



HMUA MINUTES

REGULAR
MEETING OF

NOVEMBER 10, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING NOVEMBER 10, 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, and Kelly.

Also attending: Louis Ruggiero, Counselor Zaiter, Projects Engineer Klemm, Executive Director Smith, Deputy Executive Director Kathleen Corcoran and Recording Secretary Palma.

Chairperson Harper led a salute of the United States Flag.

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

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

Chairperson Harper indicated that approval of the October 23rd Special Meeting Minutes to be the next agenda item. A brief discussion ensued, and it was decided to table this item until the next meeting.

Chairperson Harper opened the meeting to public participation and noted that there were members of the public present.

John DiMaio entered the meeting.

Chairperson Harper acknowledged Mr. Louis Ruggiero. Mr. Ruggiero began by showing the Board his bills back to 2011. He stated that his usage is normally around 3,000 to 4,000 gallons per quarter. He confirmed that he lives by himself and that his October bill indicated that he used 12,000 gallons. Mr. Ruggiero stated that he came to the office to discuss this and the office personnel scheduled an appointment for a service technician to come to his home to check for leaks. He confirmed that they came out twice. He confirmed that they put the dye in the upstairs bathroom toilet tank and a small amount showed in the bowl, indicating a very minor leak.

Executive Director Smith stated that the service orders indicated that there was a leak was also found in the down stairs bathroom. Smith explained that if the water slowly leaks out of the toilet, it would then fill back up. This is usually a very silent process and is a normal cause for higher water use. Smith also offered to have staff



conduct another leak survey on Mr. Ruggiero’s home. The appointment was scheduled for Thursday.

Mr. Ruggiero thanked the Board for all their help and exited the meeting.

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 #15-3090 was proposed by Jerry DiMaio who moved its adoption:

Resolution #15-3090A

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

Dated:	October 02, 2015	OEA-1064	SL-22	\$137,884.48
Dated:	October 16, 2015	OEA-1065	SL-23	<u>79,099.97</u>
			Total	\$216,984.45

Resolution #15-3090B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-395 be formally approved:

REQUISITION #CAF-395

Dell Marketing L. P.	Computer Equipment	\$ 1,354.03
HD Supply Waterworks	Water Distribution Supplies	4,217.73
McWane Ductile	6” Ductile Iron Pipe	<u>8,050.22</u>
	Total	\$ 13,621.98

Resolution #15-3090C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-215 be formally approved:

REQUISITION #RR-215

APG-Neuros	Treatment Plant Equipment	\$ 4,194.52
Badger Meter, Inc.	5/8” Meters (Qty. 150)	20,983.50
Capitol Supply Construction	Water Distribution Supplies	1,182.16
Fisher Electrical Contractors	WPCP: Fire Alarm System	11,350.00
Servatron	Logger Repairs	1,124.44
TGM Services	WPCP: Water Heater/Faucet	1,880.00
Tilcon	Backfill/Screenings	<u>2,174.30</u>
	Total	\$ 42,888.92

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



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

Pete Tynan began by stating that three sewer utility staff members took NJDEP Operators' exams in June. He confirmed that Mike Brady successfully passed the S4 Operators exam. He also stated that Artie recently took his S1 exam again and Mike took the C4 Collection System exam. Results are expected to be released in December.

Pete also stated that staff inspected sewer manholes in the area of the recent Town of Hackettstown paving project. Inspections were conducted before and after the work with no major issues. Some minor debris was removed from a few manholes.

Pete also confirmed that the fire alarm panels have been installed at the Treatment Facility and the electrical inspection was completed and approved on November 2nd.

Pete continued by reporting that the installation of the Acrison Polymer System has been completed. System training was conducted in September.

Pete also stated that he attended the WEFTEC Conference in Chicago. He attended a number of training classes dealing with aeration processes for nutrient control and removal. He also reviewed equipment and spoke with numerous vendors.

Pete continued by stating that staff will be replacing eight manhole frames on Mitchell Road and Lawrence Drive. The existing frames are an odd size and manhole covers do not fit properly. This work will be completed prior to the future paving of these roads.

Pete also stated that he and Mike Brady have been having daily meetings with Kathy and Bruce to discuss daily operations and utilization of staff, and further discussing the future needs related to the Treatment facility and the Sanitary Sewer Collection System.

Pete stated that staff recently utilized the mainline camera system to assist the Hackettstown DPW with a problem storm drain pipe. He confirmed that they were able to help solve the problem.

Pete concluded by commending Bruce and thanking him for his assistance over the years.

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

Executive Director Smith began by stating that Kathy was immediately moved into the Executive Director's office and is conducting daily meetings with staff to obtain a better understanding of the daily operations of the utilities.

Smith also stated that there is significant interaction to help Kathy learn the different job functions of the Executive Director position.

Smith continued by stating that they have reviewed the budgets and have received several emails from the Department of Community Affairs (DCA), requesting



additional information. The requested information has been supplied. The DCA has requested that the adoption of the Budget be deferred to the December 8th meeting.

Smith concluded by stating that he is pleased to report that the sale of the reservoir property was finalized on November 6th.

Kathy stated there were radio broadcasts today regarding a water main break on Main Street. To clarify, she stated that there was a small leak rising up to the road surface and running along the curb. The Water Utility attempted to locate the leak source using sensing devices. They thought they had identified the approximate leak location and proceeded to open the road to fix it, requiring police traffic control and rerouting of traffic on Rt. 46. Once the road was opened, however, they were unable to locate the leak. The road opening was filled and plated. They will be going out tonight with sensing devices to again try to locate the leak. But DOT has indicated that any additional construction work in the road must be done during nighttime hours.

Upon completion of the Executive Director's report, Chairperson Harper requested Projects Engineer Klemm to proceed with his report.

Engineer Klemm began by stating that the Annual Facility Inspection will be performed next week.

Engineer Klemm also stated that at last month's meeting, handouts were provided to support requests for payment for additional Engineering Services provided by Hatch Mott MacDonald for the Water Main and Well #9 Projects. At that time the Board directed Executive Director Smith and Deputy Executive Director Kathleen Corcoran to review the documents further and work toward a resolution of this matter.

Engineer Klemm stated that his supervisor has requested a written response for each of the itemized requests. Klemm also stated that numerous requests were submitted for the additional fees. No action was taken and Hatch Mott MacDonald continued to provide services.

A lengthy discussion ensued with all Board Members participating. The Board informed Engineer Klemm that they would work with Bruce and Kathy to come to a resolution.

Chairperson Harper requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he was forwarded an email concerning an OPRA request from Cynthia McBride of Signature Solutions, which is a title search company. They are requesting information regarding HMUA customers. After doing some research it was found that other Authorities are doing this as well. He confirmed that he thinks this is something that can be done as long as the Authority is not giving out any personal information. He suggested that the Authority go ahead with the request as long as no personal information is forwarded.



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.

Engineer Klemm exited the meeting.

Resolution #15-3091 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 10th day of November 2015, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Contract Negotiations 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 Kelly and seconded by Jerry DiMaio. Ayes: Harper, Jerry DiMaio, John DiMaio and Kelly.

THEREFORE, BE IT RESOLVED, on this 10th day of November 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:20 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 10:10 PM. No formal action was taken during Executive Session.

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

At this point, Debbie Palma asked if Bruce would exit the meeting.

Debbie informed the Board on the arrangements for Bruce's Retirement Dinner. She also asked if the Authority would like to contribute to Bruce's gift. She confirmed that she did ask the Auditor and he confirmed that it was acceptable. The Board agreed to contribute to the gift fund.

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

Time – 10:17 P.M.

Bruce D. Smith
Executive Director & Secretary