



HMUA MINUTES

REGULAR
MEETING OF

SEPTEMBER 10, 2013

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF SEPTEMBER 10, 2013
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:00 P.M.

Roll call indicated the following members in attendance: Brown, Harper, Kelly and Jerry DiMaio .

Also attending: Joan Greco, Counselor Zaiter, Project Engineer David Klemm, Executive Director Smith, Deputy Director Perry and Recording Secretary Palma.

Chairperson Brown 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.

Chairperson Brown led a salute of the United States Flag.

Chairperson Brown indicated that approval of the August 13th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Harper, Kelly and Jerry DiMaio voting yea and Brown abstaining.

Chairperson Brown indicated that approval of the August 13th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kelly with Harper, Kelly and Jerry DiMaio voting yea and Brown abstaining.

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

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

Executive Director Smith confirmed there were no change orders.

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

The following Resolution #13-2951 was proposed by Kelly who moved its adoption:

Resolution #13-2951A

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

Dated:	August 09, 2013	OEA-1008	SL-18	\$146,299.56
Dated:	August 23, 2013	OEA-1009	SL-19	<u>68,978.92</u>
			Total	\$215,278.48

Resolution #13-2951B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-370 be formally approved:

REQUISITION #CAF-370



Washington Township	Escrow Deposit – Well # 9 WH	\$ 1,000.00
Washington Township	Variance Application – Well 9	500.00
Bros., Fischer & Zaiter	Professional Services	3,599.92
Hatch Mott MacDonald	Engineering Services	6,580.00
MBE Mark III Electric	Claremont Well 8 – 42WS	<u>2,940.00</u>
	Total	\$14,619.92

Resolution #13-2951C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-189 be formally approved:

REQUISITION #RR-189

NJDOT Permits Office	Permit: Arthur/College View	\$ 300.00
Capitol Supply Const.	Hydrant Meter – Miller St.	882.00
Hatch Mott MacDonald	Engineering Services	15,730.00
Hayes Pump Inc.	Pump Impeller – MOBP#1	15,805.00
Howard Burd & Sons	Trench Repairs – Sharp St.	13,777.20
Pumping Services, Inc.	Gravity Belt Pump Parts	3,758.46
Reivax Contracting Corp.	Sewer Lateral Repair	<u>4,506.77</u>
	Total	\$ 54,759.43

Resolution #13-2951D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-235 be formally approved:

REQUISITION #ESR-235

Hatch Mott MacDonald	CVS	\$ 966.50
Hatch Mott MacDonald	NJDOT Rt. 46 Bridge	493.50
Hatch Mott MacDonald	Princess Towers	<u>539.00</u>
	Total	\$ 1,999.00

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

Chairperson Brown stated the next agenda item was discussion and possible action to approve the purchase of a digester boiler and burner for the Wastewater Treatment Plant.

John DiMaio entered the meeting.

After a brief discussion the following Resolution #13-2952 was proposed by Kelly who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority requested proposals for the purchase of a Digester Boiler and Burner for the Wastewater Treatment Plant; and,

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



WHEREAS, Industrial Combustion Associates has submitted the lowest cost proposal indicating they will provide the boiler and burner for \$21,801.00; and,

WHEREAS, Industrial Combustion Associates has submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contribution to a political or candidate committee in the previous one year, and the contract will prohibit them from making any reportable contributions through the term of the contract; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the purchase of the boiler and burner in the amount of \$21,801.00 from Industrial Combustion Associates.

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

Chairperson Brown stated the next agenda item was discussion and possible action to authorize advertisement and receipt of bids for Contract #43W Arthur Terrace and College View Water Main Project.

The following Resolution #13-2953 was proposed by Kelly who moved its adoption.

WHEREAS, Hatch Mott MacDonald Engineering was previously authorized to prepare the plans and specifications for the bidding of Contract #43W, Arthur Terrace and College View Water Main Project; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority hereby authorizes the advertisement and receipt of bids for Contract #43W, Arthur Terrace and College View Water Main Project.

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

At this point a member of the public entered the meeting and was acknowledged by Chairperson Brown. Joan Greco stated that her water line has been repaired. She confirmed that she has hired an attorney and is moving forward to recover some of the funds for the repairs. It was suggested that she add the charges for the water to her claim.

Ms. Greco thanked the Board, and read a letter expressing her thanks to the HMUA and Charles Volkert for their kindness and help. The following letter was read into the record.

"I would like to thank everyone at the HMUA for their assistance with my water issue. You were all so kind and helpful. I especially would like to thank Bud for taking his time to personally come out to the site and help my repair men. He went above and beyond his job to make sure it was a success. Thanks again! Sincerely, Joan Greco."

Chairperson Brown indicated the next agenda item was discussion and possible action to modify the Employee Policies and Procedures.



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

At this point Recording Secretary Palma exited the meeting.

Resolution #13-2954 was proposed by John DiMaio who moved its adoption.

BE IT RESOLVED, on this 10th day of September 2013, 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 John DiMaio and seconded by Harper. Ayes: Brown, Harper, John DiMaio, Kelly and Jerry DiMaio.

THEREFORE, BE IT RESOLVED, on this 10th day of September 2013, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:32 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 9:45 PM. No formal action was taken during Executive Session.

Chairperson Brown stated the next agenda item was discussion and possible action to approve the Water Utility Annual and Capital Budgets for the fiscal year 2014.

A limited discussion followed on the Water Utility Annual and Capital Budgets for fiscal year 2013/2014 and the following Resolution #13-2955 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, the Water Operations Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the Fiscal Year beginning December 1, 2013 and ending November 30, 2014 has been presented before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 10, 2013; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,927,000, Total Appropriations including any Accumulated Deficit if any, of \$2,736,134, and Total Unrestricted Net Assets utilized of \$809,134; and,

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,735,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, \$0; and,

WHEREAS, the schedule of rates, fees, and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and,



WHEREAS, the Capital Budget / Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere, by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means as provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at an open public meeting held on September 10, 2013 that the Annual Budget, including Supplemental Schedules, and the Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the Fiscal Year beginning December 1, 2013 and ending November 30, 2014 is hereby approved; and,

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures / expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and,

BE IT FURTHER RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget / Program for adoption on October 8, 2013.

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

Chairperson Brown stated the next agenda item was discussion and possible action to approve the Sewer Utility Annual and Capital Budgets for Fiscal year 2014.

Upon completion of discussion concerning Sewer Utility Annual and Capital Budgets for fiscal year 2013/2014, Resolution #13-2956 was proposed by Kelly who moved its adoption:

WHEREAS, the Sewer Operations Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the Fiscal Year beginning December 1, 2013 and ending November 30, 2014 has been presented before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 10, 2013; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,445,000, Total Appropriations including any Accumulated Deficit if any, of \$2,368,901, and Total Unrestricted Net Assets utilized of \$0; and,

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$960,250 and Total Unrestricted Net Assets planned to be utilized as funding thereof, \$0; and,



WHEREAS, the schedule of rates, fees, and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and,

WHEREAS, the Capital Budget / Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere, by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means as provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at an open public meeting held on September 10, 2013 that the Annual Budget, including Supplemental Schedules, and the Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2013 and ending November 30, 2014 is hereby approved; and,

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures / expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and,

BE IT FURTHER RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget / Program for adoption on October 8, 2013.

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

At this point, Chairperson Brown requested Deputy Director Perry to proceed with his report.

Deputy Director Perry stated that the paving was completed for the trench for the Sharp Street Water Main Project. The work was completed by Bob Burd.

Perry continued by stating that the Permit to Operate Claremont Well #8 was received by NJDEP. The new well pump produces 800 gpm, but will be operated at a lower rate initially. The Well #9 Minor Site Plan was approved by the Washington Township Planning Board also, and the Notice to Proceed will be given to contractor soon.

Perry stated that Claremont and WPCP Generator Contact 42SW is in the shop drawing submittal phase, and that the submittals are about 75% complete. Work is scheduled to begin in about 2 weeks starting with the duct bank.



Perry concluded by stating that the Hydraulic Model is complete and awaiting the final report.

Upon completion of the Deputy Director's report, Chairperson Brown requested the Executive Director to proceed with his report.

Executive Director Smith stated that the only item he had was the auction of the reservoir properties. The Auction is scheduled for September 21st at Trinity Church and will be conducted by Fiedler Realty.

Chairperson Brown requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he had nothing further to report.

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

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

Time – 10:06 P.M.

Bruce D. Smith
Executive Director & Secretary