



HMUA MINUTES

REGULAR
MEETING OF

NOVEMBER 14, 2017

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING November 14, 2017

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:03 P.M. Chairperson Kuster 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: Kuster, Jerry DiMaio, Harper and Kunz.

Also attending: Counselor John Zaiter, Projects Engineer Klemm, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the October 10th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by Harper with Kuster, Jerry DiMaio, Harper and Kunz voting yea.

Chairperson Kuster indicated approval of minutes of the October 10th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kunz with Kuster, Jerry DiMaio, Harper and Kunz voting yea.

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

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA-1117 and #OEA-1118 in the total amount aggregate amount of \$211,524.51. The following Resolution #17-3247 was proposed by Kunz who moved its adoption:

Resolution #17-3247

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

Dated:	October 13, 2017	OEA- 1117	SL-23	\$109,076.32
Dated:	October 27, 2017	OEA- 1118	SL-24	<u>102,448.19</u>
			Total	\$211,524.51

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

Chairperson Kuster stated the next agenda item was to entertain Resolution approving Construction Aid Fund Requisition #CAF-407 in the amount of \$15,634.49. The following Resolution #17-3248 was proposed by Harper who moved its adoption:

Resolution #17-3248

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-407 be



formally approved:

REQUISITION #CAF-407

Suburban Consulting	Engineering Services	\$	15,634.49
	Total	\$	15,634.49

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-239 in the aggregate amount of \$11,920.63. The following Resolution #17-3249 was proposed by Kunz who moved its adoption.

Resolution #17-3249

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-239 be formally approved:

REQUISITION #RR-239

APGN Inc.	NIT Tank Blower Equipment	\$	2,173.75
Fisher Electrical	Service Call		1,852.00
Mott MacDonald	Engineering Services		6,349.88
Peninsular Technologies	Software Support/Updates		1,545.00
	Total	\$	11,920.63

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-272 in the amount of \$4,645.50. The following Resolution #17-3250 was proposed by Jerry DiMaio who moved its adoption.

Resolution #17-3250

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-272 be formally approved:

REQUISITION #ESR-272

Mott MacDonald	KLAND51LLC	\$	766.50
Mott MacDonald	LOINGATE		3,406.50
Mott MacDonald	MARILYN GUNTHER		472.50
	Total	\$	4,645.50

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

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt Resolution correcting prior Resolution #17-3244.

Executive Director Corcoran explained that last month a check was cut to reimburse Ms. Gunther the balance of her escrow which at the time was \$950.00. Kathy confirmed that the following day the Authority received a bill from Mott MacDonald for \$472.50 for engineering services which reduced the escrow balance refund to \$477.50. She confirmed the ordinal check



for \$950.00 has been voided and a new check issued for \$477.50.

The following Resolution #17-3251 was proposed by Kunz who moved its adoption.

Resolution #17-3251

WHEREAS, the Hackettstown Municipal Utilities Authority has reviewed the charges and agrees with the changes to ESR 271 in the amount of \$477.50; therefore,

BE IT RESOLVED, Resolution # 17-3244 is changed from \$950.00 to \$477.50 for the refund to Ms. Gunther.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt the Annual and Capital Budgets for Fiscal Year 2017/2018.

The following Resolution #17-3252 was proposed by Harper, who moved its adoption.

Resolution #17-3252

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2017 and ending November 30, 2018 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 14, 2017; 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 \$4,814,000, Total Appropriations, including any accumulated Deficit, if any, of \$4,814,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,460,000 and Total Unrestricted Net Position planned to be utilized of \$1,000,000; 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 November 14, 2017 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning, December 1, 2017 and, ending, November 30, 2018 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 Kunz and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Harper and Kunz voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to award Contract No. Orthopolyphosphate-17 for supply of Orthopolyphosphate blend chemical. The following Resolution #17-3253 was proposed by Kunz who moved its adoption:

Resolution #17-3253

WHEREAS, subsequent to the proper advertisement, two sealed bids for Contract No. Orthopolyphosphate-17 for Orthopolyphosphate blend chemical were received and read aloud at a public bid opening on November 9, 2017 at 2:30 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Shannon Chemical Corp. of Malvern, PA for \$1.172 per dry active phosphate pound of Orthopolyphosphate blend chemical; therefore,

BE IT RESOLVED, that the bid for Contract No. Orthopolyphosphate-17 be awarded to Shannon Chemical Corp. of Malvern, Pennsylvania, and the Executive Director is hereby authorized to execute the necessary contract documents.

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

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

Pete began by stating he and Kathy attended WEFTEC in October. They met with UV system manufacturers and diffuser representatives, which was helpful for upcoming projects.

Pete also stated they continue to keep after Mansfield Village to complete sewer repairs within their property. Mansfield Village did repair the sewer at Buildings 61/62, where HMUA cameras had previously noted a deflection in the pipe. There is additional work that needs to be completed and he will follow up.

Pete continued by stating they have been working with APG and Mott MacDonald on ongoing issues with the blowers. On October 12th an APG tech installed a new VFD and a master control panel PLC. The second VFD appears to have corrosion damage and showing signs it is heading in the same direction. We have ordered a new VFD and are looking at cheaper options for breaker replacement.

Pete also stated they assisted Allamuchy with the sewer jet one time in August for two and a half hours.

Pete also stated that his staff investigated a house blockage and found an illegal sump pump connection and the owner was notified to disconnect. They also did a number of mini camera work on lines within the last three months.

Pete also stated the Sewer Utility assisted the Hackettstown DPW with a blockage and repair on the Town Hall sewer lateral.

Pete also stated he, Kathy and Mike conducted a tour for CCM on October 21st for 18 students.



Pete continued by stating there was a meeting with several members of the DEP and Stevens Institute of Technology at the WPCP on October 26th to discuss sampling points for the arsenic study and all went well.

Pete also stated they gave a tour to a NJDEP representative on October 19th with regard to the Sludge Permit Renewal.

Pete concluded by stating they will be doing an early morning plant power shut down with an electrician to check the main breaker issue brought to light from the NJUA infrared survey.

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

Kathy began by stating at the last meeting the Board was in agreement that the Authority should request an Adjudicatory Hearing regarding the mercury limit in the NJPDES permit. The NJDEP has since responded to our request, offering to potentially issue a stay if we do additional mercury sampling. We offered to conduct quarterly influent monitoring, and are waiting to hear back from NJDEP with their response.

Kathy also stated NJDEP continues to increase regulations and requirements impacting the Authority. The Authority completed Lead & Copper and Water Quality Sampling Plans, as required, nearly a year ago. The DEP finally developed templates for these plans, and now they are requiring the water utilities to revise the plans and complete all of their newly created templates to streamline things for them.

Kathy concluded by stating they are currently working on compliance with the Water Quality Accountability Act requirements, which includes labeling all hydrants, testing all the hydrants, exercising all valves, completing asset management plan and eliminating cybersecurity risks, among other things. The Act also requires the Executive Director to report on all these things, including status of required infrastructure improvements and costs. She confirmed that she has requested Mott MacDonald to prepare a proposal to prepare the asset management plan and has been working with the HMUA information technology and SCADA professionals regarding cybersecurity. She added that she has been attending a lot of seminars and discussing with other agencies the plan requirements and compliance strategies.

Upon the completion of the Executive Director's report, Chairperson Kuster requested Projects Engineer Klemm to proceed with his report. (See Attached)

Chairperson Kuster requested Counselor Zaiter to proceed with his report.

Counselor Zaiter suggested the Board convene into Executive Session.

David Klemm, Debbie Palma and Pete Tynan exited the meeting.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #17-3254 was proposed by Kunz, who moved its adoption.

Resolution #17-3254

BE IT RESOLVED, on this 14th day of November, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss 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.

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

THEREFORE, BE IT RESOLVED, on this 14th day of November 2017 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 7:37 PM.

Kunz moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 8:02 PM. No formal action was taken during Executive Session.

Chairperson Kuster requested whether anyone had business of a general nature to discuss. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Kunz, seconded by Harper and followed by a unanimous voice vote.

Time – 8:05 PM

Kathleen Corcoran, PE, PP, PMP
Executive Director & Secretary