



HMUA MINUTES

REGULAR
MEETING OF

JULY 12, 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, and Kuster.

Also attending: Cindy Munley, Counselor Peter Liloia, 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 June 14th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Kuster with Harper, Jerry DiMaio and Kuster voting yea.

Chairperson Harper opened the meeting to public participation and noted that there were members of the public present.

John DiMaio entered the meeting.

Cindy Munley approached the Board, she stated that she was the owner of 102 Lafayette Street and was notified back in March that she had a large water leak. She stated that with the help of the Authority the leak was found to be in a crawl space at the back of her home. Once the leak was found, she confirmed that with the help of the Water Utility it was isolated and turned off, and within the week it was repaired. She stated that she received a bill in April for over \$2,000.00. She stated that she would like to set up a payment arrangement. She confirmed that she had already paid \$300.00. The Board stated that they have had this situation in the past with other owners of property in the service area. They stated that in most cases since the homeowners repaired the leak in a timely manner, they have waived the charges.

A motion was made by John DiMaio to waive the remaining balance associated with the leak. This was seconded by Jerry DiMaio and upon roll call vote carried. Ayes: Harper, Jerry DiMaio, John DiMaio and Kuster voting yea.

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

Executive Director Corcoran explained that due to a number of main breaks on Richard Drive, the Authority requested a proposal from MSP Construction to install a new water main on Richard Drive. The total cost for this work would be \$137,370.50.



The following Resolution #16-3158 was proposed by Kuster who moved its adoption.

WHEREAS, the Authority requested a proposal from MSP Construction for a replacement water main to be installed on Richard Drive in Hackettstown; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #1 to MSP Construction in the amount of \$137,370.50 to include Richard Drive in the water main project (Contract 45W).

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

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

The following Resolution #16-3159 was proposed by John DiMaio who moved its adoption:

Resolution #16-3159A

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

Dated: June 10, 2016	OEA-1082	SL-14	\$115,427.38
Dated: June 24, 2016	OEA-1083	SL-15	<u>98,034.12</u>
		Total	\$213,461.50

Resolution #16-3159B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-400 be formally approved:

REQUISITION #CAF-400

Warren Materials	Asphalt (Hazen)	\$ 292.01
	Total	\$ 292.01

Resolution #16-3159C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-223 be formally approved:

REQUISITION #RR-223

Badger Meter	5/8" & 1" Water Meters	\$ 15,610.70
Brosious, Fischer & Zaiter	Professional Services	146.25
CDM Smith	Engineering Services	5,818.00
Fairfield Maintenance, Inc.	Leak Monitor Repair	1,759.00
M.S.P.	Contract 45W – Payment #1	146,928.36
Peninsular Technologies	Software Support/Updates	<u>1,545.00</u>
	Total	\$ 171,807.31

Resolution #16-3159D

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-260



be formally approved:

REQUISITION #ESR-260

Hatch Mott MacDonald	Shoppes at Mansfield	\$	262.50
	Total	\$	262.50

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

Chairperson Harper stated the next agenda item was discussion and possible action to retain a firm to conduct laboratory services.

After a brief discussion, the following Resolution #16-3160 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, due to the need to obtain accurate laboratory data for submission to regulatory authorities and the implications of the Clean Water Enforcement Act and the mandatory fines involved, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional Certified Laboratory services; and,

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

WHEREAS, QC Laboratories of Southampton, PA has submitted the lowest quotation indicating they will provide the laboratory services in the amount of \$23,698.00.

WHEREAS, QC Laboratories has completed and submitted a Business Entity Disclosure Certification which certifies that QC Laboratory has not made any reportable contributions to a political or candidate committee in the Town of Hackettstown in the previous one year, and that the contract will prohibit QC Laboratory from making any reportable contributions in the coming year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the laboratory services in the amount of \$23,698.00.

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

Chairperson Harper stated the next agenda item was discussion and possible action to authorize 5-year renewal of membership in the Morris County cooperative Pricing Council (MCCPC).

The following Resolution #16-3161 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and



WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process, and

WHEREAS, the Hackettstown Municipal Utilities Authority desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to renew its membership in the MCCPC for the period of October 1, 2016 through September 30, 2021 at a cost of \$1,000 per year.

BE IT RESOLVED, by the Hackettstown Municipal Utilities Authority, County of Warren, New Jersey as follows:

1. The Hackettstown Municipal Utilities Authority hereby authorizes the execution of an Agreement with the Morris County Cooperative pricing Council by the Township of Randolph as Lead Agency dated July 12, 2016 pursuant to N.J.S.A 40A:11-11 (5). Said Agreement is for renewal of membership in the MCCPC for a five (5) year period from October 1, 2016 through September 30, 2021.
2. The Hackettstown Municipal Utilities Authority Executive Director is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Hackettstown Municipal Utilities Authority officials are authorized and directed to perform all requirements to affect the purpose of this Resolution.

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

Chairperson Harper requested that the Water Utility Superintendent proceed with his report.

Bud Volkert began by stating the water usage has been very good, but they are currently a little higher than this season the last few years. He believes this has been due to the extremely dry spring and early summer.

Bud continued by stating the Water Main project is going well, there have been some minor issues, but nothing serious. He confirmed that there have been three water service breaks, two of which were due to negligence on the contractor's part. He also stated that the installation of the water main has been completed in Franklin St., Park Ave., Ruland Ave. and Cook St., except for the services. He confirmed that they are now working in Mt. Olive.

Bud also stated he forwarded a letter to the Mayor of Hackettstown with regards to an email sent by a resident on Willow Grove St. He stated that when the County marked out the area that was to be restored at the intersection with Maple Ave., it was much larger than the area that the Authority had done their main break



repairs on. After a meeting at HMUA to discuss the current project, the County then returned and marked much smaller area to be restored. Board Member Kuster discussed the intersection and inquired about the possibility of working out an arrangement with the County to pave the entire intersection. Corcoran stated that she would discuss this possibility with the County Engineer.

Bud continued by stating that both Wells # 8 & 9 are running well. He confirmed that Well # 8 is running every day for 10 hours at 520 gallons per minute with no problems.

Bud also stated that they had another service leak on Main Street, which was located by a contractor removing trees for the sidewalk project. Bud confirmed that this again was an abandoned service line.

Bud also stated that HMUA hired a firm to complete a thorough inspection of the 1.0 storage tank, which is still out of service. This work should be completed within a month.

Bud concluded by stating that Dan Ubertaccio has left the company to pursue other options. Bud confirmed that he has received a number of applications and has interviewed 7 people. He stated that he has given Kathy the applications on his top prospects and that he and Kathy interviewed a top candidate earlier this evening.

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

Executive Director Corcoran began by stating that she received Ed Kelly's letter of resignation dated July 7th.

Corcoran also stated the water main project is moving along and she confirmed that water main installations completed in Hackettstown. The contractor is moving back and forth between Hackettstown and Mt. Olive and is currently working in Mt. Olive on John St. She stated that the Richard Drive work will be a good addition to the Contract.

Corcoran also stated that she is working with the County Engineer regarding traffic control/detour plan for the proposed work in Willow Grove St. This should be approved by the Freeholders at tomorrow's meeting. She continued by stating that the County has assessed charges for cutting of county roads within the 5 year moratorium. She intends to discuss these fees with the County Engineer, as the HMUA only opens the county roads in emergency situations requiring immediate action to stop water main breaks.

Corcoran also stated they had a PreCon meeting with CMS Construction regarding the Water Pollution Control Plant Miscellaneous Modifications Project on June 22, 2016. They have been submitting shop drawings and applying for permits, but have not started any construction work.

Corcoran stated they finally received a preliminary draft NJPDES permit for the treatment plant. It has been reviewed by her, Pete and MM, and there are concerns



regarding the proposed arsenic limit. The limit has been set at the NJ Surface Water Quality Standard of 0.017 ug/l, which is more than two orders of magnitude greater than New Jersey's maximum contaminant level for potable water of 5 ug/l and the Federal maximum contaminant level of 10 ug/l. The SWQS could be due to natural background conditions for arsenic. She stated that a letter has been prepared by MM to the NJDEP regarding this issue, but the time to submit formal comments will commence once the Draft NJPDES permit is issued.

Corcoran stated that twelve applications were received from various advertisements for the Water Utility Operator Trainee. She confirmed that several interviews have been completed by the Water Utility Superintendent and a second interview was completed by her for one candidate.

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.

Klemm concluded by stating MM will be meeting with Kathy and Bud on Friday to review information regarding the Route 46 water main to develop alternatives and recommendations.

Chairperson Harper requested Counselor Liloia to proceed with his report. Counselor Liloia stated he had nothing further to add.

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

Vice Chairperson Jerry DiMaio questioned if letters are being forwarded to the homeowners in the water main project area. Bud confirmed that letters were not delivered to the homeowners on Maple Ave. and Plane. He stated that he was out of the office and he thought they were not going to start until the following week.

The Board also commented that Ed Kelly was on the HMUA Board for over 10 years and what a great job he did.

Chairperson Harper stated that Kelly had questioned Kathy last month on how things were going in the position. He suggested that, since Kathy has been in the position now seven months, a review should be done by the Board. He confirmed that he spoke with John Zaiter and one should be set up for August or September. Kathy stated that she thought a review was a good idea. She will forward the job description and the signed job acceptance memo to the board members.

The Board also stated that there would not be a quorum for the August 9th meeting and wished to know if the Board would like to reschedule.

A motion was made by John DiMaio to reschedule the meeting to August 2, 2016. This was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, John DiMaio and Kuster voting yea.



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 – 8:45 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary