



HMUA MINUTES

REGULAR
MEETING OF

OCTOBER 14, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OCTOBER 14, 2014

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:01 P.M. Chairperson Kelly 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: Kelly, Jerry DiMaio and Harper.

Also attending: Henry Riewerts, Counselor Zaiter, Projects Engineer Klemm, Executive Director Smith and Recording Secretary Palma.

Chairperson Kelly led a salute of the United States Flag.

Chairperson Kelly indicated that approval of the September 9th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kelly, Jerry DiMaio and Harper voting yea.

Chairperson Kelly indicated that approval of the September 9th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio with Kelly, Jerry DiMaio and Harper voting yea.

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

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

Executive Director Smith stated there were no Change Orders.

Executive Director Smith stated that possible discussions concerning possible Change Orders would be discussed later in the meeting.

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

The following Resolution #14-3024 was proposed by Jerry DiMaio who moved its adoption:

Resolution #14-3024A

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

Dated:	September 05, 2014	OEA-1036	SL-20	\$129,596.91
Dated:	September 19, 2014	OEA-1037	SL-21	<u>81,219.35</u>
			Total	\$210,816.26

Resolution #14-3024B



BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-383 be formally approved:

REQUISITION #CAF-383

DeMaio	Contract 41W (#9)	\$ 29,008.00
Hatch Mott MacDonald	Engineering Services	455.00
KEY - TECH	Concrete Testing Services	<u>728.00</u>
	Total	\$ 30,191.00

Resolution #14-3024C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-202 be formally approved:

REQUISITION #RR-202

Hatch Mott MacDonald	Engineering Services	\$ 56,700.00
Komline-Sanderson	Drain Grid Tubes	5,392.84
Reivax Contracting Corp.	Contract No. 43W (#9)	138,638.48
TGM Services	Service Calls	3,646.50
Winner Ford of Cherry Hill	2015 Ford F-250 w/Plow	<u>30,320.00</u>
	Total	\$ 234,697.82

Resolution #14-3024D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-246 be formally approved:

REQUISITION #ESR-246

Hatch Mott MacDonald	NJDOT RT. 46 Bridge	\$ 1,513.02
Hatch Mott MacDonald	TACO BELL	425.00
Shivalik Investments, LLC	SHIVALIK (Refund)	<u>563.24</u>
	Total	\$ 2,501.26

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

Chairperson Kelly stated the next agenda item was discussion and possible action to ratify budget line item transfers.

After a brief discussion, the following Resolution #14-3025 was proposed by Harper who moved its adoption.

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:

Water Operations – Distrib-Maint & Supplies (64201) is increased by \$15,000.00.

Water Administration – Administration Salaries (65101) is decreased by \$15,000.00.



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

Chairperson Kelly stated the next agenda item was discussion and possible action regarding sale of the Reservoir Property.

At this point, Chairperson Kelly recognized Henry Riewerts. Henry stated that he has enjoyed working with the Authority on the sale of two of the Reservoir Properties and would like to continue working on the sale of the large Reservoir property. He stated that he understands that there must be another auction on the property. The Board confirmed that they would like to receive a proposal for the auction of the property. Counselor Zaiter also reminded Mr. Riewerts that the property will be auctioned "as is". Mr. Riewerts confirmed that he understood and would forward the proposal to Mr. Smith.

Chairperson Kelly stated the next agenda item was discussion and possible action to grant tentative and final approval for the water and sewer utility service for a Taco Bell in Mansfield Township.

Board Member John DiMaio entered the meeting

The following Resolution #14-3026 was proposed by Harper who moved its adoption.

WHEREAS, VB Mansfield Realty, LLC has requested Tentative and Final Approval for Water and Sewer Utility Service for Block 1105 / Lot 11.08 on Route 57, in Mansfield Township; and,

WHEREAS, the application and project plans have been reviewed and approved by Hatch Mott MacDonald and are in accordance with the Authority's Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the Taco Bell project in the Township of Mansfield.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to adopt the Water Utility Annual and Capital Budgets for the fiscal year 2015.

The following Resolution #14-3027 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2014 and ending, November 30, 2015 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of October 14, 2014; and,



WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,960,000, Total Appropriations, including any Accumulated Deficit, if any, of \$1,958,506 and Total Unrestricted Net Assets utilized of \$0; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,400,000 and Total Unrestricted Net Assets planned to be utilized of \$0; and,

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on October 14, 2014 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning, December 1, 2014 and ending November 30, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program, as presented for adoption, reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to adopt the Sewer Utility Annual and Capital Budgets for fiscal year 2015.

The following Resolution #14-3028 was proposed by Harper who moved its adoption.

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2014 and ending, November 30, 2015 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of October 14, 2014; and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,432,000, Total Appropriations, including any Accumulated Deficit, if any, of \$2,137,901 and Total Unrestricted Net Assets utilized of \$0; and,



WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,010,000 and Total Unrestricted Net Assets planned to be utilized of \$0; and,

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on October 14, 2014 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning, December 1, 2014 and ending November 30, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption, reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of Energy Generation Services for public use.

After a brief discussion, the following Resolution #14-3029 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has decided to utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com in order to procure electricity; and,

WHEREAS, a Reverse Auction was conducted for all electric accounts for the twenty-four month period beginning July 2015 ending July 2017 ; and,

WHEREAS, the lowest price was received from Champion Energy Services with a fixed price of \$.08380 / kwh; therefore,

BE IT RESOLVED, the Contract to provide electricity to the Hackettstown Municipal Utilities Authority be awarded to Champion Energy Services and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was the report of the Water Utility Superintendent.



Charles Volkert began by reviewing the water main project and some of the issues the Authority has had over the last few weeks. He confirmed that several gas lines and sewer laterals were struck on Lawrence Drive by the contractor. Also, the contractor is having difficulty in passing the water main pressure test for a portion of the new water main installed on Mitchell Road. He confirmed that Water Utility staff has helped to locate the leak without success.

Bud also stated the new Backhoe is working out great and has much more power than the old one. He confirmed that the forks have made unloading pallets much easier and safer. He also confirmed that all the new vehicles have arrived and have been lettered, and the radios and lights are currently being installed.

Bud continued by stating that he has begun cross training all the Water Utility personnel and that almost all of the staff can now read meters.

Bud also stated that they are continuing to work on leak detection. He confirmed that they located two service line leaks and no water main breaks.

Bud stated that he met with an ITRON representative to discuss the possible upgrade from 60W ERT's (water meter radio read devices) 100W ERT's. The current 60W models will be phased out. He stated the price is a little higher, but there are a lot more features with the 100W ERT's.

Bud continued by stating the Authority has purchased a Tablet for use by personnel in the field. The HMUA Geographical Information System (GIS) has been installed on the Tablet. Eventually they would like to see the SCADA system and Customer Billing system installed as well.

Bud also stated the Well #9 project is going well.

Bud concluded by stating he is working on getting pricing to pave several ditches, which are too large for the Authority to do. He mentioned the quote he received from Bob Burd with regards to doing the concrete and paving on two County Roads. He explained that the pricing was very high and this is because of how the County wants the roads done.

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

Resolution #14-3030 was proposed by Jerry DiMaio who moved its adoption.

BE IT RESOLVED, on this 14th day of October 2014, 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.



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

THEREFORE, BE IT RESOLVED, on this 14th day of October 2014, 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.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 9:40 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, a motion was made by Harper to grant a 21 day extension to Reivax Construction for the Water Main Project which has a current completion date of October 19th. This motion was seconded by John DiMaio and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, John DiMaio and Harper voting yea.

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

Executive Director Smith stated that he has received an application for Water and Sewer Utility Service for 2 Janice Drive. Smith explained that the owner's well was contaminated by a leaking oil tank. He confirmed that this property is in the HMUA service area.

A motion was made by John DiMaio that upon submission of a complete application, the application to connect 2 Janice Drive to the Water and Sewer systems be approved. This was seconded by Harper and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, John DiMaio and Harper voting yea.

Smith concluded by stating that he has received two proposals for the Professional Engineering Services for Water Pollution Control Plant Miscellaneous Modifications. The proposals require further review and possible modification and will be presented to the Board at the next Meeting.

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

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

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

Time – 9:45 P.M.

Bruce D. Smith
Executive Director & Secretary