



HMUA MINUTES

REGULAR
MEETING OF

June 13, 2017

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING June 13, 2017

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:03 P.M. Chairperson Kuster 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: Kuster, Harper and Kunz.

Also attending: Peggy Gallos, Counselor John Zaiter, Projects Engineer Klemm, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

John DiMaio entered the meeting.

Chairperson Kuster indicated approval of minutes of the May 9th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kunz with Kuster, Harper and Kunz voting yea and John DiMaio abstaining.

Chairperson Kuster opened the meeting to public participation and noted one member of the public present.

Peggy Gallos, Executive Director of the Association of Environmental Authorities, approached the Board. She thanked them for the opportunity to give them a brief rundown of what the AEA does. She stated that some of the things they are currently working on for authorities are NJPDES permit issues such as CPO and arsenic levels, which is a recent issue in the HMUA's NJPDES permit. Kathy approached the AEA with the arsenic issue and this issue became a topic of discussion at an AEA NJPDES Committee meeting with the NJDEP and affected entities in Trenton. She stated that the AEA also tracks legislation to help Authorities keep abreast of potential upcoming issues and concerns. Peggy also stated that they have run educational forums for Professional Development, which Kathy has also attended.

Peggy concluded by stating that they are having a Managers Breakfast on June 28th in Hamilton. And they will also be holding several Commissioners Suppers in July for commissioners to meet, network and discuss current topics of concern to authorities and commissioners. These meetings are no cost and she encouraged all to attend.

Peggy thanked the Board for their time and exited the meeting.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to make final payment to CMS Construction Inc. for Contract No. 44S Water Pollution Control Plant Miscellaneous Modifications.

Executive Director Corcoran stated that all work at the WPCP has been completed. She recommended authorization of the final payment in the amount of \$38,239.28 subject to receipt



of all required documentation.

The following Resolution #17-3217 was proposed by Kunz who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority confirms that all work has been completed on the Contract 44S Water Pollution Control Plant Miscellaneous Modifications project; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority hereby authorizes the final payment to CMS Construction Inc. in the amount of \$38,239.28 which represents the final payment for the completion of the project.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to ratify the purchase of a new motor for Well No. 7 in the amount of \$23,713.81.

The following Resolution #17-3218 was proposed by Harper who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority authorized the Executive Director to obtain proposals for the purchase of a new motor for Well #7 at the May Meeting with the price not to exceed \$40,000; and,

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

WHEREAS, Pumping Services, Inc. has submitted the lowest cost proposal indicating they will provide the motor for \$23,713.81; and,

WHEREAS, Pumping Services, Inc. has submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contribution to a political or candidate committee in the previous one year, and the contract will prohibit them from making any reportable contributions this year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the purchase of the motor for Well # 7 in the amount of \$23,713.81 from Pumping Services, Inc.

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

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense account requisitions #OEA-1106 and #OEA-1107 in the total amount aggregate amount of \$287,606.44.

The following Resolution #17-3219 was proposed by John DiMaio who moved its adoption:

Resolution #17-3219

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

Dated:	May 12, 2017	OEA-1106	SL-12	\$169,039.56
Dated:	May 26, 2017	OEA-1107	SL-13	<u>118,566.88</u>
			Total	\$287,606.44



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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Construction Aid Fund Requisition #CAF-405 in the amount of \$20,900.00.

The following Resolution #17-3220 was proposed by Harper who moved its adoption.

Resolution #17-3220

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-405 be formally approved:

REQUISITION #CAF-405

CMS Construction Inc.	Contract 44S (#8)	\$ 12,600.00
CNR Realty Services	AB Reception Area Renovation	<u>8,300.00</u>
	Total	\$ 20,900.00

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-234 in the aggregate amount of \$329,672.44.

The following Resolution #17-3221 was proposed by Kunz who moved its adoption.

Resolution #17-3221

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-234 be formally approved:

REQUISITION #RR-234

Anka Painting Co.	2.4MG Tank – 46W (#2)	\$ 278,564.80
CMS Construction Inc.	Contract 44S (#8)	25,639.28
Fonseca Contracting Corp.	Main Street Sidewalks	3,850.00
Lowe’s	Roof Repair: Well 4	1,286.91
Mott MacDonald	Engineering Services	1,066.57
Samuel Stothoff Co., Inc.	Well 7 Removal/Inspection	2,385.00
Tilcon New York, Inc.	Asphalt (Maple Avenue)	1,979.88
Water Works Supply Co.	5/8” Water Meters	<u>14,900.00</u>
	Total	\$ 329,672.44

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-268 in the amount of \$934.50.

The following Resolution #17-3222 was proposed by Kunz who moved its adoption.

Resolution #17-3222

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-268 be



formally approved:

REQUISITION #ESR-268

Mott MacDonald	2016 Mountain	\$	934.50
	Total	\$	934.50

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

Chairperson Kuster 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, 2016.

A brief discussion ensued and it was suggested that the Executive Director prepare a 5-year plan showing income and expenses, and expected available funds for future capital projects.

The following Resolution #17-3223 was proposed by Kunz 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, 2016 was completed on May 15, 2017 and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-17, requiring 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, 2016 and, specifically, has reviewed the sections 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 Harper and upon roll call vote carried: Ayes: Kuster, John DiMaio, Harper and Kunz voting yea.

Chairperson Kuster requested the Office Manager to proceed with her report.

Debbie stated that the Annual Water Quality Reports for all the apartments are being prepared and will be mailed by July 1st. She also confirmed that the reports were given to the Townships and the Senior Housing Developments.

Debbie also stated that credit card payments continue to increase. Payments made in April totaled \$26,625.00 and in May they were \$29,310.00. Debbie stated that the credit card system has helped with collections.

Debbie continued by stating that, since the office staff has been working hard to have meters



replaced, she noticed that time to read meters has decreased. This month there are 6 books that are normally read with the G5 handheld, and take about 1 ½ weeks to complete. But with the replacement program and switching meters to ERT's, two water utility employees read all 6 books in one day. She confirmed that the staff is working hard to get all the older meters replaced.

Debbie also stated that while doing meter readings for last quarter, she started to keep track of all the empty homes and businesses. Billing route 3, which is the largest, contains approximately 2,373 customers and she confirmed that 53 were vacant.

Chairperson Kuster requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran began by stating she attended one day and night at the NJWEA Conference, and Mike and Pete also attended for longer periods and attended several operations courses.

Kathy continued by stating all is going well with the 2.4 tank project and Anka remains on schedule for a late June/early July completion date.

Kathy also stated it was determined that the motor for Well #7 needed to be replaced, so quotes were requested, with the lowest being \$23,713.81 from Pumping Services. She also confirmed that they are still waiting for pricing regarding the pump for Well #7.

Kathy also stated she is working on the RFP for the water main replacement project and intends to send it to three engineering firms.

Kathy concluded by stating there is an issue with the sewer line for 10 Claremont Rd. in Diamond Hill. It has been determined that the homeowner's sewer lateral has a blockage/break and it was determined that the sewer extends onto the adjacent property, owned by HMUA. No parties are aware of an easement for this sewer lateral; however, the lateral needs to be repaired on HMUA's property unless it can be relocated to stay within 10 Claremont Rd. Kathy stated that she would prefer they did not dig on the HMUA property since there is a 30" water main line, which could be compromised by the construction. She suggested that HMUA take some survey elevations and test pit to determine whether the lateral can make grade past the water line and other potential obstacles to be relocated within 10 Claremont Rd. If so, in the interest of time, the Authority could then proceed to install the portion of the line in the public right of way (i.e. sewer main to cleanout at curb) with the homeowner responsible to run the remainder of the new line. The board agreed with this approach.

Upon the completion of the Executive Director's report, Chairperson Kuster requested Projects Engineer Klemm to proceed with his report. (See Attached)

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he was asked by Kathy to check into agreements that the Authority has with Norfolk Southern Corporation. He confirmed that there are three railway crossing licenses that the Authority pays for on an annual basis. He stated Kathy had indicated that the license fee increased by 250% this year. John stated he has contacted Norfolk requesting that these annual contracts be changed to easements. Norfolk would not entertain easements. John requested possibly 50-99 year contracts but was told that they would not do more than 20 years. John stated he is waiting for a response back from Norfolk and will keep the Board posted.



Chairperson Kuster requested whether anyone had business of a general nature to discuss. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Kunz, seconded by John DiMaio and followed by a unanimous voice vote.

Time – 8:27 P.M.

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