to further push the issues within NJDEP administration.

Kathy stated that she has set up a tour of students at the WPCP by an Environmental Science class from the County College of Morris for April 8th at 9:00 am.

Kathy continued by stating she and Bud completed a Lead and Copper Sampling Plan as required by the DEP by the end of 2016. She stated that the Authority was also required to submit a separate Water Quality Parameter Sample Plan, which she and Bud recently completed. Now, we wait for the NJDEP to review and comment on those plans. HMUA has been treating its system with orthophosphate since the late 1990s to prevent lead from leaching into the water supply. Due to pressure from EPA, the NJDEP is just now taking inventory of what water purveyors are doing with regard to Lead and Copper and has placed HMUA into a sampling category based on its size without much regard for its success with prior chemical addition and sampling. This will result in additional lead and copper sampling requirements at least initially.

Kathy continued by explaining that there has been a Water Quality Accountability Act Bill proposed in the Senate which would impose certain testing, reporting, management and infrastructure investment requirements on water purveyors. Major components include a cyber-security program, in addition to testing of valves and fire hydrants, asset management, dedication of funds, certification of compliance by top management and annual progress reports. For the most part, HMUA is already undertaking many of the listed requirements, however it includes additional reporting and submittal requirements to add to the many that we already must comply with.

There is also proposed legislation introduced in the Assembly requiring Water Loss Audits by water purveyors, which would require annual audits and reporting to NJDEP and BPU. This again is something that we do on our own on a regular



basis, but would require fine tuning of our methods to comply with the new requirement and additional reporting.

Kathy concluded by stating that she and Bud would be attending the AWWA Conference in Atlantic City in March.

Chairperson Kuster requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he had nothing further to add.

Chairperson Kuster requested Project Engineer Klemm to proceed with his Engineer's Report. Engineer Klemm stated that all comments for the Contract for the Rehabilitation of 2.4 MG Water Storage Tank have been addressed and the Contracts have been signed. He confirmed that there would be a Pre-Construction meeting on March 1st and, at that time, the Notice to Proceed would be given. He also stated that work would begin about April 1st and should be finished by June 30th, 2017.

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

Kathy stated that there has been some discussions with regards to changing the meeting time from 7:30 to 7:00 PM. She questioned the Board as to whether they would be in favor of this. All Board Members were in agreement to change the time from 7:30 to 7:00 PM. It was noted that the resolution would be changed to show the new time.

Kathy also stated that the auditor has requested we do a motion increasing the bid threshold from \$36,000 to \$40,000, in accordance with Local Public Contracts Law. Kathy confirmed that the bid threshold was increased in July of 2015 and is updated every 5 years.

A motion was made by Jerry DiMaio to increase the bid threshold from \$36,000 to \$40,000 in accordance with the Local Public Contracts Law which took effect in July of 2015. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

Kathy also stated the auditor requested a revision to Resolution #16-3147 regarding a Change Order for Contract 45W, which was approved in June 2016. It should have more clearly stated it was for Engineering Services for the replacement of the water main on Richard Drive. She confirmed that she emailed a copy of the proposed Resolution to all Board Members.

The following Resolution #17-3201 was proposed by John DiMaio who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority, on June 14, 2016, adopted Resolution #16-3147, a Change Order for authorizing survey and design work to include Richard Drive in Hackettstown to the water main project (Contract 45W); and,



WHEREAS, the authorization should have been for a change order for Engineering Services for the water main project; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes this revised Change Order #1 to CDM-Smith in the amount of \$23,300.00 for Professional Engineering Services for the Water Main Replacement, Phase VII project.

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

Kathy also stated that she forwarded a letter from Mr. Soldivieri regarding a bill for high water usage at his home. She stated that his average usage is about 25,000 gallons and last quarter he used 134,000 gallons. Once Debbie noticed the high usage, she emailed him regarding the issue. He immediately responded by calling the office and Debbie explained to him the most likely cause of the leak. He then notified Debbie that he found the leak in a downstairs bathroom, which is not used often, and that he repaired it right away.

A motion was made by John DiMaio that, since Mr. Soldivieri repaired the leak in a timely manner, he authorizes the Authority to deduct \$200.00 plus any interest from Mr. Soldivieri's water bill. This was seconded by Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper voting yea.

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

Time – 9:00 P.M.

Kathleen Corcoran
Executive Director & Secretary