



HMUA MINUTES

REGULAR  
MEETING OF

MAY 09, 2017

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING MAY 09, 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, 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 11<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by Harper with Kuster, Harper and Kunz 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-1104 and #OEA-1105 in the total amount aggregate amount of \$245,112.75.

The following Resolution #17-3210 was proposed by Harper who moved its adoption:

Resolution #17-3210

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

Dated:	April 14, 2017	OEA-1104	SL-10	\$123,726.95
Dated:	April 28, 2017	OEA-1105	SL-11	<u>121,385.80</u>
			Total	\$245,112.75

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Renewal & Replacement Fund Requisition #RR-233 in the aggregate amount of \$209,997.25.

The following Resolution #17-3211 was proposed by Kunz who moved its adoption.



Resolution #17-3211

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-233 be formally approved:

REQUISITION #RR-233

Anka Painting Co.	2.4MG Tank – 46W (#1)	\$ 209,083.25
Gannett Fleming Inc.	Engineering Services	494.00
Mott MacDonald	Engineering Services	<u>420.00</u>
	Total	\$ 209,997.25

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-267 in the amount of \$203.00.

The following Resolution #17-3212 was proposed by Harper who moved its adoption.

Resolution #17-3212

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-267 be formally approved:

REQUISITION #ESR-267

Mott MacDonald	2016 Mountain	<u>\$ 203.00</u>
	Total	\$ 203.00

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

Chairperson Kuster stated the next agenda item was discussion and possible action to ratify budget line item transfer. Executive Director Corcoran stated that a memorandum was provided to the Board Members regarding this. An increase of 4.5% from Fiscal Year 2015/2016 was assumed for budgeting purposes, as actual costs were not available from the JIF during budget planning. Actual insurance costs for FY2016/2017 are more on the order of 10.5% more than FY 2015/2016, creating a shortfall of nearly \$6,000.00.

After a brief discussion, the following Resolution #17-3213 was proposed by Kunz who moved its adoption.

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:

Water Administration – Insurance (66201) is increased by \$3,000.00.

Water Operations – Electric & Gas (63301) is decreased by \$3,000.00.

Sewer Administration – Insurance (76202) is increased by \$3,000.00.

Sewer Operations – Sludge Disposal (73702) is decreased by \$3,000.00.



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

Chairperson Kuster stated the next agenda item was discussion and possible action to grant tentative and final approval for 2016 Mountain Hackettstown, LLC to discharge groundwater generated during site redevelopment activities at 301 Mountain Avenue (Block 125, Lot 9.01) to HMUA.

After a brief discussion, the following Resolution #17-3214 was proposed by Kunz who moved its adoption.

WHEREAS, 2016 Mountain Hackettstown, LLC has requested Tentative and Final Approval to discharge groundwater generated during site redevelopment activities at 301 Mountain Avenue; therefore,

WHEREAS, the discharge amount will not exceed 25,000 gallons per day for 30 days and all water will be pretreated prior to entering the HMUA system; and

WHEREAS, the applicant will comply with the recommended requirements stated in Mott MacDonald letter dated May 9, 2017, recommending approval of the discharge; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for 2016 Mountain Hackettstown, LLC to discharge groundwater generated during site redevelopment activities at 301 Mountain Avenue to HMUA.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize Mott MacDonald to provide engineering services for Nitrification Tank Diffuser System Evaluation and Preliminary Design.

Executive Director Corcoran explained this is the evaluation of options and preliminary design for replacement of the swing arm diffused aeration system with the focus being on installation of a more efficient system that would require only one turbo blower to satisfy air requirements during peak requirements. She also confirmed that preliminary design will be followed by detailed design and preparation of contract documents under a separate engineering contract. She anticipates that this project construction will take place sometime at the end of next year or the beginning of 2019.

The following Resolution #17-3215 was proposed by Kuster who moved its adoption.

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; and,

WHEREAS, the Hackettstown Municipal Utilities Authority has the need for engineering services to evaluate and do a preliminary design to replace the



Nitrification Tank Diffuser System at the Wastewater Treatment Plant; therefore, BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of the firm Mott MacDonald to render engineering services to the Authority, in accordance with a May 4, 2017 proposal, is herewith authorized without public bidding.
2. The term of said appointment shall be until such time as the project is completed.
3. The said payment to Mott MacDonald shall not exceed \$23,500.00.
4. That the Executive Director of the Authority is hereby authorized and directed to publish the Resolution in the Star-Gazette within ten days of its adoption and pursuant to N.J.S.A. 40:11-2.

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

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

The following Resolution #17-3216 was proposed by Kuster 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 are available online at govdeals.com and also available from 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. Attached is the surplus property to be sold.
5. The surplus property as identified shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
6. The HMUA reserves the right to accept or reject any bid submitted.

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



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

Pete began by stating that the punch list for Contract 44S is being worked on and should be completed in the near future.

Pete also stated on May 2<sup>nd</sup> the Sewer Utility responded to a main line blockage at Mansfield Village Complex which they took care of. He confirmed that this is considered a private line since it just services the complex. He also stated that this was one of the lines on the repair list given to Mansfield Village back in August of 2016. He stated that he has informed them about the urgent need to fix these issues and he also notified the NJDEP.

Pete also stated that there was a sanitary overflow on Route 24 by the golf course, which Pete now plans to include in a weekly jetting and manhole visual check until further notice.

Pete continued by stating that HMUA conducted two tours of the WPCP facility; one for Warren County College on March 16<sup>th</sup> and one for County College of Morris on April 8<sup>th</sup>. Both tours went well.

Pete also stated they had an unannounced Air Permit inspection by the NJDEP on April 4<sup>th</sup>. He confirmed that NJDEP stated all was acceptable.

Pete also stated that, over the last weekend, the Sewer Utility was called out to KFC for a blockage and found a 4" lateral blocked. Sewer Utility staff checked the main and line near the main, and all was clear. Still unresolved, staff returned on Monday and assisted KFC's maintenance crew with the sewer snake. This did not resolve the issue, and we informed them that the line would have to be dug up and repaired, which was being done today.

Pete also stated the Sewer Utility is currently performing spring maintenance on a number of items at the plant. They are rebuilding valves, draining units, replacing scrapers and repairing an oil leak on a clarifier.

Pete concluded by stating they have assisted Allamuchy three times since his last meeting for a total of 14.5 man hours and 7.25 equipment hours.

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

Executive Director Corcoran began by stating that Contract 44S is near completion. They are working on the final punch list and everything should be completed shortly.

Kathy continued by stating all is going well with the Water Tank Project and the Water Utility is doing a great job keeping the system in check. She also stated that the steel repair work is completed. Also, the contractor is working on the sand blasting of the outside of the tank and he stated that the inside of the tank is the



best condition he's ever seen.

Kathy also stated that Well #7 is currently out of service. There seems to be a grounding issue with the wires or the motor. We have hired a contractor to complete testing to identify the problem. If it is the motor, a preliminary cost estimate for a 175 Hp motor is \$35,000. She confirmed that the bid threshold is \$40,000 but that they would still need the Board's approval because it is over \$17,500. She stated that they are currently working on getting other quotes for a motor, and also looking at whether the pump should be replaced or rebuilt. She stated that she would like to get the Board's approval to go ahead with the purchase of the motor if necessary and have the Board ratify it at the following meeting.

A motion was made by Harper to allow the purchase of a new motor for Well #7, if necessary, and the price is not to exceed \$40,000. This motion was seconded by Kunz and upon roll call vote carried: Ayes: Kuster, Harper and Kunz voting yea.

Kathy continued by stating she and Bud continue to work on narrowing down the list of streets for the water main project. She confirmed that they are coordinating this with Scott Armstrong. The plan includes Franklin, Maple, Pine, Richard, sections of Hurley and Cindy. She confirmed that they plan to have an RFP prepared within the next month for engineering services for the design, bid and construction phases.

Kathy stated that she was able to attend the AEA Spring Conference, which was very good. Kathy also stated that Mike Brady, Pete and herself would be attending the NJWEA Conference.

Kathy concluded by stating that Duane Chapman from Mott MacDonald recently provided a refresher tutorial on our GIS system. Designated staff has been working to make corrections and keep the GIS system up to date.

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 – 8:05 P.M.

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