



HMUA MINUTES

REGULAR
MEETING OF

June 09, 2020

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING June 09, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 2:00 P.M over teleconference due to Executive Order No. 107 signed by NJ Governor Murphy and to promote the necessary social distancing to avoid the spread of COVID-19. Executive Director Corcoran 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: Chairman Kuster, Jerry DiMaio and William Harper.

Also attending: Counselor John Zaiter, Executive Director Corcoran, Deputy Director Biank and Recording Secretary Lasch.

Chairperson Kuster indicated approval of minutes of the May 12, 2020 Regular Meeting to be the next agenda item. Mr. Harper pointed out an inconsistency in the amounts stated for the Renewal and Replacement Fund Requisition. Executive Director Corcoran stated that the amount of \$4,398 is correct and the other amount would be corrected. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper.

Ayes: Kuster, Jerry DiMaio and Harper

Chairperson Kuster indicated approval of Executive Session minutes of the May 12, 2020 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Kuster, Jerry DiMaio and Harper

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

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no change orders.

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1184 and #OEA-1185 in the total aggregate amount of \$246,669.90. The following Resolution #20-3489 was proposed by Jerry DiMaio who moved its adoption:

Resolution #20-3489

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

Dated: May 08, 2020	OEA-1184	SL-12	\$149,339.90
Dated: May 22, 2020	OEA-1185	SL-13	\$ 97,330.00
		Total	\$246,669.90



This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio and Harper

John DiMaio entered the teleconference at 2:09 PM.

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-270 in the aggregate amount of \$76,599.36. The following Resolution #20-3490 was proposed by Harper who moved its adoption.

Resolution #20-3490

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-270 be formally approved:

REQUISITION #RR-270

Scafar Contracting, Inc.	Slide Gates & Mud Valves	\$ 37,200.00
APG Neuros	CompactLogix CPU Unit	\$ 13,090.00
Dell Marketing L.P.	General Computer/SCADA	\$ 1,082.14
JDV Equipment Corp	Gardner Nash Compressor	\$ 21,227.22
Mott MacDonald	Professional Engineering	<u>\$ 4,000.00</u>
	Total	\$ 76,599.36

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-301 in the amount of \$7,885.50. The following Resolution #20-3491 was proposed by Harper who moved its adoption.

Resolution #20-3491

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-301 be formally approved:

REQUISITION #ESR-301

Mott MacDonald	Heritage Senior Living	\$ 4,302.50
Mott MacDonald	Residences at Bilby Rd	<u>\$ 3,583.00</u>
	Total	\$ 7,885.50

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to award Contract #WM-20 Parts 1 and 2 for supply of water meters and water meter communication modules.

The following Resolution #20-3492 was proposed by Jerry DiMaio who moved its adoption.

Resolution #20-3492

WHEREAS, subsequent to the proper advertisement, three (3) sealed bids for Contract No. WM-20 Parts 1 and 2 for water meters and water meter communication modules were received and read aloud at a public bid opening on June 4, 2020 at 2:30PM at the HMUA Jacob Garabed Administrative Building; and,



WHEREAS, it has been determined that the lowest responsive and responsible bid for Water Meters, Part 1 was received from Mueller Systems, LLC of Cleveland, NC; now therefore

BE IT RESOLVED, that the bid for Contract No. WM-20, Part 1 be awarded to Mueller Systems LLC, Cleveland, NC for Water Meters and the Executive Director is hereby authorized to execute the necessary contract documents.

This Resolution was seconded by Harper and upon roll call vote carried.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

The following Resolution #20-3493 was proposed by Harper who moved its adoption.

Resolution #20-3493

WHEREAS, subsequent to the proper advertisement, three (3) sealed bids for Contract No. WM-20 for water meters and water meter communication modules were received and read aloud at a public bid opening on June 4, 2020 at 2:30PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsive and responsible bid for water meter communication modules was received from Water Works Supply Co., Inc. of Pompton Plains, NJ; now therefore

BE IT RESOLVED, that the bid for Contract No. WM-20, Part 2 be awarded to Water Works Supply Co. Inc., Pompton Plains, NJ for water meter communication modules and the Executive Director is hereby authorized to execute the necessary contract documents.

This Resolution was seconded by John DiMaio and upon roll call vote carried.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was to award Contract #LBT-20 for liquid biosolids transportation. The following Resolution #20-3494 was proposed by John DiMaio who moved its adoption.

Resolution #20-3494

WHEREAS, subsequent to the proper advertisement, three (3) sealed proposals for Liquid Biosolids Transportation were received and read aloud at the public bid opening on June 5, 2020 at 2:30 PM at the HMUA Jacob Garabed Administration Building; and

WHEREAS, it has been determined that the lowest responsive and responsible bid was received from Spectraserv, Inc. of Kearny, NJ for the bid price of \$0.057 per gallon; therefore

BE IT RESOLVED, Contract #LBT-20 for Liquid Biosolids Transportation is awarded to Spectraserv, Inc. of Kearny, NJ and the Executive Director is hereby authorized to execute the necessary contract documents.

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to pass a resolution authorizing the purchase of electricity supply services for public use on an online auction website.



Executive Director Corcoran explained that the Authority attended an online reverse auction and is able to lock in at a rate that will save the Authority approximately \$18,300 annually with a new rate of \$0.06855/kWh. This new rate would be effective July 2021, but would be an 8.6% decrease from current rates. There was some discussion about risk of locking in too early, but agreement that this would result in a significant savings.

The following Resolution #20-3495 was proposed by Harper who moved its adoption.

Resolution #20-3495

WHEREAS, the Hackettstown Municipal Utilities Authority has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Township of Hackettstown Municipal Utility Authority; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the HMUA utilized the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction has been conducted pursuant to the Act.

NOW THEREFORE BE IT RESOLVED, that the Executive Director of the HMUA is hereby authorized to execute on behalf of the HMUA an electricity contract proffered by the supplier that submitted the lowest responsive and responsible winning bid of \$0.06855/kWh in the EMEX Reverse Auction.

This resolution was seconded by Jerry DiMaio and upon roll call vote carried.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was to award an engineering services contract for the Ultraviolet Disinfection System Replacement Project. Executive Director Corcoran stated that proposals were solicited from three highly qualified engineering firms. The firms who responded to the request for proposal were: Mott MacDonald, PS&S, and CDM Smith and all provided thoughtful and responsive proposals. Based on the analysis of proposals, Executive Director Corcoran recommended award to Mott MacDonald based on their experience, technical approach and lowest proposed fee for professional services.

The following Resolution #20-3496 was proposed by Harper who moved its adoption.

Resolution #20-3496

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 for Ultraviolet Disinfection System Replacement Project; 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 June 3, 2020 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 \$199,500.

This resolution was seconded by John DiMaio and upon roll call vote carried.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper.

Chairperson Kuster requested the Executive Director and Deputy Director to proceed with their reports.

Executive Director Corcoran began by stating that she is hoping to get things back to normal by the end of June. Kuster stated his concern about return to work procedures and Harper added that the CDC has comprehensive guidelines. Kathy said that she wants to be on the late end of opening, particularly with the operators. She continued stating her concern that if one person gets sick, our whole crew could be shut down for quarantine. She stated she continues to seek out PEOSH and CDC guidance for water and sewer workers, and has been attending AEA zoom meetings with member utility leaders on a weekly basis to see what resources are available, what others are doing and what has been successful, etc.

Kathy also stated that the hydrant flushing is complete and was successful. The entire distribution system was flushed with minor issues, resulting in replacement of one hydrant and the rebuilding of four. May water usage was slightly lower than last year.

She stated that she sent notices to businesses and public buildings within its service area that may have been closed due to COVID-19, recommending the buildings flush their internal water systems before allowing people to occupy the building and use the water to reduce risk of contamination from infectious bacteria such as legionella.

The USEPA Risk and Resilience Assessment was completed as required by America's Water Infrastructure Act of 2018 (AWIA). The HMUA now will update the Emergency Response Plan as required by the AWIA.

She stated that the water utility continues to exercise valves when the limited staff is able and continues leak detection every night.

On the sewer utility side, new PLCs for the Neuros turbo blowers were installed and programmed at the WPCP. The new installation prompted minor issues that were corrected and the installation appears to be properly switching the turbo blowers to/from lead/lag duty without alarm or fault.

The sewer utility staff is working to replace a gasket for one of the UV basin slide gates in order to provide better isolation of flow in the UV basin channels. If this replacement does not create a better seal, then the replacement of the gate will be included in the UV system upgrade scope of work.

Jet Electric performed testing of the 500 kVA main power transformer and Fisher Electric cleaned and checked the low voltage apparatus. The emergency power generator supplied the



Administrative Building with power during the testing and cleaning.

Frank stated that he received confirmation from Elizabethtown Gas stating that a blanket easement will be adequate for the WPCP gas service. He also stated that the revised contract from Elizabethtown Gas is pending. Frank went on to mention that the LED lighting retrofit project was submitted to the Clean Energy Program for approval and work should begin soon.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter suggested the Board convene into Executive Session.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #20-3497 was proposed by Harper who moved its adoption. The motion to convene into Executive Session was seconded by John DiMaio.

Ayes: Kuster, Jerry DiMaio, John DiMaio and Harper

Resolution #20-3497

BE IT RESOLVED, on this 9th day of June, 2020 by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Attorney Client Communication and 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 item, which is to be discussed in Executive Session, can be publicly disclosed.

THEREFORE, BE IT RESOLVED, on this 9th day of June, 2020 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 2:34PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 3:10PM. No formal action was taken during Executive Session.

The Board proceeded to congratulate Debbie Palma on her planned retirement and thanked her for her dedication and hard work throughout her employment at the HMUA.

Chairperson Kuster asked whether anyone had business of a general nature to discuss with no response.

Chairperson Kuster then asked that we take this time to acknowledge a HMUA Board resignation letter from Leonard Kunz effective June 30, 2020.

Chairperson Kuster declared a motion to adjourn would be in order and was so moved by John DiMaio, seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time – 3:16 P.M.

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