



HMUA MINUTES

REGULAR
MEETING OF

AUGUST 2, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING AUGUST 2, 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.

Executive Director Corcoran acknowledged receipt of the Resolution adopted by the Town of Hackettstown appointing Leonard Kunz to the Authority for a term of office expiring on February 1, 2017.

Roll call indicated the following members in attendance: Harper, Kuster and Kunz.

Also attending: Counselor John 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 July 12th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kuster, being seconded by Harper with Harper and Kuster voting yea and Kunz abstaining.

Chairperson Harper opened the meeting to public participation and noted that there were no members of the public present.

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

Executive Director Corcoran confirmed that there were no change orders.

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

The following Resolution #16-3162 was proposed by Kuster who moved its adoption:

Resolution #16-3162A

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

Dated:	July 08, 2016	OEA-1084	SL-16	\$113,564.60
Dated:	July 22, 2016	OEA-1085	SL-17	<u>101,927.07</u>
			Total	\$215,491.67

Resolution #16-3162B

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-224 be formally approved:



REQUISITION #RR-224

Washington Township	Permit – Contract 44S	\$ 243.00
Warren County Treasurer	Escrow	5,000.00
M.S.P. Construction Corp.	Contract 45W-Payment #2	406,812.21
Office Concepts Group	Office Furniture	2,371.82
Water Works Supply Co.	Hydrants/Parts	<u>8,729.00</u>
	Total	\$ 423,156.03

Resolution #16-3162C

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-261 be formally approved:

REQUISITION #ESR-261

Hatch Mott MacDonald	Shoppes at Mansfield	\$ <u>972.50</u>
	Total	\$ 972.50

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

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

Pete Tynan began by stating they continue to do work for Allamuchy. He confirmed since his last meeting they have worked 10 man hours and 5 mini camera hours.

Pete also stated that he, Mike and Kathy attended the WEA Conference in Atlantic City the week of May 16th. He and Mike each obtained 10 TCH credits for their license renewal.

Pete continued by stating that his staff performed 8 manhole frame change outs and 1 riser install in the Kenwood area of Mitchell and Lawrence Drive. He confirmed this work was done so paving could be completed by the Town.

Pete also stated that he and Bud attended the Washington Township table top OEM exercise on May 12th.

Pete also stated that he, Bud and Kathy conducted a plant walk through of the nearly completed Mars Wastewater Pretreatment Facility.

Pete also discussed the NJPDES Permit which was received on June 17th. As previously discussed, the main concern is the Arsenic limit which is proposed to be imposed. He confirmed that Mott MacDonald is reviewing the draft permit to address this and any other issues and will be forwarding a letter with their concerns.

Pete concluded by stating he met with the superintendent of Mansfield Village to discuss some sanitary sewer line issues that HMUA crews found with the sewer camera. These lines are generally privately owned, but HMUA responds to emergency blockages and overflows in the interest of public health. He stated that there was a main line blockage that occurred today and another one had occurred in



May. He confirmed that these blockages were caused by roots and broken lines. Pete stated that he spoke with Kathy and Mansfield Village has been notified of specific issues that need to be addressed by them to repair the sewerage system. Pete will follow up with them in a few weeks to assess the status of the repairs.

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

Executive Director Corcoran began by stating that the water main project is moving along, although there have been issues with service breaks and contractor being able to stick with the schedule. She confirmed that in Area 1 in Mt. Olive, the water main and most services have been installed. In Area 2, Plane St. and Maple Ave. still need to be pressure tested, the bacteria test done and services connected. This will impact several businesses. Area 3, Ruland, Park, Franklin and Cook Streets are completely done with the exception of punch list items. The final paving of Willow Grove Rd. is also an outstanding item.

Corcoran also stated that the contractor has not signed the Change Order to include Richard Drive in the contract.

Corcoran also stated she received a letter from the County Engineer regarding fees assessed to HMUA. She explained that the County assesses additional fees if the roads are opened within the 5 year moratorium. Ms. Corcoran stated she explained to the County Engineer that the Authority only opens roads in emergency situations and he expressed that any exception to imposition of this fee would have to be considered by the Freeholders. It was suggested by the Board that a letter be forwarded to the Freeholders explaining the Authority situation and see if they can help, possibly with getting some of the fees waived.

Corcoran also stated the Water Pollution Control Plant Miscellaneous Improvements Project is moving along slowly. The Engineer, Gannett Fleming, is still waiting for paperwork including an approvable Health and Safety Plan and Asbestos Abatement Plan. She stated that a requisition was submitted by the contractor for a payment but not recommended for approval by the Engineer, so no payments have been made.

Corcoran also stated that the inspection on the 1.0 tank will be done on August 8th.

Corcoran concluded by stating they have hired a new water utility operator who will be starting tomorrow. She stated that he seems very motivated to obtain his water licenses, and she feels he will be a good fit for the water utility.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm stated that Mott MacDonald met with Kathy and Bud to review options for the water main along Route 46. He also stated he is reviewing Submittal No. 4 of the revised Roy Roger's design documents.



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

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

Chairperson Harper stated that, as discussed at the last meeting, they have been conducting interviews with the three departments and key employees with regards to how things are going since Kathy has been in place as Executive Director. He stated that they hope to have this evaluation complete within the next few weeks and will then schedule a review with Kathy for the next meeting.

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

Time – 8:24 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary