



HMUA MINUTES

REGULAR
MEETING OF

APRIL 14, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING APRIL 14, 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 March 10, 2015 Regular Meeting minutes to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Kelly with Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper indicated that approval of the March 10, 2015 Executive Session minutes 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 #15-3066 was proposed by Jerry DiMaio who moved its adoption:

Resolution #15-3066A

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

Dated:	March 06, 2015	OEA-1049	SL-07	\$123,547.48
Dated:	March 20, 2015	OEA-1050	SL-08	<u>236,737.89</u>
			Total	\$360,285.37

Resolution #15-3066B



BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-389 be formally approved:

REQUISITION #CAF-389

Washington Township	Well #9 Upgraded Fire Permit	\$	51.00
Hatch Mott MacDonald	Well #9 Well House (Final)		<u>300.00</u>
	Total	\$	351.00

Resolution #15-3066C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-208 be formally approved:

REQUISITION #RR-208

Treasurer, State of NJ	Highlands Applicability	\$	100.00
DeZurik	Suction Line Plug Valve		8,592.15
EPM Power & Water Solutions	SCADA Replacement Boards		1,444.68
Fisher Electrical	Service Call		1,124.81
G.A. Fleet Associates	Digester Flame Arrestors		2,229.00
L&J Technologies Company	Tubing for Methane Feed		1,049.26
Lincoln Klaver	Front Door for AB		2,250.00
Reiner Pump Systems, Inc.	Hydraulic Kit		1,558.31
Tynan's Service Center	Vehicle Repair: #31		<u>2,521.78</u>
	Total	\$	20,869.99

Resolution #15-3066D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-251 be formally approved:

REQUISITION #ESR-251

Fisher Electrical Contractors	HOGS	\$	175.00
Hatch Mott MacDonald	ALL SEASONS		<u>947.50</u>
	Total	\$	1,122.50

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

John DiMaio entered the meeting at 7:42.

Chairperson Harper stated the next agenda item was discussion and possible action to authorize purchase and installation of a replacement Fire Alarm System for the Water Pollution Control Plant.

After a brief discussion, the following Resolution #15-3067 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to replace the Fire Alarm System at the Water Pollution Control Plant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and,



WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, Fisher Electrical Contractors, Inc. has submitted a proposal dated March 10, 2015 indicating they will provide the Equipment and Installation of the Fire Alarm System for the Authority in the amount of \$21,350.00; and,

WHEREAS, Fisher Electrical Contractors, Inc. has completed and submitted a Business Entity Disclosure Certification, which certifies that Fisher Electrical Contractors, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Hackettstown in the previous one year, and that the contract will prohibit Fisher Electrical Contractors, Inc. from making any reportable contributions through the term of the contract; therefore,

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority authorizes the Fisher Electrical Contractors, Inc. to enter into a contract with HMUA as described herein.

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

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, 2014.

The following Resolution #15-3068 was proposed by Kelly 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, 2014 has been completed 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, 2014 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 Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster voting yea.

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

Bud Volkert began stating the Water Utility continues to perform leak detection. He confirmed that there have been seven water main breaks and three service leaks since January.

Bud also stated that they are continuing to operate Well # 8. The current pumping rate is approximately 500 gallons per minute. He confirmed that they continue to monitor the nearby private well and have had no issues and continue to replace the water filters in Mr. Mazzela's home.

Bud continued by stating Well # 9 is moving along nicely. He confirmed that the DEP was out and did the Well inspection and took the necessary samples. He also confirmed that the staff has been undergoing training on the operation of the well. He also stated there are a few items on the punch list that still need to be completed.

Bud also reported that the blacktop plants have reopened and the Water Utility staff is currently working on black topping the ditches around Town.

Bud concluded by stating they have restarted the change out the older water meters in the system. He also stated that for every older meter the Authority changes out, a new radio read is installed.

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

Smith began by stating he contacted Jim Sheldon regarding his request for exemption from the water and sewer charges for the Hackettstown BID. Smith explained to Mr. Sheldon that the Board had several questions and would prefer to discuss this issue with him in person. Mr. Sheldon has withdrawn his request.

Smith concluded by providing the Board with a presentation reviewing the current water and sewer rates and the proposed new rates. In his presentation, he compared the HMUA rates to other area utility rates. HMUA's rates are much lower. He explained that revenue has continued to decline over the years. He confirmed that additional water revenue could be used to continue the replacement of aging water mains and for other projects identified in the long term capital budget 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.

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



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

Resolution #15-3069 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 14th day of April 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 John DiMaio. Ayes: Harper, Jerry DiMaio, John DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 14th day of April 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:25 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 8:40PM. 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.

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

Chairperson Harper indicated that the Board should appoint a committee to begin the search for the replacement of the retiring Executive Director. All Board members were in agreement and appointed Chairperson Harper and Board Member Kelly to begin the process.

At this point Executive Director Smith was asked to leave.

Debbie Palma stated that with the Executive Director retiring after over 40 years she would like to have the Board's permission to begin researching their options for a retirement party for him. All Board members were in agreement.

The Executive Director returned to the meeting.

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 – 8:45 P.M.

Bruce D. Smith
Executive Director & Secretary