



HMUA MINUTES

REGULAR
MEETING OF

NOVEMBER 11, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING NOVEMBER 11, 2014

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 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, John DiMaio and Harper.

Also attending: Jeff Fielder, Bob Giordano (Ind Twp. Mayor), Jay Woodruff (IMUA), 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 October 14th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Kelly, John DiMaio and Harper voting yea.

Chairperson Kelly indicated that approval of the October 14th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Kelly, John DiMaio and Harper voting yea.

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

Bob Giordano of the Independence Township Mayor approached the Board. He stated that they are looking for some help in operating the Independence Township MUA water system. He stated that he has had several discussions with Bruce regarding the HMUA taking it over. He explained that they don't have the staff to run it properly. He confirmed that there are two separate water systems. One that has 2 wells, which services 100 homes, and the other has 1 well, which services 25 homes.

The Board questioned the liability associated with the Authority managing the system.

Executive Director Smith stated that he and Bud Volkert toured the facilities back in the summer. He explained that over the last year, the Authority has had to deal with their own issues and he does not feel right now would be a good time for the Authority or the staff to take on additional work. He stated that at a later date the Authority may consider revisiting this with the IMUA. Independence Mayor Giordano thanked the Board for their consideration of this matter.

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



After a brief discussion, the following Resolution #14-3030 was proposed by John DiMaio who moved its adoption.

WHEREAS, due to a curb valve being located in the sidewalk of the Kenwood Section, there is a need to replace the sidewalk, therefore;

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #6 to Contract #43W in the amount of \$372.96 for material, labor and equipment associated with furnishing and installing a concrete sidewalk in the Kenwood area.

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

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

The following Resolution #14-3031 was proposed by Harper who moved its adoption:

Resolution #14-3031A

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

Dated: October 03, 2014	OEA-1038	SL-22	\$118,668.44
Dated: October 17, 2014	OEA-1039	SL-23	91,570.50
Dated: October 31, 2014	OEA-1040	SL-24	<u>80,510.15</u>
		Total	\$290,749.09

Resolution #14-3031B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-384 be formally approved:

REQUISITION #CAF-384

DeMaio Electrical Co.	Contract 41W (#10)	\$ 48,167.00
Hatch Mott MacDonald	Engineering Services	1,008.00
KEY - TECH	Concrete Testing Services	<u>548.00</u>
	Total	\$ 49,723.00

Resolution #14-3031C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-203 be formally approved:

REQUISITION #RR-203

Capitol Supply Const. Prod.	Distribution Supplies	\$ 88.33
Fisher Electrical Cont. Inc.	Service Call: WPCP	2,461.13
Reivax Contracting Corp.	Contract No. 43W (#10/#6)	137,211.51
Town of Hackettstown	Milling / Paving (Reese)	22,168.16
Water Works Supply Company	Town of Hackettstown	<u>4,789.94</u>
	Total	\$ 166,719.07

Resolution #14-3031D



BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-247 be formally approved:

REQUISITION #ESR-247

Hatch Mott MacDonald	CVS	\$	670.00
Hatch Mott MacDonald	TACO BELL		<u>976.00</u>
	Total	\$	1,646.00

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

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

Jeff Fielder approached the Board. He confirmed that a proposal was submitted to Bruce Smith regarding the fees schedule for the sale of the Reservoir Property. He confirmed that he would like to have the auction in January. Counselor Zaiter suggested that he have some time to review the proposal.

A motion was made by John DiMaio that the proposal be approved subject to the review of Counselor Zaiter. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kelly, John DiMaio and Harper voting yea.

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

Pete Tynan began by stating he wanted to thank the Authority for the service award he received last year. This enabled him to take his wife to the National Water Environment Federation Conference in New Orleans.

Pete also stated that the Quick View Camera recently purchased is being used for camera sighting along sewer line right-of-ways, such as Trout Brook and other areas. He stated that they have tested it in an 8" line and can depict the downstream manhole at 230 plus feet away. This camera could also be useful to the Hackettstown DPW on storm drain lines.

Pete continued by stating that they are continuing to camera the sewer lines of the homes where the water main has been installed in Kenwood Village. Over the last month they have done 24 homes and are nearly completed.

Pete also stated that the issue with the new digester boiler issue is ongoing, and they hope to have the new burner in December.

Pete stated that the County College of Morris toured the facility on October 25th.

Pete concluded by stating he recently viewed a webinar regarding the Ebola virus and the potential effects on Wastewater operations personnel.

Chairperson Kelly then requested the Projects Engineer to proceed with the Engineer's report.



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

Executive Director Smith began by stating the Authority should be receiving a check from the NJUA Joint Insurance Fund for the sinkhole work that was completed in the College View Section. There is a \$100,000 deductible.

Smith also stated that letters were forwarded to all customers in the HMUA service area regarding the positive coliform samples. He explained that the cost for the mailing exceeded \$5,000. He explained that there was never an interruption in the chlorine and that all the chlorine residuals were good. Smith confirmed that the Authority has hired a new Lab to conduct the coliform sampling in the future.

Smith also stated that the Well #6 pump has been removed for repair. The Authority is waiting for a quote for the repair or replacement.

Smith continued by stating there was a water main break on Willow Grove Street last Sunday. He believes it was caused by water hammer associated with shutting down a well, possibly Well #5 or #6. He confirmed it was a cast iron pipe.

Smith concluded by stating that he is working with Bud Volkert to determine what water mains should be replaced next year. Some of the proposed streets to be included would be John Street, Francis Terrace, Indian Lane, Plane Street and Maple Ave. He confirmed the Authority will be requesting proposals for Engineering Services.

Board Member Harper questioned how the Chinese Delegation meeting went. Smith explained that the meeting was coordinated by the NJ Business Action Center International Business Advocate Jean Chang. The delegation was from the Fujian Province of China. The meeting was very interesting and was assisted by several translators. They had special interest in water and wastewater services for smaller communities.

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

Resolution #14-3032 was proposed by Harper who moved its adoption.

BE IT RESOLVED, on this 11th day of November 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 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.

Recording Secretary Palma exited the meeting.

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



THEREFORE, BE IT RESOLVED, on this 11th day of November 2014, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:38 PM.

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

Upon returning from Executive Session, the following Resolution #14-3033 was proposed by John DiMaio who moved its adoption:

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; and,

WHEREAS, the Hackettstown Municipal Utilities Authority has the need for miscellaneous modifications to the Water Pollution Control Plant; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of the firm Gannett Fleming to render engineering services to the Authority, in accordance with an October 28, 2014 proposal, is herewith authorized without public bidding.
2. The term of said appointment shall be to November, 2015, or until such time as the project is completed.
3. The said payment to Gannett Fleming shall not exceed \$177,600.
4. That the Executive Director of the Authority is hereby authorized and directed to publish the Resolution in the Star-Gazette within ten days of its adoption and pursuant to N.J.S.A. 40:11-2.

This Resolution was seconded by Harper and upon roll call vote carried:

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 Harper, seconded by John DiMaio and followed by a unanimous voice vote.

Time – 10:38 P.M.

Bruce D. Smith
Executive Director & Secretary