



HMUA MINUTES

REGULAR
MEETING OF

JUNE 9, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JUNE 9, 2015

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Vice Chairperson Jerry DiMaio at 7:30 P.M. Vice Chairperson Jerry DiMaio 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: Jerry DiMaio, John DiMaio, Kelly and Kuster.

Also attending: Counselor Berman, Projects Engineer Klemm, Executive Director Smith and Recording Secretary Palma.

Vice Chairperson Jerry DiMaio led a salute of the United States Flag.

Vice Chairperson Jerry DiMaio indicated that approval of the May 19th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Kuster with Jerry DiMaio, Kelly and Kuster voting yea and John DiMaio abstaining.

Vice Chairperson Jerry DiMaio indicated that approval of the May 19th Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly being seconded by Kuster with Jerry DiMaio, Kelly, and Kuster voting yea and John DiMaio abstaining.

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

Vice Chairperson Jerry DiMaio 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.

Vice Chairperson Jerry DiMaio stated that Resolutions pertaining to financial transactions to be the next order of business.

The following Resolution #15-3076 was proposed by Kelly who moved its adoption:

Resolution #15-3076A

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

Dated:	May 01, 2015	OEA-1053	SL-11	\$210,339.18
Dated:	May 15, 2015	OEA-1054	SL-12	63,825.50
Dated:	May 29, 2015	OEA-1055	SL-13	<u>127,274.75</u>
			Total	\$401,439.43

Resolution #15-3076B



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-210 be formally approved:

REQUISITION #RR-210

CDM Smith Inc.	Engineering Services	\$ 15,000.00
Jack Doheny Companies	Rebuilt Rodder Pump	10,000.00
Valley Tech, Inc.	Polymer Feed Pumps	<u>3,872.24</u>
	Total	\$ 28,872.34

Resolution #15-3076C

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-253 be formally approved:

REQUISITION #ESR-253

Hatch Mott MacDonald	ALL SEASONS	<u>\$ 607.50</u>
	Total	\$ 607.50

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

Vice Chairperson Jerry DiMaio requested the Office / Purchasing Supervisor to proceed with her report.

Debbie began by giving a brief overview of the collections and the number of credit card payments received for May and the number of email bills forwarded.

Debbie also stated that she is continuing to work with Edmunds on setting up the new billing system for the Authority. She confirmed that there have been some issues and she is working through them with Edmunds.

Debbie concluded by stating she is working on having new carpet installed in the Administration Building. She confirmed that there will have to be some work done prior to the carpet being installed. The first thing that will be done is the painting of the office. She confirmed that she is meeting with a company tomorrow that will help in the dismantling of the partitions.

Vice Chairperson Jerry DiMaio requested Executive Director Smith to proceed with his report.

Executive Director Smith began by stating the hydrant flushing has been successfully completed. He stated that in the past the Authority would publish a notice of hydrant flushing in the newspaper, but now utilize signs along the roadways at the perimeter of the service area. This has proved to provide much better notice to customers.

Smith also stated the auction of the Reservoir property is scheduled to take place on July 24th here at the HMUA Administration Building. Counselor Zaiter will be reviewing and approve the public notice prior to advertising.



Smith also stated that he is continuing to work on the new water and sewer rates and will forward information to the Board prior to the next meeting.

Smith continued by stating he has reviewed the ad for the Executive Director. The Board had a few questions concerning some of the requirements. Board Member Kelly stated that he would discuss these with Mr. Harper and Dan Mason (Jersey Professional Management).

Smith concluded by asking if the Board would consider extending his current Employment Agreement until the end of the year.

A motion was made by John DiMaio to extend the Executive Directors Employment Agreement through December 31, 2015. This was seconded by Kelly and upon roll call the vote was carried: Ayes: Jerry DiMaio, John DiMaio, Kelly and Kuster voting yea.

Vice Chairperson Jerry DiMaio requested Project Engineer Klemm to proceed with his report.

Engineer Klemm stated that the punch list for Well # 9 is just about completed. He confirmed that they were working on the sidewalk today. He also stated that the training for the operation of the Chlorine Equipment would take place next week.

Engineer Klemm also confirmed that there was a meeting scheduled for tomorrow with the contractor to discuss the change orders for Well # 9.

Klemm concluded by stating he received revised plans for 103 Mine Hill and is in the process of reviewing them.

Vice Chairperson Jerry DiMaio requested Counselor Berman to proceed with her report.

Counselor Berman stated she had nothing further.

Vice Chairperson Jerry DiMaio requested whether anyone had business of a general nature to discuss.

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

Time – 8:00 P.M.

Bruce D. Smith
Executive Director & Secretary