



HMUA MINUTES

REGULAR  
MEETING OF

DECEMBER 08, 2015

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING DECEMBER 08, 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, Kelly and Kuster.

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

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated that approval of the October 23<sup>rd</sup> Special Meeting Minutes to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Kuster with Harper, Kelly and Kuster voting yea and Jerry DiMaio abstaining.

Chairperson Harper indicated that approval of the minutes of the November 10<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Kelly with Harper, Jerry DiMaio and Kelly voting yea and Kuster abstaining.

Chairperson Harper indicated that approval of the minutes of the November 10<sup>th</sup> 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 and Kuster abstaining.

Chairperson Harper stated the next agenda item was discussion and possible action to appoint Authority Secretary and Treasurer for the remainder of the 2015/16 year.

The following Resolution #15-3092 was proposed by Kelly who moved its adoption:

WHEREAS, N.J.S.A. 40:14b-18 provides that the position of Secretary and Treasurer of a Municipal Utilities Authority is an appointed position; and

WHEREAS, the members of the Authority are desirous to appoint Kathleen Corcoran to replace Executive Director Smith in the position of Secretary and Treasurer; therefore

BE IT RESOLVED, that Kathleen Corcoran is hereby appointed Secretary and Treasurer of the Town of Hackettstown Municipal Utilities Authority; and

BE IT FURTHER RESOLVED that the term of said appointment shall be to February 09, 2016 or until her successor has been appointed and qualified.

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



Chairperson Harper stated the next agenda item was discussion and possible action to appoint the Assistant Purchasing Agent for the remainder of the 2015/16 year.

The following Resolution #15-3093 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, it is necessary to authorize the Assistant Purchasing Agent to implement the requirements of the HMUA Purchasing Manual; and

WHEREAS, the Authority is desirous of designating Kathleen Corcoran to replace Executive Director Smith as Assistant Purchasing Agent; therefore

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Kathleen Corcoran is designated as HMUA's Assistant Purchasing Agent.

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

Chairperson Harper stated the next agenda item was discussion and possible action to appoint the Public Agency Compliance Officer for the remainder of the 2015/16 year.

The following Resolution #15-3094 was proposed by Kelly who moved its adoption:

WHEREAS, in accordance with N.J.A.C. 17:27-3.5, each public agency shall designate an individual to serve as its Public Agency Compliance Officer; and

WHEREAS, the members of the Authority are desirous of designating Kathleen Corcoran to replace Executive Director Smith as its Public Agency Compliance Officer; therefore

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Kathleen Corcoran is designated as HMUA's Public Agency Compliance Officer.

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

Chairperson Harper stated the next agenda item was discussion and possible action to authorize the check signers of all Authority checks for the remainder of the 2015/16 year.

The following Resolution #15-3095 was proposed by Kuster who moved its adoption:

WHEREAS, due to the Authority's Executive Director's retirement, the Authority has the need to appoint a new signer to replace the Executive Director; therefore

BE IT RESOLVED, upon the retirement of Executive Director Smith, William Harper and Executive Director Kathleen Corcoran are the Authority's check signers.

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



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 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 #15-3096 was proposed by Kelly, who moved its adoption:

Resolution #15-3096

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

Dated:	October 30, 2015	OEA-1066	SL-24	\$91,618.24
Dated:	November 13, 2015	OEA-1067	SL-25	120,949.35
Dated:	November 27, 2015	OEA-1068	SL-26	<u>115,892.51</u>
			Total	\$328,460.10

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

Chairperson Harper entertains Resolution approving Construction Aid Fund Requisition #CAF-396 in the amount of \$4,209.67.

The following Resolution #15-3097 was proposed by Jerry DiMaio, who moved its adoption:

Resolution #15-3097

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-396 be formally approved:

REQUISITION #CAF-396

Tilcon NY	Backfill Material	\$ <u>4,209.67</u>
	Total	\$ 4,209.67

Chairperson Harper entertains Resolution approving Renewal & Replacement Fund Requisition #RR-216 in the amount of \$13,119.28.

The following Resolution #15-3098 was proposed by Kelly, who moved its adoption:

Resolution #15-3098

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-216 be formally approved:



REQUISITION #RR-216

Campbell Foundry	Manhole Covers	\$ 3,952.00
ESRI	GIS Software Maintenance	1,738.98
HD Supply Waterworks, LTD	Hydrant Parts	973.20
Hunterdon-Warren Overhead	Garage Door Repair	4,948.00
Warco Plumbing & Heating	Distribution Supplies	<u>1,507.10</u>
	Total	\$ 13,119.28

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

Chairperson Harper stated the next agenda item was discussion and possible action regarding an Interlocal Services Agreement for Sewer Cleaning and TV Inspection Services with the Township of Allamuchy.

A lengthy discussion ensued with all Board Members participating. It was noted that in the agreement a clause should be included stating that either organization may terminate the Interlocal Services Agreement with a 30 day written notice.

The following Resolution #15-3099 was proposed by Kelly, who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Allamuchy desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and

WHEREAS, these services will be provided to the Township of Allamuchy as specified on "Attachment A" to the Agreement; therefore

BE IT RESOLVED, this said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services should take effect December 1, 2015 and expire November 30, 2016. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days' notice in writing to the other party.

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

Chairperson Harper stated the next agenda item was discussion and possible action to adopt the Annual and Capital Budgets for the fiscal year 2016.

The following Resolution #15-3100 was proposed by Kelly, 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, 2015 and ending November 30, 2016 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of December 8, 2015; 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 \$4,994,000, Total Appropriations, including any accumulated Deficit, if any, of \$4,994,000 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,720,000 and Total Unrestricted Net Position 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 December 8, 2015 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning, December 1, 2015 and, ending, November 30, 2016 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 Kuster and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Chairperson Harper indicated the next agenda item was discussion and possible action to authorize additional Engineering fees.

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.

Project Engineer Klemm exited the meeting.

Resolution #15-3101 was proposed by Jerry DiMaio, who moved its adoption.

BE IT RESOLVED, on this 8<sup>th</sup> day of December 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/Potential Ligation 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 Kelly. Ayes: Harper, Jerry DiMaio, Kelly and Kuster.



THEREFORE, BE IT RESOLVED, on this 8<sup>th</sup> day of December 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:12 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kelly and all indicating approval at 8:35 PM. No formal action was taken during Executive Session.

Project Engineer Klemm returned to the meeting.

A upon returning from Executive Session, a motion was made by Kelly authorizing the Authority to pay an additional \$90,000 to Hatch Mott MacDonald for additional engineering services for Contracts 41W and 43W. It is noted that this would represent full and final payments on these contracts.

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

Chairperson Harper stated the next agenda item was the report of the Office/Purchasing Supervisor.

Debbie began by stating that Notice to Bidders has gone out for the Liquid Biosolids Transportation. Bids will be opened on January 7<sup>th</sup> at 2:30 PM.

Debbie also stated that there were 39 collections done in November and no collections would be done in December due to the Holiday.

Debbie continued by stating that, since they began sending out new bills with the due date the same day as the bill date, more payments have been made in a timely manner. She stated that last year the number of credit cards payments for the entire month of December was 116, and as of today there are already 112.

Debbie concluded by stating she is still working with Edmunds on some issues but things overall are running smoothly.

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

Smith began by stating the NJDEP required that a meets and bounds survey be completed at the Wastewater Treatment Plant for the Land Use Permit for the Miscellaneous Modifications Project. After speaking with Fletcher Platt of Gannett Fleming, Inc., Bruce decided to have Gannett Fleming hire the surveyor to complete the survey work. Bruce confirmed that there is an additional charge for the survey work, coordination and mapping.

A motion was made by Kuster to pay Gannett Fleming, Inc. the additional \$9,122 in fees for the surveyor and related additional work that was required by the NJDEP. This motion was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Harper, Jerry DiMaio, Kelly and Kuster voting yea.

Smith also stated that he and Kathleen met with Vinney Montanino today to discuss various items and that they have met with Fletcher Platt several times to discuss the Wastewater Modifications Project.



Smith concluded by stating that Kathleen is a great asset to the Authority and is doing a great job in the position. He also stated that he has enjoyed the many years that he has worked for the Authority and will miss all the great people he has had the opportunity to work with.

Kathleen also stated that Bruce is an excellent teacher and thanked him for all his patience and help. She stated that the job is very challenging, but everyone has been very helpful and she is enjoying her new position.

Chairperson Harper requested Projects Engineer Klemm to proceed with his report.

Projects Engineer Klemm stated that the Annual Inspection of all of the HMUA facilities was completed with Kathy and the Water and Wastewater Superintendents on November 24<sup>th</sup>. He stated that the draft report would be forwarded to her in the next few days.

Dave concluded by stating it has been a pleasure working with Bruce and he wished him the very best of luck in the future.

Chairperson Harper requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he nothing further to report at this time, but he too would like to wish Bruce the very best and that it was a pleasure working with him for all these years.

Chairperson Harper also thanked Bruce for his years of service and for the great job he did for the Authority.

Jerry DiMaio thanked Bruce also for a great job and for making the Board's job easy.

William Kuster stated Bruce always provided the best service to the customer along with the best cost. He also stated that Bruce always listened to what everyone had to say and did the best job for all in the Authority's service area.

Ed Kelly also stated that Bruce always was consistent and did a great job for the Authority. He also said that he made the job of the Board easy and was always very helpful.

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 Kelly and followed by a unanimous voice vote.

Time – 9:00 P.M.

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Kathleen Corcoran, PE, PP  
Executive Director & Secretary