



HMUA MINUTES

REGULAR
MEETING OF

JUNE 10, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JUNE 10, 2014

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 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, Jerry DiMaio, Brown and Harper.

Also attending: Counselor Zaiter, Projects 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 May 13th Regular Meeting to 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 and Jerry DiMaio abstaining.

Chairperson Kelly indicated that approval of the May 10th Executive Session 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 and Jerry DiMaio abstaining.

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.

Engineer Klemm explained that Washington Township had requested changes to the plans for the Well #9 project. He stated that they have requested that an infiltration trench be installed and that Turf-Stone pavers be replaced with asphalt. They will also be installing motion detectors on exterior lighting fixtures.

John DiMaio entered the meeting.

After a brief discussion the following Resolution #14-3005 was proposed by Brown who moved its adoption.

WHEREAS, due to the changes project scope of work requested by Washington Township to allow for an infiltration trench to be installed and to replace the Turf-Stone pavers with asphalt, a project change order is warranted for Contract #41W; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes a Change Order to Contract #41W to install an infiltration trench and replace the



Turf-Stone pavers with asphalt and to install motion detectors to the fixtures in the amount of \$30,000.00.

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

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

The following Resolution #14-3006 was proposed by Jerry DiMaio who moved its adoption:

Resolution #14-3006A

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

Dated: May 02, 2014	OEA-1027	SL-11	\$152,126.35
Dated: May 16, 2014	OEA-1028	SL-12	94,900.57
Dated: May 30, 2014	OEA-1029	SL-13	<u>97,038.85</u>
	Total		\$344,065.77

Resolution #14-3006B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-379 be formally approved:

REQUISITION #CAF-379

DeMaio Electrical Co.	Contract 41W (#5)	\$ 92,323.84
Hatch Mott MacDonald	Engineering Services	3,500.00
NB Controls, Inc.	Service Call	2,230.00
Princeton Hydro	Engineering Services	<u>22,398.05</u>
	Total	\$ 120,451.89

Resolution #14-3006C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-198 be formally approved:



REQUISITION #RR-198

Dell Marketing L.P.	Computer Hardware	\$ 4,180.55
Filtration Systems	Filter Unit for ATB	2,377.58
Hatch Mott MacDonald	Engineering Services	26,919.00
Itron	Logger Repairs	1,803.35
Reivax Contracting Corp.	Contract No. 43W (#5)	250,364.98
Tilcon New York, Inc.	Asphalt/Kol-Tac	1,577.92
Water Works Supply Co.	5/8" Water Meters	<u>2,040.00</u>
	Total	\$ 289,263.38

Resolution #14-3006D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-242 be formally approved:

REQUISITION #ESR-242

Centenary College	CENTENARY (Refund)	\$ 2,907.90
Hatch Mott MacDonald	NJDOT Rt. 46 Bridge	125.00
Home Towne Hardware	WAL-MART	8.92
John Madaras	MADARAS (Refund)	300.00
Nicholas Capital	PAFTINOX (Refund)	214.48
Nisos Lemnos	MOUDRO (Refund)	781.54
Northwest Construction, LLC	TRICO (Refund)	1,571.05
Rin Robyn Pools Inc.	RINROBYN (Refund)	25.36
Treasurer – State of NJ	STEPHENS (Refund)	609.45
Wal-Mart Stores, Inc.	WAL-MART (Refund)	<u>343.19</u>
	Total	\$ 6,886.89

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

Chairperson Kelly stated the next agenda item was discussion and possible action to move the Operating Expense checking account to a new bank.

Smith stated that Diane Pilipenko has been monitoring the bank charges for the Operating Expense checking account. The Wells Fargo bank charges are now approximately \$45 a month. In an effort to reduce costs it has been suggested that the Authority consider changing banks. She contacted several banks. First Hope has agreed to a no fee checking account.

The following Resolution #14-3007 was proposed by John DiMaio who moved its adoption.



WHEREAS, the Authority desires to reduce costs and close the current Operating Expense Account and move the account to First Hope Bank; therefore,

BE IT RESOLVED, that the Town of Hackettstown Municipal Utilities Authority does herein formally authorize and direct that the Authority's Operating Expense account be opened at First Hope Bank.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to ratify budget line item transfer.

After a brief discussion, the following Resolution #14-3008 was proposed by Jerry DiMaio who moved its adoption.

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:

Sewer Administration – Customer Refund (75402) is increased by \$2,000.00.

Sewer Operations – Electric & Gas (73302) is decreased by \$2,000.00.

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

Chairperson Kelly requested the Office/Purchasing Supervisor to proceed with her report.

Debbie Palma 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. She also spoke about the Munibilling which they are looking into for their billing system. She confirmed that they would be setting up a date to view the Munibilling system at a location currently using it.

Debbie also discussed the possibility of accepting credit card payments in the office. She stated that there has been discussion about putting the internet on the computer at the counter so that if someone wants to make an online payment they can do so.

Debbie concluded by stating the 3,000 gallon oil tank at the Wastewater Treatment Plant that supplied oil for the digester boiler has been removed. She confirmed that this tank will be replaced with a 1,000 gallon underground propane tank which has been ordered.

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

Smith began by stating the Water Main Project is moving forward and paving work in front of 183 and 185 College View Drive was completed on Friday. He also confirmed that the water main contractor will be milling trenches to reduce the bumps in the roadway. Smith also reported that he received a phone call today



from Mr. Kunz from College View Drive thanking the HMUA for completing the paving in the area.

Smith also stated he has had discussions with Scott Armstrong regarding the paving work in the College View section. He acknowledged that there are some issues, which they are working on.

Smith also confirmed that the last of the old main within the College View development will be shut down within the next two weeks.

Smith continued by stating that a Nancy Lane resident has complained about the walking and bicycle traffic in the cul-de-sac. The Authority has offered to place boulders in the area. This matter is being considered by the Town.

Smith also stated that the 60% meeting for M&M Mars Wastewater Treatment Plant is scheduled for July 8th. He suggested that this may be the time to revise their agreement and renegotiate charges.

Smith also referred to an application for water service received from Mr. Dorlan to build 5 units on Block 8500 Lot 19 in Mount Olive Township. He stated that the project has received a Highlands waiver. He confirmed that the project is currently being reviewed by the Authority staff and Hatch Mott MacDonald.

Smith also stated that the water service line for Harvestone Farms has been permanently disconnected.

Smith continued by stating that the Authority is still waiting for the Princeton Hydro report classifying the Upper Mine Hill Reservoir Dam.

Smith stated that he forwarded an email from Mr. Egan regarding the leak at the old USR Optonix. Smith explained that the water main had been cut and capped by the Viersma Company and was inspected by our staff. Sometime during the evening, a pipe fitting in the area moved allowing a significant amount of water to leak. By the next morning the 2.4 MG tank level had dropped dramatically. The Water Utility began looking and discovered the leak at the USR Optonix site. It was determined that pipe work was too close to a fitting and the thrust block was disturbed allowing the piping to come apart allowing the leak. It was estimated that approximately 1,400,000 gallons of water leaked out. Smith stated that the Authority charged the owner \$2,863.90 for the water leak. The owner has requested relief from the water charges assessed due to the leak. The Board took no action on the request.

Smith also stated that he and Bud Volkert met with Independence MUA Board Member Jay Woodruff and toured the IMUA facilities. He confirmed that there are two separate small water systems with several wells. Discussion on this matter continued with no formal action taken.

Smith stated that he continued to provide written detail for the Executive Director position description. The information was forwarded to the Board. The Board thanked him for the great details.



Smith concluded by stating he recently had a meeting with all personnel to discuss how the Authority could improve and how technology can support our business operations better. He stated he received several suggestions and comments and he now will be bring in Duane Chapman of Hatch Mott MacDonald to discuss possible implementation of the suggestions.

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 #14-3009 was proposed by Brown who moved its adoption.

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

THEREFORE, BE IT RESOLVED, on this 10th day of June 2014, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:30 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Brown and all indicating approval at 10:05 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, Chairperson Kelly stated he would entertain a motion not to renew the contract with Fiedler Realtors.

Harper made a motion directing that the contract with Fiedler Realtor not be extended. This motion was seconded by Brown and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, 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.

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 – 10:15 P.M.



Bruce D. Smith
Executive Director & Secretary