



HMUA MINUTES

REGULAR  
MEETING OF

July 14, 2020

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING July 14, 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, John 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 June 5, 2020 Special Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio.

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster indicated approval of minutes of the June 5, 2020 Executive Session to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster indicated approval of the June 9, 2020 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio.

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster indicated approval of minutes of the June 9, 2020 Executive Session to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

Ayes: Kuster, John 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-1186 and #OEA-1187 in the total aggregate amount of \$232,559.60. The following Resolution #20-3499 was proposed by Harper who moved its adoption:

Resolution #20-3499



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

Dated: June 05, 2020	OEA-1186	SL-14	\$156,405.74
Dated: June 19, 2020	OEA-1187	SL-15	<u>\$ 76,153.86</u>
	Total		\$232,559.60

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

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-271 in the aggregate amount of \$1,346.00. The following Resolution #20-3500 was proposed by John DiMaio who moved its adoption.

Resolution #20-3500

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-271 be formally approved:

REQUISITION #RR-271

Fisher Electrical Contractor	Service Call/Main Service	<u>\$ 1,346.00</u>
	Total	\$ 1,346.00

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-302 in the amount of \$5,439.50. The following Resolution #20-3501 was proposed by Harper who moved its adoption.

Resolution #20-3501

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-302 be formally approved:

REQUISITION #ESR-302

Mott MacDonald	Residences at Bilby Rd	<u>\$ 5,439.50</u>
	Total	\$ 5,439.50

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving action to Certify Review of the Annual Audit Report for Fiscal Year Ended November 30, 2019.

Kathy stated that we will postpone this discussion due to the fact that accountants were still waiting for additional information from the state to complete the Audit.

Chairperson Kuster stated the next agenda item was discussion and possible action to modify the Authority Rules and Regulations. Kathy explained that there are several items in the rules that needed to be clarified or updated. The updates included revisions and clarifications to the Equivalent Dwelling Unit (EDU) definitions and how the EDUs are calculated for various



dwelling types. These revisions will produce demand & usage calculation for condominium and apartment developments consistent with the Residential Site Improvement Standards when determining the number of EDUs for a development. The revisions also included clarifications on the requirements for bonding and other miscellaneous modifications.

Harper inquired as to what the other Authorities are using as far as EDU's. Kathy stated that these updates will bring our Rules and Regulations more in line with most other Authorities.

After discussion, a motion was made by John DiMaio to accept the proposed modifications to the Rules and Regulations. This motion was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, John DiMaio, Harper

Chairperson Kuster stated the next agenda item was to enter into a Settlement Agreement with Moudro Corporation.

Kathy stated that a revised settlement agreement was received last night and will be further discussed in Executive Session.

Chairperson Kuster stated that the next item was to enter into a Non-Residential Gas Extension Contract with Elizabethtown Gas Company when ready. Deputy Director Frank Biak explained that a meeting was held with Bill Shoop, the owner of Lot 21 Block 30, to discuss the proposed blanket utility easement. ABB, the owner of Lot 2 Block 30, was contacted regarding the proposed blanket utility easement. Frank explained that the contribution required by the HMUA for the installation of the gas service to the WPCP site is \$0.00.

The following Resolution #20-3502 was proposed by Harper who moved its adoption.

Resolution #20-3502

WHEREAS, the Authority has determined that natural gas would be beneficial for future operation of boilers for building heat and standby by generator; and

WHEREAS, the Authority received a non-residential gas extension contract between Elizabethtown Gas and the HMUA, in which the contribution required by the applicant (HMUA) will be zero (\$0.00); and

WHEREAS, the Authority is in the process of obtaining blanket utility easements from the two property owners involved with the proposed natural gas service line down Esna Drive; now therefore

BE IT RESOLVED, that the Executive Director has authority to sign the contract with Elizabethtown Gas Company once the easements are in place.

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

Ayes: Kuster, John DiMaio and Harper

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

Executive Director Kathleen Corcoran began by stating that she has brought all employees back to work full time with social distancing precautions in place.

Kathy also stated that the yearly Audit is being finalized and that there were delays due to the



release of the GASB numbers from the state.

The HMUA facilities had a majority of the lights retrofitted under the Clean Energy Program Grant. This should reduce lighting costs by 70% and save the Authority approximately \$218,000 over the next 10 years. The work is continuing.

There is nothing new to report for Quick Check. Residences at Bilby Road is under review and Heritage Senior Living on Drakestown Road has a tentative application for 23 Water EDU's and 12 Sewer EDU's also under review.

Kathy continued her report in stating there were two main breaks in late June and early July – one being a private main for Mansfield Village. This totals six breaks for the calendar year. Three old leaking services were replaced since last month. Most recently, there was a water main break on Route 57 that may have been caused by a power failure at Well #9 and possible water hammer in the distribution system.

There was a large increase in the amount of water used in the Mount Olive High Pressure system for the month. We performed leak detection and did not find any leaks. It appears that the irrigation systems in that part of the system are the cause of the increase water demand.

The water utility continued the valve exercising program with great results. So far no repairs to the valves have been required. We continued leak detection with the nightly deployment of leak detector correlators. We have been painting fire hydrants throughout the distribution system with a safety red color top to bottom.

We continue to work on our service line inventory by pulling every file to determine the type of service lines in our system to prepare for the impending revised Lead & Copper Rule.

We are working on our Emergency Response Plan for the water utility as required by the EPA.

Kathy stated that the annual JIF inspection went well and the minor issue found during the inspection was corrected.

A discussion ensued concerning the paving of roads and the agreement between HMUA and the Town. This year the HMUA will not have to reimburse the Town of Hackettstown for the paving of road. Last year the HMUA reimbursed the town \$71,700 for paving of Franklin and Pine Streets. The question was raised as to whether there is a savings for the HMUA if the agreement is continued. Kathy stated her understanding is there are several roads that HMUA has dug up that have not yet been paved. Kuster stated that he was not aware of roads that have not been paved over by the town. The discussion continued to talk about how many inches were milled and how many inches were replaced. Frank said that if the asphalt is installed at a thickness greater than 2-inches it will increase the cost as the resurfacing work is paid by the ton and not square yard. Kathy and Frank will identify roads that still need milling and paving and have that information for the next meeting.

On the sewer utility side, the influent washer compactor VFD failed and required replacement. The driver motor was also changed out with a spare that was in stock. This required the duty operators to come in once a night and twice on the weekends to clear the bar screens.

The sewer utility monitored the WFP wastewater pump station during a planned PJM power shut down for the Emergency Demand Response Plan. HMUA was able to fully power down for the required hour and should be receiving full credit for the planned reduction.



The sewer utility is looking at several options to purchase a portable flow meter to assist in identifying inflow and infiltration within the collection system.

The sewer staff was able to replace the UV gate gasket. This will help isolate the flow into the UV channels during the UV system replacement.

Mott MacDonald has been working with UV system vendors to get initial layout drawings of the proposed UV system.

As discussed prior, Frank stated that the HMUA is currently pursuing easements with Bill Shoop and ABB for a blanket utility easement of the Esna Drive private ROW in order to install the proposed gas service for the WPCP. The metes & bounds along with the exhibit showing the proposed easement areas were sent to both property owners. Counselor Zaiter's office will be preparing the easement agreement language.

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 #20-3503 was proposed by John DiMaio who moved its adoption. The motion to convene into Executive Session was seconded by Harper.

Ayes: Kuster, John DiMaio and Harper

Resolution #20-3503

BE IT RESOLVED, on this 14th day of July, 2020 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.

THEREFORE, BE IT RESOLVED, on this 14th day of July, 2020 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 2:55PM.

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.

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

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

Time – 3:14 P.M.

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