



HMUA MINUTES

REGULAR
MEETING OF

MARCH 10, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MARCH 10, 2015

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 Smith and Recording Secretary Palma.

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated that approval of the February 10th Annual 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 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 Smith acknowledged 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 #15-3064 was proposed by Jerry DiMaio who moved its adoption:

Resolution #15-3064A

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

| | | | | |
|--------|-------------------|----------|-------|------------------|
| Dated: | February 06, 2015 | OEA-1047 | SL-05 | \$138,846.73 |
| Dated: | February 20, 2015 | OEA-1048 | SL-06 | <u>77,509.57</u> |
| | | | Total | \$216,356.30 |

Resolution #15-3064B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-388 be formally approved:

REQUISITION #CAF-388

| | | |
|-----------------------|--------------------|---------------------|
| DeMaio Electrical Co. | Contract 41W (#14) | <u>\$ 20,244.06</u> |
| | Total | \$ 20,244.06 |

Resolution #15-3064C



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-207 be formally approved:

REQUISITION #RR-207

| | | |
|-----------------------------|-------------------------|------------------|
| Broschious, Fisher & Zaiter | Professional Services | \$ 1,463.75 |
| Gannett Fleming Inc. | Engineering Services | 7,505.29 |
| Precision Electric Motor | Motor End Assembly | 1,651.31 |
| Samuel Stothoff Co. Inc. | Labor/Material (Well#6) | <u>31,620.00</u> |
| | Total | \$ 42,240.35 |

Resolution #15-3064D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-250 be formally approved:

REQUISITION #ESR-250

| | | |
|---------------------------|-------|------------------|
| Reiner Pump Systems, Inc. | HOGS | \$ <u>512.27</u> |
| | Total | \$ 512.27 |

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

Chairperson Harper requested the Office / Purchasing Supervisor to proceed with her report.

Debbie Palma began by giving a brief overview of the collections and the number of credit card payments received for February and the number of email bills forwarded.

Debbie also stated she continues to work with Edmunds with regards to setting up the new utility billing for the Authority.

Debbie concluded by stating she would be attending the Rutgers Educational Forum for Public Purchasing at the end of April for credits for her QPA.

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

Executive Director Smith began by stating he received a letter from the Hackettstown Business Improvement District (BID) requesting that the Authority waive their water and sewer fees. A lengthy discussion ensued with all Board Members participating and it was suggested that Mr. Sheldon come and speak with the Board directly. This item was then deferred until the next meeting.

Smith also stated that MARS has agreed to the additional laboratory testing and he has signed and forwarded the Treatment Works Approval Permit to MARS.

Smith continued by providing the Board with a review of the current water and sewer rates and the proposed new rates. He explained that the revenue has steadily declined since 2007 due to the economy, conservation efforts and low flow fixtures. He stated that the Authority may want to consider a rate increase in 2015. Smith also confirmed that the last rate increase was in 2006. Smith also stated



that a portion of the water revenue should be used to continue to replace aging water mains in the area.

Smith confirmed that the repairs to Well #6 have been completed. Due to a reduction in water demand, the water utility has not needed the well.

Smith continued by stating he received notice that Oral Arguments for the All Seasons appeal are scheduled for Monday March 16th. All Seasons has a new attorney who has asked that the Oral Arguments be postponed. Smith discussed this with Counselor Zaiter and informed our attorney to object to any postponement. The request for a postponement was denied.

Smith also stated that he has spoken with the Sewer Utility regarding a Shared Service Agreement with Allamuchy Township Water and Sewer. Smith explained that they could use help with Sewer Cleaning and Sewer TV Inspections. Since HMUA has the equipment and is willing to help, he thinks this would be good for both parties. The Board was in agreement to pursue setting up a Shared Service Agreement with Allamuchy Township Water and Sewer. Smith indicated that he would proceed.

Smith concluded by stating that project updates from Gannett Fleming are going well. They continue to work with Pete and Mike on the design plans.

Upon completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Engineer Klemm reported on the status of the Well #9 project. He also confirmed that he has reviewed the 4th draft of the Hackettstown Wastewater Management Plan and addressed some of their comments.

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

Resolution #15-3065 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 10th day of March 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 Kelly and seconded by Kuster. Ayes: Harper, Jerry DiMaio, Harper and Kuster.

THEREFORE, BE IT RESOLVED, on this 10th day of March 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:34 PM.



Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kuster and all indicating approval at 8:45PM. 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.

At this point, Engineer Klemm and Recording Secretary Palma exited the meeting.

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

Executive Director Smith presented letters (copy attached) to all Board Members and announced his intention to retire at the end of 2015. Smith indicated that he wanted to provide the Board with sufficient time to find a replacement. He also stated that he is ready to assist in any way to make the transition as smooth as possible. Discussion continued with all in attendance participating.

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

Time – 9:20 P.M.

Bruce D. Smith
Executive Director & Secretary



Hackettstown Municipal Utilities Authority
424 Hurley Drive, P.O. Box 450
Hackettstown, NJ 07840-0450

908-852-3622 Fax 908-852-2681
www.hmua.com

March 10, 2015

Chairman William Harper
Hackettstown Municipal Utilities Authority
424 Hurley Drive
Hackettstown, NJ 07840

Re: Retirement

Dear Chairman Harper and Board of Directors:

I have sincerely appreciated and cherished my association with the Hackettstown Municipal Utilities Authority, so it is with some reluctance that I write this letter. After many months of thought and deliberation, I am announcing my intention to retire at the end of 2015. Although I am excited about the opportunities that retirement will bring, I am saddened to leave this organization after more than 40 years.

It is with great pride that I have worked alongside the dedicated Board, staff and professionals. I have served the HMUA and its customers in various capacities since 1971 and have had the honor of being your Executive Director since 1989. I believe that we have created a very successful, financially stable and innovative Authority and further believe that it is an opportune time for someone else to lead the organization to greater heights.

During the interim period, I am ready and willing to assist in any way to make the transition as smooth as possible.

The HMUA has been a central part of my life and my time here has been professionally and personally rewarding. I would like to express my gratitude to everyone for their trust, support and cooperation during my tenure with the HMUA. I shall forever cherish the memories.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce D. Smith", written over a white background.

Bruce D. Smith
Executive Director