



HMUA MINUTES

REGULAR
MEETING OF

MAY 19, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MAY 19, 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: Carmine Todaro, Daniel Mason of Jersey Professional Management, 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 April 14th Regular Meeting 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 April 14th 2015 Executive Session 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 acknowledged Dan Mason from Jersey Professional Management who was present to give the Board a presentation regarding recruitment for the Executive Director.

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

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

At this point, Pete Tynan, David Klemm and Debbie Palma were asked to leave.

Resolution #15-3070 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 19th day of May 2015, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Personnel issues 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 Kuster. Ayes: Harper, Jerry DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 19th day of May 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 7:35 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 8:40PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, a motion was made by Kelly to appoint Jersey Professional Management to conduct a search for a new Executive Director. The cost for the services will be \$12,500 plus the cost of advertising. 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, Chairperson Harper acknowledged Mr. Carmine Todaro. Mr. Todaro explained that he forwarded a letter to the Board with a request for a reduction for a water bill. He explained that there was a leak at the property, which had gone undetected for over a week. Once the leak was discovered, he had it fixed the same day. He explained that times have been difficult and he would like the Board to consider a reduction in the amount.

A motion was made by Kuster that since Mr. Todaro repaired the leak in a very timely matter, which helped to decrease waste of water, the HMUA would issue a credit in the amount of \$862.83. They also stated that he needed a payment plan the Authority would work with him. They also stated that if he made the payments on time they would waive the interest charges once the account was paid in full. This motion was seconded by Jerry DiMaio 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 #15-3071 was proposed by Kelly who moved its adoption:

Resolution #15-3071A

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

Dated:	April 03, 2015	OEA-1051	SL-09	\$99,822.50
Dated:	April 17, 2015	OEA-1052	SL-10	<u>88,901.71</u>
			Total	\$188,724.21

Resolution #15-3071B



BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-390 be formally approved:

REQUISITION #CAF-390

Treasurer, State of NJ	Well 9 Air Permit App. Fee	\$	820.00
DeMaio Electrical Co.	Contract 41W (#15)		2,503.90
Sam Stothoff Co., Inc.	Well 9 Classification Change		450.00
Spectrum Communications	Emergency Lighting: Truck #32		<u>1,910.10</u>
	Total	\$	5,684.00

Resolution #15-3071C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-209 be formally approved:

REQUISITION #RR-209

Washington Township	Fire/Electrical Permits	\$	232.00
Broschious, Fisher & Zaiter	Professional Services		3,266.25
Gannett Fleming Inc.	Engineering Services		26,536.67
Howard Burd & Sons	Roadway Repairs		8,580.00
Water Works Supply Co.	5/8" Water Meters w/ERT's		17,000.00
Reivax Contracting Corp.	Settlement Agreement		<u>58,293.00</u>
	Total	\$	113,907.92

Resolution #15-3071D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-252 be formally approved:

REQUISITION #ESR-252

Hatch Mott MacDonald	ALL SEASONS	\$	<u>306.00</u>
	Total	\$	306.00

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 WM-AMR-15 for Water Meters and Automatic Meter Reading Modules.

The following Resolution #15-3072 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. WM-AMR 15 for water meters and automatic meter reading devices were received and read aloud at a public bid opening on May 6, 2015 at 3:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Badger Meters of Milwaukee, Wisconsin in an anticipated value of \$40,800.00; therefore,



BE IT RESOLVED, that bid for Contract No. WM-AMR 15 for water meters and automatic meter reading devices be awarded to Badger Meter of Milwaukee, Wisconsin, and the Executive Director is hereby authorized to execute the necessary contract documents.

This 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 to award Contract Orthopolyphosphate-15 for the furnishing of Orthopolyphosphate Blend.

The following Resolution #15-3073 was proposed Kelly who moved its adoption:

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. Orthopolyphosphate-15 for Orthopolyphosphate Blend were received and read aloud at a public bid opening on May 5, 2015 at 3:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from George S. Coyne Chemical Co., Inc. of Croydon, PA; therefore,

BE IT RESOLVED, that the bid for Contract No. Orthopolyphosphate-15 be awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania, 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 retain a firm to conduct Laboratory Services.

The following Resolution #15-3074 was proposed by Kelly 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 \$19,811.00.

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 \$19,811.00.

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

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

Pete Tynan began by stating the Fire Alarm System should be completed by the end of the month.

Pete also stated that since his last report the Authority has completed all the certified lab proficiency testing for water and wastewater. He also confirmed that the Authority had passed all the parameters, so we are currently certified.

Pete continued by stating the new Polymer System shop drawing has been reviewed by Fisher Electric and his staff. Once the shop drawings were approved, they were returned to the manufacturer to begin the fabrication. He confirmed that he is waiting for a timeline for delivery.

Pete also stated the new pole camera enabled his staff to inspect the sanitary sewer Trout Brook interceptor. He confirmed that his staff did have to address a solids buildup in one of the manhole channels.

Pete continued by stating he and his staff installed a replacement 12-inch 3-way valve in the Water Pollution Control Plant. The installation of the valve by HMUA staff saved the Authority approximately \$3,300. He stated that it was a valuable learning experience for his staff.

Pete also stated he attended the New Jersey Water Environment Conference and attended various training classes for a total of 12 Total Contact Hours.

Pete also stated he is continuing to work with the DEP on the NJPDES Permit renewal. He confirmed that the DEP requested laboratory data from 2012 through 2014. Copies of the report were forwarded in April.

Pete continued by stating on May 11th there was a motor vehicle accident on Washington and E. Plane Streets, which involved a sanitary manhole cover. He stated it was reported that the manhole cover flipped up and a car hit it. He confirmed that the manhole cover has been repaired. He reported that the Authority did not receive any prior notice of this problem.

Pete also stated that while performing routine flushing with the Sewer Jet Truck, a loud bang was heard. Upon investigation, it was determined that the casting on the pump cracked. The cost to rebuild this pump was \$11,290.50. The pump was previously replaced in 2007.



Pete also stated that they are currently working with Gannett Fleming on Contract 44S, which includes miscellaneous modifications and improvements to the Water Pollution Control Plant. Staff is currently draining and cleaning the Equalization Basin.

Pete also reported that three staff members have filed to take State Licensing examinations.

Pete concluded by stating he does not believe that he is qualified for the Executive Directors position. However, he offered to assist the Board in any way necessary with the transition.

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

Executive Director Smith began by stating he wanted to thank the Board for moving the meeting to tonight so that he could attend the New Jersey Water Environment Association's (NJWEA) 100th Anniversary Conference. He confirmed that he is the NJWEA Treasurer and Chair of the GIS / Asset Management Committee and was a Moderator and Speaker at the Asset Management Session on Monday May 11th. David Klemm and Fletcher Platt were also presenters at the session.

Smith also stated that he received a letter from Kaplan Companies requesting the release of their Performance Bond. Smith confirmed that the letter was forwarded to John Zaiter and the Water and Sewer Superintendents for their review.

Smith concluded by stating he has not heard anything further with regard to the auction of the Reservoir Property. He confirmed that this was to take place in July. He stated that he would contact Fiedler to confirm a date. Once he receives a date he would have Counselor Zaiter do the advertising.

Upon completion of the Executive Director's report, Chairperson Harper requested Projects Engineer Klemm to proceed with his report. Engineer Klemm reported that the permits have been received and that Well #9 can now be used. He also confirmed that the punch list should be completed shortly.

Chairperson Harper requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he has reviewed the Shared Service Agreement with Allamuchy's attorney for the water and sewer. If the Board is in agreement, he will move forward with the Agreement.

A motion was made by Kelly to enter into a Shared Service Agreement with Allamuchy Water and Sewer for a term to end on November 30, 2015, and, at that time, the Board would review the terms and rate schedule for the coming year. This motion was seconded by Kuster and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

At this point, Chairperson Harper stated he would entertain a motion to convene into Executive Session.



Resolution #15-3075 was proposed by Jerry DiMaio who moved its adoption.

BE IT RESOLVED, on this 19th day of May 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 and Contract Negotiations 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 19th day of May 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:25 PM.

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

Upon returning from Executive Session a motion was made by Kelly that Contract 43W will be fully satisfied per the settlement agreement in the amount of \$58,293.00 and the Maintenance Bond will expire on December 19, 2015. This motion was seconded by Kuster and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

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 – 9:50 P.M.

Bruce D. Smith
Executive Director & Secretary