



HMUA MINUTES

REGULAR
MEETING OF

MARCH 16, 2017

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MARCH 16, 2017

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:01 P.M. Chairperson Kuster 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: Kuster, Jerry DiMaio and Harper.

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

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the February 13th Annual Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio with Kuster, Harper and Jerry DiMaio 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 change orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense account requisitions #OEA-1099 and #OEA-1100 in the total amount aggregate amount of \$204,181.70.

The following Resolution #17-3202 was proposed by Jerry DiMaio who moved its adoption:

Resolution #17-3202

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

Dated:	February 03, 2017	OEA-1099	SL-05	\$119,763.92
Dated:	February 17, 2017	OEA-1100	SL-06	<u>84,417.78</u>
			Total	\$204,181.70

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Renewal & Replacement Fund Requisition #RR-231 in the aggregate



amount of \$20,659.43.

The following Resolution #17-3203 was proposed by Harper who moved its adoption.

Resolution #17-3203

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-231 be formally approved:

REQUISITION #RR-231

AllMax Software, Inc.	Wastewater Data Equipment	\$	1,270.00
Broschious, Fischer & Zaiter	Professional Services		633.75
Gannett Fleming Inc.	Engineering Services		1,600.68
Mott MacDonald	Engineering Services		2,255.00
Water Works Supply Co.	5/8" Meters/100W Ert's		<u>14,900.00</u>
	Total	\$	20,659.43

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Escrow Subaccount Requisition #ESR-265 in the amount of \$14.00.

The following Resolution #17-3204 was proposed by Jerry DiMaio who moved its adoption.

Resolution #17-3204

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-265 be formally approved:

REQUISITION #ESR-265

Eurofins QC, Inc.	Heath Village	\$	<u>14.00</u>
	Total	\$	14.00

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

Chairperson Kuster stated the next agenda item was discussion and possible action regarding an Interlocal Services Agreement for sewer cleaning and inspection services with the Township of Allamuchy.

Executive Director Corcoran explained that she forwarded a draft agreement to the Allamuchy Mayor and attorney for their approval, as the current agreement has expired. She confirmed that the base rate for staff increased in December 2016, plus an additional 30% is added to cover the cost of benefits and overhead based on the Rules and Regulations of the Authority. There was some discussion and the Board questioned what the rates were of outside contractors for their time and equipment for similar response. It was suggested by the Board that the Authority look into how much other companies charge for comparison with Authority proposed rates. It was decided to collect information and defer this until the next meeting.



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

Debbie began by reviewing the totals for collections and final notices. She confirmed that no collections were made in December, which made the final notice total a little higher for January and February.

Debbie continued by stating that, over the last few months, the Authority has replaced over 100 meters. She stated that the women working in the office were doing a great job setting up meter replacement appointments.

Debbie concluded by stating that the bids for Liquid Biosolids Transportation will be received on March 22, 2017 and would be on next month's agenda for approval.

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

Executive Director Corcoran began by stating that Contract 44S is near the end. She confirmed that there were still a few punch list items to be completed, but overall the project has gone very well.

Kathy continued by stating that she attended the AEA NJPDES Committee meeting at the NJDEP. This was a very technical meeting and issues concerning Arsenic limits and other major items were discussed. Representatives from NJDEP seemed very receptive to addressing the issues. She also stated that the AEA plans to follow up and hopes to keep this moving along.

Kathy continued by stating she has asked Mott MacDonald to look into options to replace the existing diffused aeration system. The swing arm system is no longer manufactured and would have to be custom built. Even though the swing arms allow us to complete the majority of maintenance operations ourselves, newer technologies would allow for greater efficiency and reduced pressure requirements, possibly allowing the turbo blowers to provide full redundancy of the aeration system. She stated that the Authority has experienced many issues with the turbo blowers, VFDs and breakers. However, despite all the issues, Kathy stated that they are significantly more efficient and significantly cheaper to operate than the traditional centrifugal blowers. Kathy confirmed that Mott MacDonald is looking for more efficient diffuser system options that will only require one turbo blower for operation during peak summer conditions.

Kathy also stated that a tour was conducted this morning at the WPCP for a Warren County Community College Organic Chemistry Class and that County College of Morris will also be coming for a tour on Saturday, April 8th.

Kathy also stated they conducted a preconstruction meeting for the 2.4 tank rehabilitation project on March 1st. She confirmed that the meeting went very well. She also stated that the contractor has been very responsive with submittals and he stated that it is their standard policy is to strictly follow OSHA safety requirements.

Kathy continued by stating that the water numbers appear to be staying lower,



with the total system around 2 MGD on most days. She stated that Mars has been working to identify leaks and replace water lines. Mars has installed a jockey pump meter on their fire system, which is accounting for a significant amount of losses within the fire system. A meeting has been scheduled to evaluate their system and discuss the possibility of installing system meters in the main vault near the road.

Kathy also stated that there has been another leak within the private Oak Hill development. Eight curb boxes are clustered together at the location of the leak, with some not visible from the surface and some appearing broken from lawn maintenance and/or plowing operations. Due to the risk in operating the valves and breaking them, Kathy stated that she prepared a release of liability agreement that she submitted with a letter to each homeowner requesting that they to sign the agreement to allow the HMUA to do courtesy work to identify the leaking service line. The leak was identified and property owner notified that it must be fixed within 10 days. Kathy stated that this leak was identified fairly easily and the situation is resolved, but privately owned complexes that have plastic lines are simply an accident waiting to happen and the curb boxes/valves are often in major disrepair. As a water purveyor, HMUA cannot allow a known leak to continue. In these situations, if HMUA is unsuccessful in getting cooperation of the homeowners to identify and shut off the leak, then HMUA would be forced to shut off water in the street, likely shutting off water to several buildings and multiple homes. Kathy stated that she intends to work with the HMUA attorney to properly address the HMUA's interests in these situations.

Kathy stated that she will be attending the AWWA Annual Conference in Atlantic City next week and that Bud more than likely will not be able to attend. She has asked Debbie to take his place since it is already paid for.

Kathy also stated that motion sensor lighting has been installed in the lot and near the rear gate. They are also in the process of upgrading the security systems in the Administration Building.

Upon the completion of the Executive Director's report, Chairperson Kuster requested Projects Engineer Klemm to proceed with his report. (See Attached)

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

Chairperson Kuster requested whether anyone had business of a general nature to discuss. 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 – 8:05 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary