



HMUA MINUTES

REGULAR  
MEETING OF

JUNE 14, 2016

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING JUNE 14, 2016

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 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: Harper, Jerry DiMaio, Kelly and Kuster.

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

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated approval of the May 10<sup>th</sup> Regular Meeting 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 indicated approval of the May 10<sup>th</sup> 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.

John DiMaio entered the meeting.

Chairperson Harper stated the next agenda item was discussion and possible action regarding any project change orders.

Executive Director Corcoran indicated that there was one change order.

Executive Director Corcoran explained that due to a number of main breaks on Richard Drive, the Authority would like to add that road to the water main project. She explained that she requested a proposal from CDM to survey and design the additional water main. The total cost for this work would be \$23,300.

The following Resolution #16-3147 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Authority requested a proposal from CDM-Smith for additional survey and design work to include Richard Drive in Hackettstown to the water main project; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #1 to CDM-Smith in the amount of \$23,300.00 for the survey and design work to include Richard Drive in the water main project (Contract 45W) .



This Resolution was seconded by Kelly and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, John 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 #16-3148 was proposed by Kelly who moved its adoption:

Resolution #16-3148

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

|                     |          |       |                  |
|---------------------|----------|-------|------------------|
| Dated: May 13, 2016 | OEA-1080 | SL-12 | \$82,176.16      |
| Dated: May 27, 2016 | OEA-1081 | SL-13 | <u>74,903.66</u> |
|                     |          | Total | \$157,079.82     |

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

Chairperson Harper entertained Resolution approving Construction Aid Fund Requisition #CAF-399 in the amount of \$1,010.82.

The following Resolution #16-3149 was proposed by Kelly who moved its adoption:

Resolution #16-3149

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-399 be formally approved:

REQUISITION #CAF-399

|           |                               |               |
|-----------|-------------------------------|---------------|
| Tickner's | Distribution Supplies (Hazen) | \$ 757.00     |
| Tilcon    | Asphalt (Hazen)               | <u>253.82</u> |
|           | Total                         | \$ 1,010.82   |

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

Chairperson Harper entertained Resolution approving Renewal and Replacement Fund Requisition #RR-222 in the amount of \$1,560.89.

The following Resolution #16-3150 was proposed by John DiMaio who moved its adoption.

Resolution #16-3150

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-222 be formally approved:



REQUISITION #RR-222

|                              |                       |                 |
|------------------------------|-----------------------|-----------------|
| Broschious, Fischer & Zaiter | Professional Services | \$ 438.75       |
| Fisher Electrical            | Service Call          | <u>1,122.14</u> |
|                              | Total                 | \$ 1,560.89     |

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

Chairperson Harper entertained Resolution approving Escrow Subaccount Requisition #ESR-259 in the amount of \$3,186.74.

The following resolution was proposed by Kelly, who moved its adoption:

Resolution #16-3151

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-259 be formally approved:

REQUISITION #ESR-259

|                         |                      |                 |
|-------------------------|----------------------|-----------------|
| Hatch Mott MacDonald    | CVS                  | \$ 903.00       |
| Hatch Mott MacDonald    | Shoppes at Mansfield | 1,187.50        |
| VB Mansfield Realty LLC | TacoBell-Refund      | <u>1,096.24</u> |
|                         | Total                | \$ 3,186.74     |

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

Chairperson Harper stated the next agenda item was discussion and possible action to grant tentative and final approval for water service to Applebee's Restaurant at 225 Mountain Ave. (Block 125, Lot 9) in the Town of Hackettstown.

After a brief discussion, the following Resolution #16-3152 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, Applebee's has requested Tentative and Final Approval for water utility service for Block 125, Lot 9 in the Town of Hackettstown, Warren County; and,

WHEREAS, the application and project plans have been reviewed and approved by the Executive Director and are in accordance with the Authority's Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the Applebee's water service project in the Town of Hackettstown, Warren County.

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

Chairperson Harper stated the next agenda item was discussion and possible action to grant Tentative and Final Approval for water and sewer service to a proposed AutoZone at 310 Mountain Ave. (Block 129, Lot 17) in the Town of Hackettstown.



The following Resolution #16-3153 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, AutoZone has requested Tentative and Final Approval for Water and Sewer service for Block 129, Lot 17 in the Town of Hackettstown; and

WHEREAS, the application and project plans have been reviewed and approved by the Executive Director and are in accordance with the Authority's Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the AutoZone project in the Town of Hackettstown, Warren County.

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

Chairperson Harper stated the next agenda item was discussion and possible action to approve a Mott MacDonald proposal for a Route 46 Water Main Replacement Alternatives Evaluation.

The following Resolution #16-3154 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has the need for an alternatives evaluation for a water main replacement project on Route 46 in Hackettstown; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority that Mott MacDonald is hereby authorized to complete an Evaluation of Water Main Replacement Alternatives, in accordance with its June 9, 2016 proposal submitted to the Authority, for the lump sum fee of \$9,800.00.

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

Chairperson Harper stated the next agenda item was discussion and request for authorization to amend the Authority's Employee Handbook. Executive Director Corcoran explained that the majority of proposed changes are to follow guidelines of the Municipal Excess Liability Joint Insurance Fund's Model Personnel Policies and Procedures Manual for the 2017 Policy Year, which will allow the Authority to continue to receive deductible and co-pay incentives. Modifications to the Emergency Standby and Weekend Duty section and Compensation Policy with regard to completion of courses and obtaining State of NJ Operator Licenses are also proposed, in addition to a new nepotism policy.

Following a brief discussion, the following Resolution #16-3155 was proposed by John DiMaio who moved its adoption.



WHEREAS, the Authority's Employee Handbook needs to be updated from time to time to keep up with current laws and to protect the interests of the Authority; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the Executive Director to make modifications to the Employee Handbook as provided in draft form to the Board Members and as discussed.

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

Chairperson Harper stated the next agenda item was discussion and possible action to adopt a Civil Rights Resolution as proposed by Attorney Zaiter.

The following Resolution #16-3156 was proposed by Kelly who moved its adoption.

WHEREAS, it is the policy of the HMUA to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the Board of the HMUA has determined that certain procedures need to be established to accomplish this policy, therefore,

BE IT RESOLVED by the HMUA Board that:

Section 1: No official, employee, appointee or volunteer of the HMUA by whatever title known, or any entity that is in any way a part of the HMUA shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the HMUA's business or using the facilities or property of the HMUA.

Section 2: The prohibitions and requirements of this Resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the HMUA to provide services that otherwise could be performed by the HMUA.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Executive Director shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this Resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the



alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Executive Director shall establish written procedures for employees and of the HMUA as well as all other entities subject to this Resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this Resolution.

Section 7: The Executive Director shall establish a system to monitor compliance.

Section 8: At least annually, the Executive Director shall cause a summary of this Resolution and the procedures established pursuant to this resolution to be communicated within the HMUA.

Section 9: This Resolution shall take effect immediately.

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

Chairperson Harper stated the next agenda item was discussion and possible action to certify review of the revised annual audit report for the fiscal year ended November 30, 2015.

After a brief discussion, the following Resolution #16-3157 was proposed by Kelly 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: an annual audit report for the fiscal year ended November 30, 2015 was completed on April 1, 2016, and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS: due to the State of New Jersey requiring that the audit include updated pension liability numbers, a revised annual audit report was completed on May 16, 2016; and

WHEREAS: N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the audit, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the 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 revised audit report for the fiscal year ended November 30, 2015, and specifically has reviewed the section of the 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.

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

Chairperson Harper requested that the Office/Purchasing Supervisor proceed with her report.

Debbie began by stating there were well over a hundred collections for the month of May.

Debbie also stated that she emailed the homeowner on Lafayette Street with the large water bill due to a leak advising her to attend the Board meeting as requested by the Board. She confirmed that she has not heard back from the homeowner.

Debbie concluded by stating she would like to research changing the amount that is currently set for credit cards. She confirmed that the highest amount that anyone can pay online is \$300.00. She would like to see if it can be increased to \$500.00 without an increase in the fee.

Chairperson Harper requested Executive Director Corcoran to proceed with her report. Executive Director Corcoran began by stating the water main project is scheduled to begin on June 20<sup>th</sup> in the area of Park Ave. as the Town intends to pave that road.

Corcoran also stated that she is continuing to work with the County Engineer on the restoration work for Willow Grove Street proposed to be completed under Contract 45W.

Corcoran also stated the Notice to Proceed has been sent to CMS Construction for Contract 44S. She confirmed that they have scheduled a PreCon Meeting for next week.

Corcoran stated that all active wells are working properly. The generator at the WFP is being evaluated by R&J Control to address recent operational issues and determine load requirements if replacement is required. She further stated that Bud has been reaching out to tank inspection companies regarding the 1.0 tank to determine the leak location, potential structural issues and remediation options.

Corcoran continued by stating she attended the NJWEA Conference in Atlantic City on May 16<sup>th</sup> – 19<sup>th</sup>.





Corcoran also stated Steve DeMattheis has requested a tour of the Wastewater Treatment Plant which is scheduled for tomorrow.

Corcoran concluded by stating that Dan Ubertaccio gave his two-week's notice on Monday. She confirmed that she has advertised for a water utility operator trainee on the HMUA website, the NJWEA and NJ Water Assoc. websites, and the local paper.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm stated that he is reviewing the revised Roy Roger's design documents.

Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he just wanted to remind everyone that he would not be at the July meeting, but a colleague would attend in his place.

Chairperson Harper requested whether anyone had business of a general nature to discuss.

Kelly stated he recently sold his home and this would be his last meeting unless his closing is moved. He thanked everyone and wished the Authority well.

Kelly also asked Executive Director Corcoran how she was doing with her new position and asked if the Board could help in any way. Corcoran confirmed that things were going well and she thanked the Board for their assistance.

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

Time – 8:55 P.M.

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Kathleen Corcoran, PE, PP  
Executive Director & Secretary