



HMUA MINUTES

REGULAR  
MEETING OF

APRIL 12, 2016

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING APRIL 12, 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, John 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 March 8<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by John DiMaio with Harper, Kelly, John DiMaio and Kuster voting yea.

Chairperson Harper indicated approval of the March 8<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by John DiMaio with Harper, Kelly, John DiMaio 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 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 #16-3133 was proposed by Kelly who moved its adoption:

Resolution #16-3133

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

Dated:	March 04, 2016	OEA-1075	SL-07	\$118,120.91
Dated:	March 18, 2016	OEA-1076	SL-08	<u>211,591.31</u>
			Total	\$329,712.22

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



Chairperson Harper entertained Resolution approving Renewal and Replacement Fund Requisition #RR-220 in the amount of \$63,097.47

The following Resolution #16-3134 was proposed by Kelly who moved its adoption. Resolution #16-3134

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-220 be formally approved:

REQUISITION #RR-220

APGN Inc.	VFD Inspection & Repair	\$ 3,750.00
Capitol Supply	K-Copper for Parkway Drive	1,143.80
CDM Smith Inc.	Engineering Services	48,261.00
Rapid Pump & Meter Service	Wilco Submersible Mixer	6,590.00
Reiner Pump Systems, Inc.	Parts for Meadow Lane Pump	1,614.03
TGM Services	Armstrong Circulating Pump	<u>1,738.64</u>
	Total	\$ 63,097.47

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract No. 45W for the Water Main Replacement Phase VII.

After a brief discussion, the following Resolution #16-3135 was proposed by Kelly who moved its adoption.

WHEREAS, subsequent to the proper advertisement, five (5) sealed proposals for the Water Main Replacement Project were received and read aloud at a public bid opening on March 24, 2016 at 11:00 AM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from MSP Construction Corp. of Newark, NJ in the amount of \$798,709.10; therefore,

BE IT RESOLVED, Contract #45W for the Water Main Replacement Project Phase VII be awarded to MSP Construction Corp. of Newark, NJ and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract No. 44S for the Water Pollution Control Plant Miscellaneous Modifications.

Executive Director Corcoran stated that this contract is still being reviewed and she would like to defer this matter until the next meeting.



Chairperson Harper stated the next agenda item was discussion and possible action to certify review of the Annual Audit Report for the fiscal year ended November 30, 2015.

The following Resolution #16-3136 was proposed by John DiMaio who moved its adoption.

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and,

WHEREAS, the annual audit report for the fiscal year ended November 30, 2015 was completed on April 1, 2016 and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, specifically the sections entitled "General Comments" and "Recommendations" and evidenced same by group affidavit in the form prescribed by the Local Finance Board; therefore,

BE IT RESOLVED, the governing body of the Town of Hackettstown Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2015 and, specifically, has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, the Executive Director of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

Chairperson Harper stated the next agenda item was discussion and possible action to approve an on-line auction of surplus equipment.

The following Resolution #16-3137 was proposed by Kelly who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority is the owner of certain surplus property which is no longer needed for public use; and,

WHEREAS, the Board Members are desirous of selling said surplus property in an "as is" condition without express or implied warranties,

NOW THEREFORE, be it resolved by the Hackettstown Municipal Utilities Authority, as follows:

1. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement



entered into with GovDeals is available online at [govdeals.com](http://govdeals.com) and also available for the HMUA.

2. The sale will be conducted online and the address of the auction site is [www.govdeals.com](http://www.govdeals.com).
3. The sale is being conducted pursuant to Local Finance Notice 2008-9.
4. A list of the surplus property to be sold is attached.
5. The surplus property as identified shall be sold in an “as is” condition without express or implied warranties.
6. The HMUA reserves the right to accept or reject any bid submitted.

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

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

Bud began by stating that his staff continues to work on leak detection. He stated that he has made up forms to cover the entire water service area to guarantee that all areas are being checked. He confirmed that there were 6 water main breaks and 2 service leaks (both on Main Street) since January.

Bud also stated that the usage this year is similar to last year's and compared to 2014 the usage is 16-19 million gallons per month lower.

Bud continued by stating that Well #8 continues to run every work day during work hours at 440 gallons per minute and there have been no incidents. He also confirmed that Well #9 is running well.

Bud also stated that there have been a number of service leaks on Main Street, and he believes at this point we may need to start looking at some replacement strategies.

Bud also stated that the 1.0 storage tank is still out of service. He confirmed that the water utility did their own video inspection of the inside of the tank, which indicated the tank interior appears to be in good condition, but they are still trying to determine the location of the leak.

Bud also stated that all services have turned over on Roosevelt Ave. between Route 46 and Harvey St., and we can eliminate almost 600 feet of old cast iron main. He confirmed that they still need to move two fire hydrants to the newer mains, which will take place over the next month or so.

Bud continued by stating he and Kathy met with Skoda Contractors regarding the leak on Main Street near Trinity Church, which happened after they had installed a new gas service for Elizabethtown Gas. Skoda has agreed to pay \$5,490 to the HMUA and will complete all the roadway restoration in Main St.



Bud concluded by stating they received a call from the homeowner at 106 Lafayette St. stating they had water coming into their basement and suspected a water leak. Upon investigating it was determined that a water leak at 102 Lafayette St. was causing the water intrusion at 106 Lafayette St. After further investigation they found a sink hole in the brick patio area. They notified the homeowner of the leak and turned the water off. The water utility returned the next day to help locate the leak and found a broken pipe inside a crawl space of the home that apparently had been flowing full force. They shut the valve to isolate this section and advised the homeowner to contact a plumber. Bud stated the water usage from this leak was well over 450,000 gallons.

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

Executive Director Corcoran began by stating that she and Bud attended the AWWA Conference in Atlantic City. They had the opportunity to meet with a number of vendors and engineers.

Corcoran also stated that the meeting with SKODA went very well. She confirmed that SKODA agreed to \$5,490 and undertake all restoration of the roadway.

Corcoran also stated that the Annual Water Quality Report has been completed and is now on the website. She also confirmed that all bills going out in May, June and July will include the web link to the report for the customers.

Corcoran continued by stating she has reviewed the contract from the PVSC with John Zaiter and provided comments to them, most of which have been disregarded. She confirmed that the old price was \$45.00 per 1,000 gallons and the new pricing is \$55.00 per 1,000 gallons. She stated that the current budgeted amount is \$169,000, but with the new pricing the cost projection would be \$185,000. She confirmed that she and Counselor Zaiter would be meeting with PVSC sometime in the next couple weeks.

Corcoran also stated that she and Pete would be attending the NJWEA Conference in Atlantic City in mid-May.

Corcoran also stated the Audit has been completed and all reports by the Auditor were good.

Corcoran concluded by stating she met with Ed Bogan to discuss the proposed 108 bed nursing facility and 144 unit apartments for Heath Village. The prior development proposed by US Homes was 360 units.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm confirmed that they are currently reviewing plans for the Roy Rogers at the Shoppes of Mansfield and will be forwarding a draft letter to Kathy very shortly.

Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he 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 #16-3138 was proposed by John DiMaio, who moved its adoption.

BE IT RESOLVED, on this 12<sup>th</sup> day of April 2016, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Contract Negotiations and Potential Ongoing or Anticipated Litigation including Attorney Client Privileged Communication 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 John DiMaio and seconded by Kelly. Ayes: Harper, John DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 12<sup>th</sup> day of April 2016, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:00 PM.

Kuster moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 9:40 PM. No formal action was taken during Executive Session.

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 John DiMaio, seconded by Kelly and followed by a unanimous voice vote.

Time – 9:45P.M.

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Kathleen Corcoran, PE, PP  
Executive Director & Secretary