



HMUA MINUTES

REGULAR
MEETING OF

SEPTEMBER 8, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING SEPTEMBER 8, 2015

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 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: Joyce Ma, Court Stenographer Latitisa Russell, Counselor Zaiter, Projects Engineer Klemm, Executive Director Smith and Recording Secretary Palma.

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper stated he would open the meeting for the public hearing to hear testimony and to discuss proposed changes to water and sewer charges.

At this point, Court Stenographer Latitisa Russell sworn in Executive Director Smith. Questions were proposed by Joyce Ma.

See attached transcript.

Chairperson Harper stated that discussion and possible action to adopt the Water and Sewer Rate Schedules to be the next agenda item.

The following Resolution # 15-3084 was proposed by Kelly who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has not increased general water and sewer rates since 2006 and has previously adopted several rate decreases in 1999 and 2002; and,

WHEREAS, during the last several months, the Hackettstown Municipal Utilities Authority has evaluated several different options to develop the proposed rate schedules and has further reviewed comments received regarding the notices published in two newspapers and also forwarded to the municipalities served by the HMUA; therefore,

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority hereby adopts the attached Rates and Fees; and,

BE IT FURTHER RESOLVED, that the Schedule of Water Utility Service Charges and the Schedule of Sewer Utility Service Charges shall become effective with the October 1, 2015 Billing and that all other Fees and Charges shall become effective immediately.

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



Chairperson Harper indicated that approval of the minutes of the July 14th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Kuster with Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper indicated that approval of the August 11th Regular Meeting Minutes to be the next agenda item. A motion to approve the minutes was made by Kelly being seconded by Kuster with Harper, Kelly and Kuster voting yea and Jerry DiMaio abstaining.

Chairperson Harper indicated that approval of the August 11th Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly being seconded by Kuster with Harper, Kelly and Kuster voting yea and Jerry DiMaio abstaining.

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

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

Executive Director Smith acknowledged 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 #15-3085 was proposed by Jerry DiMaio who moved its adoption:

Resolution #15-3085A

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

| | | | | |
|--------|-----------------|----------|-------|------------------|
| Dated: | August 07, 2015 | OEA-1058 | SL-18 | \$124,749.77 |
| Dated: | August 21, 2015 | OEA-1059 | SL-19 | <u>94,684.94</u> |
| | | | Total | \$219,434.71 |

Resolution #15-3085B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-393 be formally approved:

REQUISITION #CAF-393

| | | |
|---------------------|-----------------|--------------------|
| Preferred Furniture | Labor/Equipment | <u>\$ 1,281.25</u> |
| | Total | \$ 1,281.25 |

Resolution #15-3085C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-213 be formally approved:



REQUISITION #RR-213

| | | |
|----------------------------|---------------------------|---------------|
| Delaware River Basin | WPCP Docket Renewal Fee | \$ 4,692.00 |
| Badger Meter, Inc. | 5/8" & 1-1/2" Meters | 21,962.44 |
| Edmunds & Associates, Inc. | Billing Software/Hardware | 24,620.00 |
| HD Supply Waterworks, Ltd. | Hydrant | <u>805.25</u> |
| Total | | \$ 52,079.69 |

Resolution #15-3085D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-256 be formally approved:

REQUISITION #ESR-256

| | | |
|--------------------|--------|------------------|
| Badger Meter, Inc. | HORTON | \$ <u>978.94</u> |
| Total | | \$ 978.94 |

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

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

Debbie Palma began by providing the Board with an update on the credit card payments and collections for the month of August.

Debbie concluded by stating that the Authority is now up and running on the new Edmunds billing system. She confirmed that it has been a long process but things are moving along. They performed the first billing with Edmunds on September 1st and it went relatively well. She also stated that the email bills went out a few days later due to the fact that the new website was still not up and running. She also showed the Board the new post card bills and email bills.

Board Member Kelly exited the meeting.

Chairperson Harper requested Executive Director Smith to proceed with his report.

Executive Director Smith began by stating the Auction of the Reservoir Property took place on Saturday August 29th at 10:00 AM here in the Administration Building. He confirmed that there were two bidders and the property sold for \$182,500.00. He stated that he would be meeting the gentleman soon to review documents and answer any questions. The closing is scheduled for October 28th.

Smith concluded by stating that the Edmunds billing system has been a big undertaking for the staff. He stated that compared to the prior WinBill system, the Edmunds system requires many more steps.

Upon completion of the Executive Director's report, Chairperson Harper requested Projects Engineer Klemm to proceed with his report. Engineer Klemm reported that the Delaware River Basin Commission (DRBC) application was finalized on August 12th. will be mailed tomorrow. He also stated that there were two items on



the punch list to be completed for Well #9, which have been completed and final payment has been submitted.

Chairperson Harper requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he nothing further to report at this time.

At this time it was suggested that the Board convene into Executive Session.

Chairperson Harper stated he would entertain a motion to convene into Executive Session.

Resolution #15-3086 was proposed by Jerry DiMaio who moved its adoption.

BE IT RESOLVED, on this 8th day of September 2015, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Personnel matters 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.

A motion to convene into Executive Session was made by Jerry DiMaio and seconded by Kuster. Ayes: Harper, Jerry DiMaio and Kuster.

THEREFORE, BE IT RESOLVED, on this 8th day of September 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:40 PM.

Debbie Palma exited the meeting.

Kuster moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 9:30 PM. No formal action was taken during Executive Session.

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

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 Kuster and followed by a unanimous voice vote.

Time – 9:31 P.M.

Bruce D. Smith
Executive Director & Secretary