



HMUA MINUTES

REGULAR
MEETING OF

SEPTEMBER 13, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING SEPTEMBER 13, 2016

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:31 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, 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 August 2nd Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by Jerry DiMaio with Harper, Kuster and Kunz voting yea and Jerry DiMaio 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 was the next order of business.

The following Resolution #16-3163 was proposed by Kunz who moved its adoption:

Resolution #16-3163A

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

Dated:	August 05, 2016	OEA-1086	SL-18	\$118,323.45
Dated:	August 19, 2016	OEA-1087	SL-19	<u>114,136.96</u>
			Total	\$232,460.41

Resolution #16-3163B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-401 be formally approved:

REQUISITION #CAF-401

CMS Construction Inc.	WPCP: Contract 44S (#1)	<u>\$ 85,000.00</u>
	Total	\$ 85,000.00



Resolution #16-3163C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-225 be formally approved:

REQUISITION #RR-225

APG-Neuros	Blower Parts	\$ 2,623.78
CDM Smith	Engineering Services	33,658.00
CMS Construction Inc.	WPCP: Contract 44S (#1)	106,100.00
DN Tanks, Inc.	1.0 MG Tank Inspection	3,500.00
Fisher Electrical	OB Electric Svc./Generator	9,035.00
Gannett Fleming Inc.	Engineering Services	25,715.94
M.S.P. Construction Corp.	Contract 45W (#3)	128,755.24
Mott MacDonald	Engineering Services	3,234.00
Telecom Contracting Inc.	Phone/Computer Cabling	2,000.00
Tilcon	Backfill Material	4,321.64
USA BlueBook	Sensaphone Autodialer	<u>1,469.70</u>
	Total	\$ 320,413.30

Resolution #16-3163D

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-262 be formally approved:

REQUISITION #ESR-262

Mott Mac Donald	Shoppes at Mansfield	\$ 635.00
Pamela Moore	Escrow Refund (MOORE)	<u>2,000.00</u>
	Total	\$ 2,635.00

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

Chairperson Harper indicated the next agenda item to be discussion and possible action to Approve Annual Budget and Capital Budget for fiscal year ending November 30, 2017.

Executive Director Corcoran stated that a copy of the Budget has been forwarded to all Board Members. She confirmed that she also forwarded memos providing the Board with explanations of the increases and the decreases. She explained that the Health Benefits are currently an estimate of an increase of approximately 6% due to the fact that she still has not received the new figures from the State Health Benefits Program. She also discussed the salary ranges and explained that she felt some of them needed to be increased.

After a lengthy discussion, the following motions were made.

A motion was made by Kunz to increase the maximum salary range for Operator Class 2 from \$61,556.35 to \$64,999.00. This was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kuster and Kunz voting yea.



A motion was made by Kuster to increase the maximum salary range for Senior Operator from \$68,833.00 to 69,999.00. This was seconded by Kunz and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kuster and Kunz voting yea.

A motion was made by Kuster to increase the maximum salary range for Administrative Assistant from \$58,041.57 to \$64,999.00. This was seconded Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio and Kuster voting yea and Kunz voting no.

Chairperson Harper indicated that he would now entertain a Resolution to approve the Annual and Capital Budgets for the fiscal year ending November 30, 3017.

The following Resolution #16-3164 was proposed by Kuster who moved its adoption:

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 13, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,866,000, Total Appropriations, including any Accumulated Deficit if any, of \$4,926,000 and Total Unrestricted Net Position utilized of \$60,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,975,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$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 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 13, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 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 November 7, 2016.

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

Chairperson Harper requested that the Office Manager proceed with her report.

Debbie Palma began by stating, in reviewing the Delta Dental Agreement, she found that the Authority was being billed for family plans on three employees that should have no longer had the family dental plan. She explained that once a child reaches age 19 and is no longer in school, they are no longer covered. If they are in school, coverage will continue until they are age 23. In the three cases, all children were over age 23. She contacted Delta Dental and requested refunds for the period of time that the children had been aged out of the plan. This resulted in a Delta Dental refund to the Authority of just over \$3,000.00.

She continued by stating that for the months of July and August 2016, 750 final notices were sent out, 138 collections work orders were processed, and 28 customers were turned off.

She confirmed that they are continuing to work with the Edmunds billing system and things seem to be improving.

She concluded by stating she will be attending the NIPG meeting on Thursday for credits for her QPA.

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

Executive Director Corcoran began by stating that the water main project is just about completed. She stated that the paving on Willow Grove is scheduled for next Tuesday, the 20th. She also stated that they will be cutting and capping the old Plane St. water main in Route 46. This work will have to be done at night and will require shut down of Rt. 46. She hopes to take advantage of the Rt. 46 shut-down to have HMUA crews permanently repair an HMUA road patch in the vicinity at the same time.

Corcoran also stated that a homeowner on John Street is not satisfied with the work that was done on his driveway under Contract 45W and is threatening to sue. Kathy passed pictures along showing the repair. Kathy explained that all the work was done in the road right-of-way. The Board was in agreement that the work was



acceptable and there was no need for HMUA to do anything additional to this driveway.

Corcoran also stated that MSP Construction has decided not to add the water main in Richard Drive to Contract 45W.

Corcoran also stated the WPCP improvements are moving along. She confirmed that the major earthwork at the equalization basin is nearly completed. She stated that the water utility disposed of approximately 100 cubic yards of rocky soils being stored at our yard into the bottom of the basin. She also stated that there were some issues with the painting prep work by the contractor in the Advanced Treatment Building. The sewer utility took pictures and forwarded them to Gannett Fleming. A meeting was subsequently held with the Sherwin Williams rep to get the contractor back on track with painting prep requirements.

Corcoran also stated the 1.0 tank inspection has been completed and the report was forwarded to the Board. The report indicated that the tank was in good structural condition. The leak appears to be on the old M&M Mars fire line. She confirmed that the Authority is considering their options to use the 1.0 tank while the 2.4 tank is being painted and has asked Mott MacDonald to evaluate the hydraulics.

Corcoran continued by stating Mott MacDonald prepared a formal comment letter to NJDEP on behalf of the Authority regarding the Draft NJPDES Permit. Jurek Patoczka of Mott MacDonald has stated that another NJ Authority has been imposed a limit of 0.38 ppb, which is not as stringent as our 0.017 ppb. She also stated that if treatment is required, chemical addition may be an option.

Corcoran also stated that her and Pete would be attending the WEFTEC conference at the end of September and hoped to see vendors of systems for aeration/diffuser systems, UV disinfection systems and arsenic removal.

Corcoran also stated she is currently attending 4-day finance professional development training through the AEA.

Corcoran stated that the JIF issued a Loss Control Report, which states that the facilities are in good condition, with no suggestions for improvement.

Corcoran also stated that the new Water Utility Operator Trainee is doing well and has begun taking courses to obtain licensure.

Corcoran continued by stating that, each month, 25 water bacteria samples are required to be taken by the HMUA, and the lab picks them up for analysis. At some point in the month of August, one of HMUA's 25 samples was broken by the lab, but the HMUA was never notified and didn't realize the problem until it was too late to obtain another sample for August. Bud contacted the NJDEP to report the situation. This will put the HMUA in violation for the month of August, but the Authority will return to compliance for the month of September as long as 25 samples are taken and analyzed. This incident will require Tier 3 public notice, so will have to be reported on the annual Consumer Confidence Report.



Corcoran concluded by stating that the Authority continues to support the Safety Incentive Program and each employee received a \$25.00 gift card this month for going one year without any work related accidents.

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 has finished the testing of the Main Street water main coupon that was obtained as part of Contract #45W. Klemm confirmed that it appears to be in good shape for its age. Mott MacDonald is working on finalizing its evaluation and recommendations report. He also stated he completed review of Submittal No. 5 of the revised Roy Roger's design documents and is still awaiting architectural/structural plans, or the applicant will be required to install the alternate water main alignment around the building as indicated on the plans. He also confirmed that the NJPDES draft permit comment letter was submitted on August 26th.

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

It was suggested that the Board convene into Executive Session.

Executive Director Corcoran, Engineer Klemm and Debbie Palma exited the meeting.

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

Resolution #16-3165 was proposed by Jerry DiMaio, who moved its adoption.

BE IT RESOLVED, on this 13th day of September 2016, 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.

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

THEREFORE, BE IT RESOLVED, on this 13th day of September 2016, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:45 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kunz and all indicating approval at 9:50 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, a motion was made by Kunz to have Chairperson Harper and Attorney Zaiter discuss the results of the executive session discussion with Executive Director Corcoran within the next several days. This was



seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kuster and Kunz voting yea.

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 Kunz and followed by a unanimous voice vote.

Time – 9:55 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary