



HMUA MINUTES

REGULAR  
MEETING OF

DECEMBER 10, 2013

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF DECEMBER 10, 2013  
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:05 P.M.

Roll call indicated the following members in attendance: Brown, Harper, and John DiMaio .

Also attending: Blake Ellman, Henry Riewerts, Counselor Zaiter, Project Engineer David Klemm, Executive Director Smith and Recording Secretary Palma.

Chairperson Brown 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.

Chairperson Brown led a salute of the United States Flag.

Chairperson Brown indicated that approval of the October 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Brown, Harper and John DiMaio voting yea.

Chairperson Brown indicated that approval of the October 8<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper being seconded by John DiMaio with Brown, Harper and John DiMaio voting yea.

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

Blake Ellman approached the Board stated that he was the high bidder on the larger reservoir property. He stated that he has uncovered some potential structural design flaws with the upper dam. He confirmed that he had an Engineering firm do a stability analysis. He stated that the results of the analysis indicate that the upper dam could potentially have some issues. Director Smith stated that the Dam has been in place for 80 years without a problem. Mr. Ellman also stated that he met with the NJDEP and was told the HMUA has violations pertaining to the upper dam. He stated that he is looking for some options in resolving these issues and is willing to negotiate. It was indicated by the Board that Mr. Ellman had time to review all the documents associated with the reservoir property prior to the bidding. The Board also reminded him that the property was sold "as is". The Board and Director Smith also indicated that they had no knowledge of any violations against the HMUA with regards to the upper dam. Mr. Ellman stated that the DEP informed him that there were. Counselor Zaiter stated that there are no violations issued by the NJDEP. Mr. Ellman stated that there was an additional study that could be conducted to assure the stability of the dam, but confirmed that it would be costly and would like the HMUA to share in the cost or for the Authority and him to come to a mutual agreement.

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

At this point Mr. Ellman and Mr. Riewerts exited the meeting.



Resolution #13-2963 was proposed by John DiMaio who moved its adoption.

BE IT RESOLVED, on this 10<sup>th</sup> day of December 2013, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Attorney Client Communications 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 John DiMaio and seconded by Harper. Ayes: Brown, Harper and John DiMaio.

THEREFORE, BE IT RESOLVED, on this 10<sup>th</sup> day of December 2013, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:45 PM.

John DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 9:05 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, a motion was made by Harper to proceed with the closing as scheduled on December 18<sup>th</sup> for the reservoir property. This motion was seconded by John DiMaio and upon roll call vote carried: Ayes: Brown, Harper and John DiMaio voting yea.

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

Executive Director Smith confirmed there were no change orders.

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

The following Resolution #13-2964 was proposed by John who moved its adoption:

Resolution #13-2964A

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

Dated:	October 04, 2013	OEA-1012	SL-22	\$161,181.88
Dated:	October 18, 2013	OEA-1013	SL-23	91,876.71
Dated:	November 01, 2013	OEA-1014	SL-24	111,796.52
Dated:	November 15, 2013	OEA-1015	SL-25	89,805.72
Dated:	November 29, 2013	OEA-1016	SL-26	<u>91,322.58</u>
			Total	\$545,983.41

Resolution #13-2964B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-372 and 373 be formally approved:

REQUISITION #CAF-372



Washington Township	Well 9-Site Plan Review Fee	\$ 700.00
Washington Township	Well 9-Escrow Replenishment	850.00
Hatch Mott MacDonald	Replacement for lost check 1401	0.00
Finelli Consulting Eng.	Mt. Olive Waterline Easement	4,500.00
Ford Hall Company, Inc.	Weir-Wolf System	13,995.00
Hatch Mott MacDonald	Engineering Services	3,770.00
MBE Mark III Electric	Contract 42WS (#2)	<u>40,666.77</u>
	Total	64,481.77

REQUISITION #CAF-373

Washington Township	Well 9 – Escrow Replenishment	934.75
Hatch Mott MacDonald	Engineering Services	15,800.00
MBE Mark III Electric	Contract 42WS (#3)	<u>148,608.47</u>
	Total	\$165,343.22

Resolution #13-2964C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisitions #RR-191 and #RR-192 be formally approved:

REQUISITIONS #RR-191

Capitol Supply	Meter Pits	\$ 1,898.65
CDM Smith	Engineering Services	10,985.00
Hatch Mott MacDonald	Engineering Services	4,190.00
Itron	Logger Repairs	1,399.80
Koester Associates	Submersible Level Transducers	1,950.00
Northern Iron Works, Inc.	Aluminum Overflow Tube	2,280.00
Pegasus Electric Motors	Rebuild Circulation Motor	<u>4,500.00</u>
	Total	27,203.45

REQUISITIONS #RR-192

Applied Analytics, Inc.	4" Flow Meter	4,782.46
Badger Meter	5/8" Meters/Ert's	13,676.00
Capitol Supply	Meter Pits	1,898.65
GE Intelligent Platforms	SCADA Software	10,071.50
Hatch Mott MacDonald	Engineering Services	6,935.00
Industrial Combustion	Boiler for Digester Building	21,801.00
Jack Doheny Companies	Sewer Jet Repair	2,567.87
Nat'l Water Main Cleaning	8" CIPP Installations	7,400.00
Princeton Hydro, LLC	Professional Services	<u>371.80</u>
	Total	\$ 69,504.28

Resolution #13-2964D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-237 be formally approved:



REQUISITION #ESR-237

Hatch Mott MacDonald	NJDOT Rt. 46 Bridge	\$ 777.50
	Total	\$ 777.50

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

Chairperson Brown stated the next agenda item was discussion and possible action to ratify budget line item transfers.

After a brief discussion, the following Resolution #13-2965 was proposed by John DiMaio.

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 – Distribution Maintenance & Supplies (64201) is increased by \$3,000.00

Water Administration – Phone & Lease Lines (65801) is increased by \$200.00.

Water Operations – Electric & Gas (63301) is decreased by \$3,200.00.

Sewer Administration – Phone & Lease Lines (75802) is increased by \$200.00

Sewer Operations – Electric & Gas (73302) is decreased by \$200.00.

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

Chairperson Brown stated the next agenda item was discussion and possible action to award Contract #LBT-14 for Liquid Biosolids Transportation.

The following Resolution #13-2966 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, five (5) sealed bids for Liquid Biosolids Transportation were received and read aloud at a public bid opening on November 26, 2013 at 2:30 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest bid was received from R & D Trucking, Inc. of W. Milford, New Jersey; therefore,

BE IT RESOLVED, Contract LBT-14 for Liquid Bisolids Transportation be awarded to R & D Trucking, Inc. of W. Milford, New Jersey at a price of \$0.0386 per gallon and the Executive Director is hereby authorized to execute the necessary contract documents.

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



Chairperson Brown stated the next agenda item was discussion and possible action to authorize purchase of SCADA Hardware to upgrade the Water Utility SCADA System.

The following Resolution #13-2967 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has received proposals for the Upgrade of the Water Utility SCADA System; and,

WHEREAS, the Hackettstown Municipal Utilities Authority has determined and certified in writing that the value of the upgrade to the SCADA System will exceed \$17,500; and,

WHEREAS, Emerson Process Management Power and Water Solutions, Inc. has completed and submitted a Business Entity Disclosure Certification, which certifies that Emerson Process Management Power and Water Solutions, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Hackettstown in the previous one year, and that the contract will prohibit Emerson, from making any reportable contributions in the coming year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the purchase of the equipment necessary to upgrade the Water SCADA System in the amount of \$27,198.41.

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

Chairperson Brown requested the Executive Director to proceed with his report.

Executive Director Smith stated that All Season's has filed an appeal.

Smith also stated that the Authority has received an additional rebate from the NJ Office of Clean Energy in the amount of \$24,524. Smith confirmed that this would bring the total rebate to \$250,546. It was suggested by the Board that the Authority should do a press release regarding the saving.

Smith continued by stating the Authority has 5 employees who have reached a milestone with the Authority and he would like to recognize them for their years of service. The Board was in agreement and suggested that he move forward with his plan.

Smith also stated that there have been a few issues with Reivax Contracting regarding the water main project. He stated that they unloaded project water main piping on private property adjacent to Bells Lane without permission from the property owner and have installed catch basin liners that would interfere with drainage during cold weather. They were asked to remove the liners but have not completed the task. Smith also stated that he is working closely with Scott Armstrong and Officer Darren Tynan to insure that things are done properly for the Town.



Smith also stated that he has reviewed a copy of the draft letter for Hackettstown's Wastewater Management Plan and he has previously discussed the matter with Paul Sterbenz.

Smith concluded by stating there are currently two developers looking to receive approval to develop condos. One development would be on Route 46 and the other on Bilby Road behind the Quick-Chek. Smith will keep the Board informed of any further developments in this matter.

Chairperson Brown requested Counselor Zaiter to proceed with his report.

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

Resolution #13-2968 was proposed by Harper who moved its adoption.

BE IT RESOLVED, on this 10<sup>th</sup> day of December 2013, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Litigation and Personnel matters 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 Harper and seconded by John DiMaio. Ayes: Brown, Harper and John DiMaio.

THEREFORE, BE IT RESOLVED, on this 10<sup>th</sup> day of December 2013, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:40 PM.

John DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 9:46 PM. No formal action was taken during Executive Session.

Counselor Zaiter stated he had nothing further to report.

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

There being no additional comments or discussion, Chairperson Brown 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 – 9:48 P.M.

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Bruce D. Smith  
Executive Director & Secretary