



HMUA MINUTES

REGULAR
MEETING OF

APRIL 11, 2017

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING APRIL 11, 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, John DiMaio, Harper and Kunz.

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 March 16th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kuster, Harper and Jerry DiMaio voting yea and John DiMaio and Kunz abstaining.

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-1101, OEA#-1102 and #OEA-1103 in the total amount aggregate amount of \$451,987.91.

The following Resolution #17-3205 was proposed by Harper who moved its adoption:

Resolution #17-3205

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

Dated:	March 03, 2017	OEA-1101	SL-07	\$141,861.89
Dated:	March 17, 2017	OEA-1102	SL-08	217,704.64
Dated:	March 31, 2017	OEA-1103	SL-09	<u>92,421.38</u>
			Total	\$451,987.91

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Renewal & Replacement Fund Requisition #RR-232 in the aggregate amount of \$34,190.69.

The following Resolution #17-3206 was proposed by Kunz who moved its adoption.

Resolution #17-3206

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-232



be formally approved:

REQUISITION #RR-232

CMS Construction	Contract 44S (#7)	\$ 18,187.82
Fleet Pump & Service Group	UV3000 System Service	1,500.00
Gannett Fleming Inc.	Engineering Services	1,094.00
HD Supply	Distribution Supplies	2,174.00
Mott MacDonald	Engineering Services	2,608.17
Samuel STOTHOFF Co., Inc.	Troubleshoot Well #7	1,959.70
Utility Service Co., Inc.	Engineering Services	<u>6,667.00</u>
	Total	\$ 34,190.69

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Escrow Subaccount Requisition #ESR-266 in the amount of \$1,374.95.

The following Resolution #17-3207 was proposed by John DiMaio who moved its adoption.

Resolution #17-3207

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-266 be formally approved:

REQUISITION #ESR-266

Mott MacDonald	2016 Mountain	\$ 913.50
R&J Control	House of Good Shepherd	<u>461.45</u>
	Total	\$ 1,374.95

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

Chairperson Kuster stated the next agenda item was discussion and possible action to award contract #LBT-17 for Liquid Biosolids Transportation.

After a brief discussion, the following Resolution #17-3208 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, three (3) sealed proposals for Liquid Biosolids Transportation were received and read aloud at a public bid opening on March 22, 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 Accurate Waste Removal Services, Inc. of Mt. Olive, New Jersey, for the bid price of \$0.0415/gallon; therefore,

BE IT RESOLVED, Contract #LBT-17 for Liquid Biosolids Transportation is awarded to Accurate Waste Removal Services, Inc., Mt. Olive, New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

The following Resolution #17-3209 was proposed by Kunz, who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Allamuchy desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Township of Allamuchy as specified on "Attachment A" to the Agreement; therefore,

BE IT RESOLVED, this said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services should take effect April 12, 2017 and expire April 11, 2018. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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

Chairperson Kuster requested that the Water Utility Superintendent proceed with his report.

Bud began by stating things have been going very well. He stated the unaccounted for water numbers are coming down. He stated that there were three main breaks and three service leaks since January.

Bud continued by stating the 2.4 storage tank project is moving along. He stated that, when testing out the system using 1.0 tank, the system experienced higher than expected pressures and caused three main breaks and 2 service leaks within a period of a few days. The 2.4 tank was immediately placed back into operation to assess the situation. After consultation with Mott MacDonald and a significant amount of troubleshooting, they found that the 1.0 level sensor and several pressure gauges were not working properly. The problem sensors were replaced and, this morning, the system was switched over to the 1.0 tank. Bud stated that things seem to be going good, system pressures are stable and they have also begun to slowly empty the 2.4 tank in preparation of the 2.4 tank project.

Bud also stated that he continues to work with Jim Brennan of M&M Mars to identify leakage within their on-site fire system. At HMUA's request, Mars installed a jockey pump on its fire system and it is now registering a lot of flow, which would have previously been unaccounted for. There has also been discussion regarding moving the main meter to the vault on the front of Mars property, which would also help reduce unaccounted for water.

Bud also stated that the Water Utility staff made some repairs to the fire sprinkler line at the WPCP for the sewer utility.

Bud concluded by stating during the last large snow storm the Authority assisted the DPW with the dump truck for plowing.

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

Executive Director Corcoran began by stating that Contract 44S is near completion. The contractor is working on the final punch list. She confirmed that there will be a walkthrough at the end of the month.



Kathy also stated that she has asked Mott MacDonald to prepare a proposal for preliminary design for replacement of the swing arm diffuser aeration system. We are hoping to have more efficient options that potentially will require only one turbo blower under peak summer operations.

Kathy continued by stating she and Pete conducted a tour of the WPCP for the Morris County Community College Environmental Science class last Saturday and all went well.

Kathy also stated that she would like to commend Bud and thank him for all his hard work maintaining the wells and pressures within the system since switching the system over to the 1.0 tank. This required a significant amount of his time overseeing the various system components during off hours.

Kathy also stated that she and Bud have finalized the annual CCR report that needs to be published on the website by May 1, 2017.

Kathy continued by stating the new rates for Allamuchy included increases in the billable rates for personnel and equipment. She confirmed that the Authority has assisted Allamuchy Sewer Authority twice in March and so far once in April.

Kathy stated that the AEA Spring Conference, which was originally scheduled for March and rescheduled due to snow, will be April 25-26 and she will now be attending. Also the NJWEA Conference is next month from May 8 – 11. Pete, Mike and Kathy will be attending.

Kathy stated that she and Bud have been working on a list of water mains that should be replaced. She confirmed that they have received a list of streets that Hackettstown will be paving within the next couple years and they plan to meet with Mr. Armstrong to coordinate efforts. The next water main replacement project is planned for summer 2018.

Kathy concluded by stating Vinnie has completed the audit, but will be waiting for the pension liability number before submitting the final audit. She confirmed that Vinnie indicated everything looked good.

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.

Board Member Kunz questioned if the issues with the odors at the Wastewater Treatment Plant have been resolved. Kathy confirmed that odors have significantly reduced and they have not had any complaints since they made some operational changes at the primary clarifier a couple months ago.

Kunz also questioned if the Authority heard anything else from the property owner with driveway aesthetic concerns after the water main contractor finished his work. Kathy stated that she notified him that there will be no additional work completed by HMUA on his driveway and she has not heard anything else from him.

John DiMaio questioned if the Authority had heard anything regarding lead testing at the schools. Kathy stated that she understands that the schools have been required to undertake



testing, but she has heard nothing from the schools. Bud also confirmed that nothing has been said to him by school personnel. Bud confirmed that most of the piping by the Middle School is cast iron, so there should not be a problem with lead contamination.

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

Time – 8:00 P.M.

Kathleen Corcoran, PE, PP, PMP
Executive Director & Secretary