



HMUA MINUTES

REGULAR
MEETING OF

MAY 13, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MAY 13, 2014

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:04 P.M. Chairperson Kelly 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: Kelly, Brown and Harper.

Also attending: Counselor Zaiter, Project Engineer Klemm, Executive Director Smith, and Recording Secretary Palma.

Chairperson Kelly led a salute of the United States Flag.

Chairperson Kelly indicated that approval of the April 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Brown, being seconded by Harper with Kelly, Brown and Harper voting yea.

Chairperson Kelly indicated that approval of the April 8th Executive Session be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Brown with Kelly, Brown and Harper voting yea.

Chairperson Kelly opened the meeting to public participation and noted that there were no members of the public present.

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

Executive Director Smith stated there were no Change Orders.

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

The following Resolution #14-3000 was proposed by Brown who moved its adoption:

Resolution #14-3000A

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

Dated:	April 04, 2014	OEA-1025	SL-09	\$132,396.63
Dated:	April 18, 2014	OEA-1026	SL-10	<u>119,648.44</u>
			Total	\$252,045.07

Resolution #14-3000B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-378 be formally approved:

REQUISITION #CAF-378



DeMaio Electrical Co.	Contract 41W (#2)	\$ 36,001.28
Hatch Mott MacDonald	Engineering Services	10,725.00
Princeton Hydro	Engineering Services	<u>2,090.70</u>
	Total	\$ 48,816.98

Resolution #14-3000C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-197 be formally approved:

REQUISITION #RR-197

Acrison, Inc.	Parts for Polymer Pumps	\$ 1,773.29
Hatch Mott MacDonald	Engineering Services	66,430.00
Mansfield Township	Contract #40W-DH Paving	95,463.76
Reivax Contracting Corp.	Contract No. 43W (#4)	170,818.53
Town of Hackettstown	Engineering Services	<u>1,722.50</u>
	Total	\$ 336,208.08

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

Chairperson Kelly stated the next agenda item was discussion and possible action to retain a firm to conduct Laboratory Services.

The following Resolution #14-3001 was proposed by Harper who moved its adoption.

WHEREAS, due to the need to obtain accurate laboratory data for submission to regulatory authorities and the implications of the Clean Water Enforcement Act and the mandatory fines involved, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional Certified Laboratory services; and,

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

WHEREAS, QC Laboratories of Southampton, PA has submitted the lowest quotation indicating they will provide the laboratory services in the amount of \$21,798.50; and,

WHEREAS, QC Laboratories has completed and submitted a Business Entity Disclosure Certification which certifies that QC Laboratory 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 QC Laboratory from making any reportable contributions in the coming year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the laboratory services in the amount of \$21,798.50.

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



Board Member John DiMaio entered the meeting.

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of vehicles via New Jersey State Contract and Morris County Cooperative Pricing Council.

Executive Director Smith stated that Bud Volkert submitted a detailed report on the vehicles. He explained that these vehicles have high mileage and we have received recent quotes for expensive repairs. It may be more cost effective to purchase new vehicles instead of making repairs.

After a brief discussion, the following Resolution #14-3302 was proposed by Brown who moved its adoption.

WHEREAS, the Authority has the need to replace two older vehicles using the New Jersey State Contract and Morris County Cooperative Pricing Council; therefore,

BE IT RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby approves the use of the New Jersey State Contract for the purchase of a Ford F-250 utility body with a snowplow in the amount of \$30,720.00 and the purchase of an F-150 from the Morris County Cooperative Pricing Council in the amount of \$18,241.25.

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

Chairperson Kelly 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, 2013.

The Audit Report provided General Comments, but no Recommendations. Discussion ensued regarding the General Comments with all Board Members participating.

The following Resolution #14-3003 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, 2013 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and,

WHEREAS, 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, 2013 and, specifically, has reviewed the section 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 Brown and upon roll call vote carried. Ayes: Kelly, Brown, John DiMaio and Harper voting yea.

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

Smith began by stating he forwarded an email to the Board regarding 101 Asbury Road. The owner is requesting relief from a very high water bill. Smith explained that they had a leak on their water service line between the meter pit and the house, which went undetected since the prior quarterly reading. Once they were notified of the leak they immediately repaired the leak.

After a brief discussion, a motion was made by Brown reducing their water bill to \$100.00. This motion was seconded by John DiMaio and upon roll call vote carried. Ayes: Kelly, Brown, John DiMaio and Harper voting yea.

Smith also stated he has received a request from a realtor for water and sewer utility service for 105 Airport Road. Smith explained that water and sewer utilities are in the road, but the home is not in the HMUA service area. All Board members were in agreement that since it is not in the HMUA service area the Authority could not service it.

Smith continued by stating he had forwarded an email to the Board from Bob Ross regarding a press release for the NY / NJ Trail Conference regarding the reservoir property. Smith also stated that he is waiting for the report from Princeton Hydro.

Smith also stated Harvestone Farms has completed the installation of the well. Counselor Zaiter forwarded proposed changes to the Easement Agreement for review. Comments were forwarded to Counselor Zaiter.

Smith continued by stating, Debbie informed him that the Mayor of Independence was on the radio discussing the possibility that the HMUA may take over the Independence MUA. Smith stated that he has received some information on the IMUA and has had a few discussions with the Independence secretary. There have been no formal discussions.

Smith also stated the two property owners on College View stated that they have not been contacted by the Insurance Company.



Brown questioned whether there had been any more complaints. Smith confirmed that there have been very few. Smith stated he did receive one today and stopped by their home today and resolved the matter. He also stated that there have been some issues with dust. The Authority will be doing base paving on College View Drive near the sinkhole area.

Smith also stated he has spoken with Scott Armstrong regarding the paving in the College View Section. He explained that Scott would prefer to wait at least a year so that everything can settle before they perform any permanent paving restoration.

Smith also reported that he will be providing details associated with the Duties of the Executive Director. He will provide additional details each month.

Smith also suggested that a Supervisor provide a report to the Board each month on a three month rotation. The Supervisors would include Sewer Utility Superintendent Tynan, Water Utility Superintendent Volkert and Office / Purchasing Supervisor Palma.

Smith concluded by stating that MBE Mark III Electric, Inc. has confirmed that they will do the paving work in Diamond Hill associated with two recent water main breaks.

David Klemm updated the Board on the Well # 9 project.

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

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

Resolution #14-3004 was proposed by John DiMaio who moved its adoption.

BE IT RESOLVED, on this 13th day of May, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Personnel matters and 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 John DiMaio and seconded by Brown. Ayes: Kelly, Brown, John DiMaio and Harper.

THEREFORE, BE IT RESOLVED, on this 13th day of May 2014, 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.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Brown and all indicating approval at 9:45 PM. No formal action was taken during Executive Session.



Upon returning from Executive Session, Chairperson Kelly stated he would entertain a motion to authorize a bonus for Dan Ubertaccio for his outstanding leak detection work.

Brown made a motion authorizing the Executive Director to make a one-time bonus of \$500.00 to Dan Ubertaccio for his outstanding work on leak detection. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kelly, Brown, John DiMaio and Harper voting yea.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counsel Zaiter stated he had nothing further to add.

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

Board Member Brown suggested that before completing the Financial Disclosure Statement that everyone should get all of their pin numbers from each entity they are involved with.

Chairperson Kelly questioned the hoses running across the road in the Oak Hill Development. Smith explained that the water service line on Building 50 broke under the building and they are temporarily running a line off the sprinkler pit to supply the building with water.

There being no additional comments or discussion, Chairperson Kelly declared a motion to adjourn would be in order and was so moved by Brown, seconded by John DiMaio and followed by a unanimous voice vote.

Time – 9:55 P.M.

Bruce D. Smith
Executive Director & Secretary