



HMUA MINUTES

REGULAR
MEETING OF

MARCH 8, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MARCH 8, 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 the meeting shall be convened and conducted in accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Harper, 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 approval of the February 9th Annual Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Kuster with Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper indicated approval of the February 9th Executive Session 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 stated he would entertain a motion to re-affirm and ratify the payment of accrued vacation and sick time to Bruce Smith upon his retirement in December 2015.

A motion was made by Jerry DiMaio re-affirming and ratifying the final payment of \$84,987.88 made to Bruce Smith for accrued vacation time and sick time. This was seconded by Kelly and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper stated the next agenda item was discussion and possible action to appoint the Authority's Engineer.

It was decided to defer this agenda item until later in the meeting.

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 #16-3128 was proposed by Kelly who moved its adoption:

Resolution #16-3128

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

Dated:	February 05, 2016	OEA-1073	SL-05	\$136,786.80
Dated:	February 19, 2016	OEA-1074	SL-06	<u>104,706.81</u>
		Total		\$241,493.61

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 Renewal and Replacement Fund Requisition #RR-219 in the amount of \$53,120.00.

The following Resolution #16-3129 was proposed by Kelly who moved its adoption.

Resolution #16-3129

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-219 be formally approved:

REQUISITION #RR-219

Badger Meter, Inc.	1" & 5/8" Water Meters	\$ 15,610.70
Bendlin Inc.	ABB Raw Sewage Pump	13,947.00
Gannett Fleming Inc.	Engineering: Contract 44S	18,110.52
Hatch Mott MacDonald	Engineering Services: GIS	2,184.00
Water Works Supply Co.	Hydrant/Valve-Shelley Dr.	<u>3,267.78</u>
	Total	\$ 53,120.00

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 entertained Resolution approving Escrow Subaccount Requisition #ESR-259 in the amount of \$461.45.

Resolution #16-3130

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-259 be formally approved:

REQUISITION #ESR-259

R & J Control, Inc.	HOGS	\$ <u>461.45</u>
	Total	\$ 461.45

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 approve Hatch Mott MacDonald's proposal for the Water and Wastewater Flow Projections report.

Executive Director Corcoran confirmed that the latest update to the Water and Wastewater Flow Projections was done in 2008. Since that time, some of the municipalities have prepared Wastewater Management Plans, so updated information is available. She stated that this evaluation would include updates to the GIS database, which is used by the Authority to identify the service area boundaries and properties that are currently connected or could connect to the water and/or sewer systems.

Board Member Kuster stated that he would first prefer to have Counselor Zaiter research if capacity could possibly be reserved by the Town of Hackettstown. It was also suggested that the Rules and Regulations could be modified but any changes must meet State regulations. Questions were also raised regarding the cost estimate for this work. It was suggested by the Board that this item be deferred until next month to get the Board more time to review and to have Counselor Zaiter conduct legal research on the Authority's options.

Chairperson Harper requested that the Office Manager proceed with her report.

Debbie Palma began by stating that last month the office staff did over 80 collections. She also stated that there was an issue with one customer who called the office when her water was turned off. She stated that she always paid her bill every six months and that the Authority had changed their policies on collections without notifying her. She said that she has never received a payment reminder in the mail. She also spoke with Kathy who explained that the policies of the Authority had not changed. Kathy offered to remove the collection turn on fee from her bill as a one time courtesy, but this did not satisfy her. Debbie stated that the customer then contacted the DEP stating that the water was making her sick. HMUA formally responded to this complaint. Debbie also confirmed that a call was received in the office from Catholic Charities/Hope House stating that they were going to pay her bill. We agreed to turn the water back on and told Hope House to have the customer notify us when she would be home to turn on the water. As of this evening, we still have not been called to turn the water on.

Debbie continued by stating that things are going well with Edmunds and that their training staff spent two days last month working with Kathy and the office staff. Debbie confirmed that this was a very good learning experience for all.

Debbie also stated that she has received her renewal for her QPA, which is good until 2019.

Debbie concluded by stating that she will be attending the Rutgers Education Forum at the end of April. She stated that this year they are having a special class on Tuesday for Green Purchasing, which is now a requirement for a QPA.



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

Executive Director Corcoran began by stating the Authority conducted the pre-bid meetings for Contracts 44S and 45W last week. She confirmed that, to date, there were 10 sets of documents purchased for the Water Main Project and 6 sets of documents purchased for the Wastewater Treatment Plant Project. She confirmed that the engineer's estimate for this project was significantly greater than the capital budget for this work and that, depending on bid results, this project may have to be re-bid and/or broken into smaller contracts.

Corcoran also stated that she has reached out to the County Engineer regarding the proposed work in Willow Grove Street for Contract 45W and still has not heard back.

Corcoran continued by stating that the New Jersey DOT has requested road opening permits for the two main break repairs on Main Street and the water main work completed off Rt. 57 to connect to Hazen Rd. The costs for the permits alone are \$1,055 and \$1,580. More importantly, she also explained that the restoration work being requested by the DOT on any road opening will be very costly to the Authority. NJDOT has informed us that concrete will be required to be replaced under asphalt and repairs may require restoration from seam to seam. Nighttime work and overtime pay for police and NJDOT inspectors will be required.

Corcoran also stated that she is in the process of reviewing and finalizing the Water Quality Report that will be posted on the HMUA website.

Corcoran also stated that they have received a letter from Attorney Bell stating that the NJ Supreme Court has denied certification of the All Season Property Management's lawsuit vs. HMUA.

Corcoran continued by stating that she and Bud would be attending the AWWA Conference next week in Atlantic City.

Corcoran concluded by stating that the audit was completed on February 24th and the office received good reports from the Auditor.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm confirmed that all problems with Well # 9 have been addressed.

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

It was suggested the Board convene into Executive Session.

Engineer Klemm exited the meeting.

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



Resolution #16-3131 was proposed by Kelly, who moved its adoption.

BE IT RESOLVED, on this 8th day of March 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 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 Kelly and seconded by Jerry DiMaio. Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 8th day of March 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.

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

Upon returning from Executive Session the following Resolution #16-3132 was proposed by Kelly 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 service to the Authority in accordance with their proposal dated January 21, 2016 is herewith authorized without public bidding.
- 2 - The term of said appointment shall be to February 13, 2017 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: Harper, Jerry DiMaio, Kelly and Kuster voting yea, John DiMaio voting no.

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



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

Time – 9:00P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary