



HMUA MINUTES

REGULAR
MEETING OF

MAY 10, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MAY 10, 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, Jerry DiMaio, Kelly and Kuster.

Also attending: Steve DeMattheis, Greg VandeRydt, 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 April 12th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Jerry DiMaio with Harper, Kelly and Kuster voting yea. Jerry DiMaio abstaining.

Chairperson Harper indicated approval of the April 12th Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Kuster with Harper, Kelly and Kuster voting yea. Jerry DiMaio abstaining.

Chairperson Harper opened the meeting to public participation and noted that there were members of the public present.

Steve DeMattheis approached the Board and explained that he was the owner of the Shoppes of Mansfield and currently has project plans submitted for the construction of a Roy Rogers restaurant in Mansfield Township. He confirmed that he has owned this property since 2007. Originally, plans had been approved for a Bank on this site. He stated that he is under an extremely strict contract deadline to construct the building shell for Roy Rogers and he would like the Board to give him approval this evening so that he could begin the process of obtaining the construction permits. He stated that he appreciated the expeditious review of the plans by HMUA and its engineer and he acknowledged that there were issues that needed to be resolved with the design, the most significant of which is the location of the existing water line relative to the proposed building structure. He gave the Board an overview of the project, clarifying that the actual location of the water main has not been field verified. Executive Director Corcoran and Engineer Klemm indicated that they are not comfortable with the construction of the building so close to the water main as indicated on the drawings. A lengthy conversation ensued and the following was decided:



- All items in Mott MacDonald's review letter dated May 10, 2016 must be addressed.
- Test pits will be completed to determine the distance between the proposed building structure and the existing water main. When these pits are done, the HMUA or its Engineer will deem if this distance is suitable. If determined to be feasible by HMUA, a meter pit will be installed at the curb line to monitor the water main in the future.
- If it is determined that the construction of the proposed building structure is too close to the water main, the water line will be re-routed as is to be indicated on the plans.
- Outside seating must be accounted for in the projected water usage and sewage flow calculations.

All Board Members were in agreement with the above and the following Resolution was proposed.

The following resolution was proposed by Kuster who moved its adoption:

Resolution #16-3139

WHEREAS, 1940 Route 57, LLC (applicant) has requested Tentative and Final Approval for water and sewer utility service for a Roy Rogers at the Shoppes of Mansfield in Mansfield Township, and

WHEREAS, the application and project plans have been reviewed and determined to be in accordance with Authority Rules and Regulations with the exception of some necessary revisions as detailed in Mott MacDonald's May 10, 2016 letter, and

WHEREAS, the applicant is required to provide final architectural plans to allow a final calculation of water and sewer connection fees, and payment of such revised fees is to be provided prior to granting of Final Approval, and

WHEREAS, the applicant has agreed to make all necessary revisions to the plans to the satisfaction of the HMUA, and has agreed to complete test pits to determine whether there is sufficient distance between the existing water main and the location of the proposed building to the satisfaction of HMUA or its Engineer; and

WHEREAS, the applicant has agreed that if there is insufficient distance between the water main and proposed building, as determined by HMUA or its Engineer, one of the following two design alternatives will be required: 1) a meter pit must be installed at the property line, if determined to be feasible by HMUA, or 2) the water main must be re-routed. Such alternate route is to be indicated as an alternative on the revised project plans to the satisfaction of HMUA or its engineer, and

BE IT RESOLVED, that conditioned upon the above requirements and receipt of revised plans in accordance with the recommendations of Mott MacDonald's May 10, 2016 letter, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the Roy Rogers Project in Mansfield



Township and the Executive Director is authorized to reserve sufficient water and sewer capacity for the project and to execute any necessary documents to obtain other approvals.

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

Chairperson Harper stated the next agenda item was discussion and possible action regarding any project change orders.

Executive Director Corcoran indicated that there was one change order.

Executive Director Corcoran explained that Gannett Fleming spent a number of additional engineering hours reviewing the low bidder submitted materials and qualifications for the Water Pollution Control Plant Miscellaneous Modifications project to ensure that they could comply with all the project requirements. She stated that the additional cost for this work was \$855.00.

The following resolution was proposed by Kelly who moved its adoption.

Resolution #16-3140

WHEREAS, Gannett Fleming spent a number of additional hours reviewing the submitted bid materials and meeting with the contractor to ensure that the contractor could meet all the project requirements; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #2 in the amount of \$855.00.

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

Chairperson Harper stated that Resolutions pertaining to financial transactions to be the next order of business.

The following Resolution #16-3141 was proposed by Kelly who moved its adoption:

Resolution #16-3141

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

Dated:	April 01, 2016	OEA-1077	SL-09	\$171,095.55
Dated:	April 15, 2016	OEA-1078	SL-10	115,718.37
Dated:	April 29, 2016	OEA-1079	SL-11	<u>186,272.51</u>
			Total	\$473,086.43

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



Chairperson Harper entertained Resolution approving Renewal and Replacement Fund Requisition #RR-221 in the amount of \$16,118.12.

The following Resolution #16-3142 was proposed by Kelly who moved its adoption.

Resolution #16-3142

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-221 be formally approved:

REQUISITION #RR-221

Broschious, Fischer & Zaiter	Professional Services	\$	3,266.25
Fairfield Maintenance, Inc.	Leak Monitor System Probe		4,635.00
Fisher Electrical	Service Call		1,399.63
Hatch Mott MacDonald	Edmunds GIS Integration		2,352.00
Kustom Control Solutions	Wet Well Level Monitor		679.00
North/East Technical Sales	Chemical Tank Level Sensor		2,739.22
USA BlueBook	Raw Sewage Wet Well Sensor		<u>1,047.02</u>
	Total	\$	16,118.12

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

Chairperson Harper entertained Resolution approving Escrow Subaccount Requisition #ESR-258 in the amount of \$3,160.00.

The following resolution was proposed by Kelly, who moved its adoption:

Resolution #16-3143

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-258 be formally approved:

REQUISITION #ESR-258

Hatch Mott MacDonald	First Hartford (CVS)	\$	1,260.00
Hatch Mott MacDonald	Shoppes at Mansfield		<u>1,900.00</u>
	Total	\$	3,160.00

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract 44S for the Water Pollution Control Plant Miscellaneous Modifications Project.

After a brief discussion, the following Resolution #16-3144 was proposed by Kelly who moved its adoption.

Resolution #16-3144

WHEREAS, subsequent to the proper advertisement, five (5) sealed proposals for the Water Pollution Control Plant Miscellaneous Modifications Project were



received and read aloud at a public bid opening on April 5, 2016 at 10:00 AM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from CMS Construction Inc. of Plainfield, NJ in the amount of \$1,296,400; therefore,

BE IT RESOLVED, Contract #44S for the Water Pollution Control Plant Miscellaneous Modifications Project be awarded to CMS Construction Inc. of Plainfield, NJ, 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: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper stated the next agenda item was discussion and possible action to enter into an Interlocal Agreement Sludge Disposal Contract with the Passaic Valley Sewerage Commission.

A motion was made by Kelly to enter into an Interlocal Agreement Sludge Disposal Contract with the Passaic Valley Sewerage Commission for a term of 3 years. This motion was seconded by Kuster and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

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

Pete Tynan began by stating that, since his last meeting with the Board, they have completed the State water samples for laboratory certification. They also completed the testing of their wastewater parameters and have passed both.

Pete continued by stating they have changed out the ultraviolet bulbs used for disinfection of the final effluent. This consists of 288 bulbs, which should last approximately 12,000-15,000 hours or almost 3 years.

Pete also stated his staff has changed out the main raw sewage pump rotating assembly. Once that was completed, the staff then pulled another raw sewage pump and changed out a shaft sleeve and packing.

Pete also stated they recently provided two tours of the plant, one weekday tour for a class from Centenary College and a Saturday morning tour for a large class from Morris County College. Both tours went well.

Pete continued by stating in mid-April he, Kathy and Mike met with the NJDEP permit writers, Bela Mankad and Heather Genievich, to review the draft permit and tour the plant. He confirmed that NJDEP stated the draft permit would be issued within the next few weeks.

Pete also stated that NJDEP conducted its yearly inspection on April 27th. He confirmed all paperwork was reviewed and the DEP requested some copies of reports.



Pete also stated that they are working closely with Scott Armstrong of Hackettstown DPW regarding the manhole work that needs to be done in the Kenwood section before paving. Weather permitting, they should begin the repair work very shortly.

Pete continued by stating he also met with Sgt. Darren Tynan regarding traffic control for the Lawrence Drive manhole work and traffic control for the 6-month maintenance of the sanitary lines on Main Street.

Pete concluded by stating he and Mike would be attending the New Jersey WEA conference in Atlantic City on various days next week, along with Kathy.

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

Executive Director Corcoran began by stating the water usage is the lowest since they started using the SCADA system in 2003. She confirmed the usage was just under 63 million gallons for the month, or 2.1 MGD.

Corcoran also stated that she met with the County Engineer who indicated he would assist with providing a permit for the Contract #45W project and also may be willing to work with us on the restoration of the other smaller main break restoration areas.

Corcoran continued by stating they have received the bonds and insurance from MSP Construction for Contract #45W and CDM-Smith will issue the Notice to Proceed and set up the pre-construction meeting.

Corcoran also stated Gannett Fleming, John Zaiter, herself and Pete had a meeting with CMS Construction and determined that they believe CMS could meet all the project requirements.

Corcoran also stated that she would also be attending the NJWEA Conference next week in Atlantic City along with Pete and Mike.

Corcoran also stated that she spoke with Vincent Montanino regarding the Audit, and he confirmed that the State is requiring that it be retracted and modified to include the updated pension liability number. He expected to have this done by the middle of May so it can be reviewed by the Board and approved at the June Meeting.

Corcoran continued by stating she met with Mott MacDonald to discuss feasibility and alternatives for main repair or replacement at Main Street/Route 46. She confirmed that they will be preparing a proposal with alternatives that take into account NJDOT requirements. They also discussed alternatives to inspect the 1.0 tank to determine the cause of the leak and whether there are any other structural issues.

Corcoran concluded by stating she forwarded to the Board an email from the owner of 102 Lafayette Street regarding a water leak within the home. The homeowner is



seeking relief from the water usage bill. She also discussed the email which was forwarded by Bud regarding the leak. The Board was in agreement that they would like to discuss this with the homeowner and requested that she attend the next Board Meeting.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm confirmed that he is currently working on a proposal to evaluate the pros and cons regarding the replacement or lining the Rt. 46 water main and the cost options of each, and should have more information at the next meeting.

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

It was suggested that the Board convene into Executive Session.

Engineer Klemm and Debbie Palma exited the meeting.

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

Resolution #16-3145 was proposed by Kelly, who moved its adoption.

BE IT RESOLVED, on this 10th day of May 2016, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Personnel Matters 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 Jerry DiMaio. Ayes: Harper, Jerry DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 10th day of May 2016, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:10 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kuster and all indicating approval at 9:46 PM. No formal action was taken during Executive Session.

Debbie Palma returned to the meeting.

Upon returning from Executive Session the following motion was proposed by Kelly:

To increase the salary range of the Office/Purchasing Supervisor to \$90,000 and to increase Debbie Palma's salary by \$8,000 as of June 1, 2016. This motion was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

At this point it was suggested that the Board convene into Executive Session again.



Counselor Zaiter exited the meeting.

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

Resolution #16-3146 was proposed by Jerry DiMaio, who moved its adoption.

BE IT RESOLVED, on this 10th day of May 2016, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Ongoing or Anticipated 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 Jerry DiMaio and seconded by Kelly. Ayes: Harper, Jerry DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 10th day of May 2016, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 10:00 PM.

Kuster moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 10:10 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 Kelly, seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time – 10:12 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary