



HMUA MINUTES

REGULAR
MEETING OF

DECEMBER 09, 2014

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING DECEMBER 09, 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, Jerry DiMaio and Harper.

Also attending: 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 November 11th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kelly with Kelly and Harper voting yea and Jerry DiMaio abstaining.

Chairperson Kelly indicated that approval of the November 11th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kelly with Kelly and Harper voting yea and Jerry DiMaio abstaining.

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 confirmed that there were no Change Orders.

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

The following Resolution #14-3034 was proposed by Jerry DiMaio who moved its adoption:

Resolution #14-3034A

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

Dated:	November 14, 2014	OEA-1041	SL-25	\$144,728.02
Dated:	November 28, 2014	OEA-1042	SL-26	<u>93,806.37</u>
			Total	\$238,534.39



Resolution #14-3034B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-385 be formally approved:

REQUISITION #CAF-385

DeMaio Electrical Co.	Contract 41W (#11)	\$ 55,457.22
	Total	\$ 55,457.22

Resolution #14-3034C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-204 be formally approved:

REQUISITION #RR-204

Reivax Contracting Corp.	Contract No. 43W (#11)	\$ 33,426.52
T & T Plumbing	2" PRV for WPCP ATB	<u>9,015.00</u>
	Total	\$ 42,441.52

Resolution #14-3034D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-248 be formally approved:

REQUISITION #ESR-248

Hatch Mott MacDonald	CVS	\$ 675.00
Home Towne Hardware	HOGS	5.39
Water Works Supply Co. Inc.	HEATHVILL	<u>160.00</u>
	Total	\$ 840.39

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 authorize the emergency repair of Well #6.

After a brief discussion, the following Resolution #14-3035 was proposed by Harper who moved its adoption.

WHEREAS, an emergency situation meeting the criteria set forth in N.J.S.A. 40A:11-6 related to the repair of Well #6; and,

WHEREAS, an emergency purchase was made to Samuel Stothoff Co., Inc. of Flemington, New Jersey for the repair and replacement of parts for Well #6 in the amount of \$31,620.00;

NOW, THEREFORE, BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority hereby authorized the payment of \$31,620.00 to Samuel Stothoff Co., Inc. for the emergency described herein in accordance with N.J.S.A, 40A:11-6.

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 to ratify budget line item transfers.

After a brief discussion, the following Resolution #14-3036 was proposed by Jerry DiMaio 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 – Salaries (60101) is increased by \$39,500.

Water Administration – Mailing (65601) is increased by \$2,500.

Water Administration – Administration Salaries (65101) is decreased by \$19,000.

Water Administration – Water Health Benefits (67901) is decreased by \$23,000.

This 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 grant authorization for Engineering Services for a Water Main Replacement Project.

Executive Director Smith stated that he received two proposals, one from CDM Smith and the other from Gannett Fleming. Smith confirmed that he is in the process of reviewing them and would prefer to table this until the next meeting.

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

Debbie Palma began by giving a brief overview of the collections and the number of credit card payments received for November and the number of email bills forwarded.

Debbie also discussed the Friendly and Final notices. She gave a breakdown of the cost associated with the printing and mailing of these notices. She suggested that once the Authority moves forward with the new billing company we may want to look at just doing Final notices.

Debbie also stated that she has been discussing the collection procedure with Bud Volkert and they are looking into possibly changing how this is handled.

Debbie concluded by stating that she and Bruce met with Continental Utility Solutions today and will be meeting with Edmunds & Associates on Friday regarding new billing software. She confirmed that after working with Munibilling for the past year, they feel that they are not going to be a good fit for the Authority.

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

Executive Director Smith began by stating he forwarded a letter to the Board regarding a leak at 105 Christopher Street. He explained that there was a leak



after the meter pit which resulted in 735,980 gallons of water leaking into the ground. He confirmed that the water did not go into the sewer and as a result they are requesting a credit for the sewer charges. He confirmed that average quarterly sewer bill is \$168.75.

A motion was made by Jerry DiMaio to reduce the sewer portion of their bill to \$168.75. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kelly, Harper and Jerry DiMaio voting yea.

Smith also stated the Authority received a check in the amount of \$55,449 from the NJUA Joint Insurance Fund for the sinkhole work that was completed in College View. He noted that there was a \$100,000 deductible.

Smith also reported that water production continues to stay low. There have been fewer leaks, and if a leak is detected, it is located and repaired quickly.

Smith concluded by reporting on the Revenue for the Fiscal Year ending November 30th. Revenue has steadily declined and is \$470,000 lower than the peak year ending 2007. The declining revenue may be due to several factors including the economy, conservation efforts, empty houses and low flow fixtures. Smith confirmed that he is currently reviewing water and sewer rates and the Authority may wish to consider a rate increase during 2015.

Upon the completion of the Executive Director's report, Chairperson Kelly requested Project Engineer Klemm to proceed with his report. Engineer Klemm reported on the status of the water main project.

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

At this point, it was suggested that the Board convene into Executive Session.

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

Resolution #14-3037 was proposed by Jerry DiMaio who moved its adoption.

BE IT RESOLVED, on this 9th day of December 2014, 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.

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

THEREFORE, BE IT RESOLVED, on this 9th day of December 2014, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:50 PM.



Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 8:57 PM. No formal action was taken during Executive Session.

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 Jerry DiMaio and followed by a unanimous voice vote.

Time – 8:58 P.M.

Bruce D. Smith
Executive Director & Secretary