



HMUA MINUTES

REGULAR  
MEETING OF

May 08, 2018

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING May 08, 2018

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:04 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, 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 April 10<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kunz with Kuster, Harper and Kunz voting yea, and John DiMaio abstaining.

Chairperson Kuster opened the meeting to public participation and noted no members of the public were present.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no project change orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA-1130 and #OEA-1131 in the total aggregate amount of \$278,120.17.

The following Resolution #18-3299 was proposed by Kunz who moved its adoption:

Resolution #18-3299

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

|        |                |           |       |                   |
|--------|----------------|-----------|-------|-------------------|
| Dated: | April 13, 2018 | OEA- 1130 | SL-10 | \$112,590.22      |
| Dated: | April 27, 2018 | OEA- 1131 | SL-11 | <u>165,529.95</u> |
|        |                |           | Total | \$278,120.17      |

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-245 in the aggregate amount of \$5,995.50. The following Resolution #18-3300 was proposed by Harper who moved its adoption.

Resolution #18-3300

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-245 be formally approved:



REQUISITION #RR-245

|                               |                           |    |                 |
|-------------------------------|---------------------------|----|-----------------|
| Fisher Electrical Contractors | Service Call              | \$ | 1,510.50        |
| Koester Associates            | Treatment Plant Equipment |    | 1,075.00        |
| Mott MacDonald                | Engineering Services      |    | <u>3,410.00</u> |
|                               | Total                     | \$ | 5,995.50        |

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-277 in the amount of \$9,911.56.

The following Resolution #18-3301 was proposed by Kunz, who moved its adoption:

Resolution #18-3301

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-277 be formally approved:

REQUISITION #ESR-277

|                |                       |    |               |
|----------------|-----------------------|----|---------------|
| Mott MacDonald | 2016 MOUNTAIN         | \$ | 555.00        |
| Mott MacDonald | HEATH VILLAGE         |    | 4,500.50      |
| Mott MacDonald | KLAND51LLC            |    | 1,165.50      |
| Mott MacDonald | QUICKCHEK             |    | 2,706.50      |
| Mott MacDonald | WOODMONT INDEPENDENCE |    | <u>984.06</u> |
|                | Total                 | \$ | 9,911.56      |

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

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize release of the Performance Bond for Woodfield at Mount Olive Section 3B. After a brief discussion, the following Resolution #18-3302 was proposed by John DiMaio who moved its adoption:

Resolution #18-3302

WHEREAS, Kaplan Companies has requested the release of the project Performance Bond (#0402281) for water and sewer construction associated with the Woodfield Project; and

WHEREAS, the as-built drawings for Woodfield Section 3B and a Maintenance Bond in the amount of \$36,536.42 have been submitted, reviewed and approved; therefore

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority authorizes the release of Bond (#0402281) to Kaplan Companies.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to grant Tentative and Final Approval to Heath Village Retirement Community for the Healthcare Center at Heath Village West project on Block 19, Lot 5 in Washington Township, Morris County.



After a brief discussion, the following Resolution #18-3303 was proposed by Harper who moved its adoption:

Resolution #18-3303

WHEREAS, Heath Village Retirement Community has requested Tentative and Final approval for water and sewer utility service for a new Healthcare Center on Block 19, Lot 5 in Washington Township Morris County; and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated May 7, 2018; and

WHEREAS, the issuance of a final permit will be conditional upon receipt of acceptable Performance Bonds for the project in accordance with the Authority's Rules and Regulations, and upon documentation of approved automatic fire suppression system for the project; therefore

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the Healthcare Center at Heath Village West in Washington Township, Morris County and authorizes the Executive Director to execute the Treatment Works Approval Application to be submitted to NJDEP and any other documents necessary to obtain water and sewer approval for the project.

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

Chairperson Kuster requested the Sewer Utility Superintendent to proceed with his report.

Pete began by stating that he and the chief operator met with Fisher Electric on April 20<sup>th</sup> at 4:00 AM to replace the 600 amp main breaker that was found to be faulty during the JIF infrared survey. Pete stated that everything went well.

Pete also stated that he and his staff continue to work with APG Neuros on the issues with the turbo blowers. APG is currently monitoring remotely to check on the blower faults that have been occurring.

Pete continued by stating that some mainline camera investigations led him to price out and schedule an outside contractor to correct some sewer leak issues and price out additional needed cured in place point repairs.

Pete also stated they have assisted Allamuchy for a total of 5 man hours and 2.5 jet hours.

Pete stated they have helped the DPW at the Town Hall and Senior Center with blockages. Pete confirmed that these blockages have been stubborn and it has been hard to detect the cause.

Pete stated they continue to work with Mott MacDonald on the Nitrification Diffuser Project.

Pete continued by stating the Arsenic study with the DEP will begin on May 15<sup>th</sup>. There will be sampling every 1<sup>st</sup> and 3<sup>rd</sup> week of the month until August or September.

Pete also stated there was a tour of the plant on April 21<sup>st</sup> with approximately 20 students and 2 professors.



Pete stated that the EPA and DEP enacted a new law for underground fuel oil tanks, requiring certified operators. Since there are a few underground tanks at the WPCP and only one at the WFP, he and Mike Brady have taken the underground storage tank class and the certification exam, which they both passed. He confirmed that he is currently seeking pricing to test and certify the leak detection equipment, which is one of the requirements. Pete stated he thinks this will be a costly endeavor long term.

Pete said they continue to work with the Wawa contractor to move that project forward.

Pete also stated that they have performed and passed the proficiency test samples in order to maintain their lab certification in water and wastewater parameters.

Pete concluded by stating Mike will attend an indoor air quality course on Friday. This is a requirement by the NJDOH and PEOSHA to meet the need of a designated person to address any indoor air quality issues.

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

Executive Director Corcoran began by stating the auditors are working on finalizing the audit now that they have received the GASB 68 report and pension liability numbers. They expect to have the final audit to us within the next week or so. Once complete they will begin to work on the rate evaluation.

Kathy provided an update on the developer projects, as follows:

- Woodfield Mount Olive is moving forward with construction for the 3A section.
- Wawa is moving forward with construction. Work in Mountain Ave. will have to wait for NJDOT permits.
- Heath Village is proposing to begin construction of the Health Care Center this summer.
- Quick Check – Mott MacDonald has provided comments.
- Woodmont at Independence – Mott MacDonald has provided comments. Meeting was held between me, Dave Klemm, and the Woodmont engineer and construction manager on May 4<sup>th</sup>. Among other issues, the need to add booster pumps to the buildings was discussed.

Kathy continued by stating that Pete did a great job in covering everything that was going on with the Sewer Utility.

On the Water Utility side, Kathy stated the Consumer Confidence Report has been completed and is provided on the HMUA website. A copy was also provided in the meeting packet.

Kathy continued by stating they have begun hydrant flushing and inspections in accordance with WQAA. She confirmed flushing began on Sunday and will continue over the next two weeks. So far they have found two hydrants that will need to be repaired. She also stated that all hydrants have now been tagged.

Kathy also stated that the PreCon meeting was held with HMUA representatives, Pillari Brothers and affected entities including Sgt. Tynan and Mike Iannitelli from the County. Kathy confirmed that they are still awaiting County approval. HMUA's resubmittal to the County was on April 26<sup>th</sup> and road closures and detours were requested in three locations, which will involve County Freeholder approval.



Kathy continued by stating she and John Zaiter had a conference call with Corey Tierney from Warren County and their attorney. She confirmed that the property owner has accepted the County's offer for the 33 acres. HMUA will purchase 1 acre for the per acre amount of \$2,900. Kathy also stated there was discussion regarding current versus future needs and maintaining use of the water tank and building until such time as a new tank is constructed. Also, Katrina and Cory agreed to look into any potential issues with the Highlands Council and Independence Township that the Authority may run into.

Kathy also stated there have been no main breaks since February, and only one service leak. She stated that the water utility is doing a good job using the Z-Corr to check for leaks.

Kathy continued by stating the Water Utility has completed the required 60 sample Lead & Copper testing for the first half of 2018, and are waiting on the results. She stated that they are hoping if all goes well with the results, that the DEP will reduce monitoring to once a year.

Kathy also stated the blacktop plant has now opened, so they will begin paving ditches they have over the next few weeks.

Kathy also stated Bud continues to look at valve exercising equipment and pricing for the Dump Truck body. So far, pricing for the dump truck body ranges between \$18,850 and \$22,900.

Kathy also stated that Mott MacDonald is getting pricing for the Asset Management Plan which is also part of the WQAA. This plan is a comprehensive plan that will require continuous updating and is anticipated to put a significant strain on management resources.

Kathy concluded by stating that she would like the Board to consider hiring a Deputy Director in the near future. She stated with all the new regulations being imposed by the DEP and OSHA, JIF risk management requirements, increasing connection applications, and also the age of many of the upper level management we will need to hire someone to learn the ropes before retirements. She indicated that Washington MUA had a very hard time finding an Executive Director. Funds for a Deputy Director have continued to be included in the budget since she began serving as Director. The Board suggested that Kathy research organizational structure and salaries for other similar MUA's and report back to the Board.

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 Kunz, seconded by Harper and followed by a unanimous voice vote.

Time – 8:15PM

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