



HMUA MINUTES

REGULAR
MEETING OF

December 11, 2018

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING December 11, 2018

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:01 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, John DiMaio and Harper.

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 November 13th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Kuster and Harper voting yea and John DiMaio abstaining.

Chairperson Kuster indicated approval of minutes of the November 13th Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Kuster and Harper voting yea and John DiMaio abstaining.

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

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated that there were no Change Orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA-1145 and #OEA-1146 in the total amount aggregate amount of \$188,894.80. The following Resolution #18-3352 was proposed by John DiMaio who moved its adoption:

Resolution #18-3352

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

Dated:	November 09, 2018	OEA-1145	SL-25	\$97,296.88
Dated:	November 23, 2018	OEA-1146	SL-26	<u>91,597.92</u>
			Total	\$188,894.80

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-252 in the aggregate amount of \$35,160.75. The following Resolution #18-3353 was proposed by Harper who moved its adoption.

Resolution #18-3353



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-252 be formally approved:

REQUISITION #RR-252

Envirodyne Systems Inc.	Treatment Plant Equip.	\$ 19,179.60
Garden State Highway Products	Work Zone Signs	2,507.15
Mott MacDonald	Engineering Services	8,474.00
Town of Hackettstown	Escrow for Police Duty	<u>5,000.00</u>
	Total	\$ 35,160.75

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-284 in the amount of \$1,402.00. The following Resolution #18-3354 was proposed by John DiMaio who moved its adoption.

Resolution #18-3354

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-284 be formally approved:

REQUISITION #ESR-284

Mott MacDonald	HEATH VILLAGE	\$ 1,217.00
Mott MacDonald	QUICK CHEK	<u>185.00</u>
	Total	\$ 1,402.00

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

Chairperson Kuster stated the next agenda item was the report of the Water Utility Superintendent.

Bud began by stating they had a very larger water main break on Countryside Drive after a structure fire. He stated there were no issues during the fire with the flow from the hydrants and fire department commended HMUA on how much water they had. During the shutdown of the hydrants one of the operating rods snapped due to old age. This, in turn, caused the hydrant to slam shut, therefore causing a water hammer and breaking the nearby water main. A three ft. section of the main was blown out. Lots of water flowed down the road which caused flooding to two residential garages. HMUA personnel assisted one homeowner with removing debris from the garage.

Bud also stated there was a service leak at the Old Cottage on Main Street, on both HMUA's side and the customer's side. He confirmed that the line had numerous leaks. He also stated they replaced the service line from the main for Jacks Barber Shop, which also had a leak. He stated that there is also a service line leak on both customer's and HMUA's side at 212 Willow Grove Street.

Bud continued by stating that the Water Main Project has been completed, but there are a few punch list items that will need to be addressed, most likely in the Spring. One of the biggest issues is the service line paving work, some of which are too high and will cause problems for the DPW, and are not in accordance with the road opening permit. Bud stated after discussing



this issue with the contractor, they dispute that this needs to be corrected, and estimated a cost of \$16,000 to repair some 34 spots. Bud stated he reached out to Laymans Contracting and got a price of \$1,000. Bud explained that there was a miscommunication between the Authority and the DPW with regards whether final paving would be required. The Board was in agreement to have Laymans Contracting mill the excess material from the spots in question, and back charge the contractor for this cost.

Bud also stated that they continue to do leak detection on a daily basis and the usage numbers are looking very good for the month.

Bud continued by stating Heath Village West has started their water main installation, and staff has been inspecting the installation. Bud also stated that the insertion valve has not yet been installed. Heath Village West's engineer sent a letter to Kathleen Corcoran requesting relief from this requirement. He confirmed that he and Kathy discussed this matter with Mott MacDonald, which did some research and found applicable regulations requiring that there be at least two valves at every tee intersection and that no more than one hydrant should be out of service in the event of any water main break. Bud confirmed that Kathleen Corcoran sent a response letter to the engineer for Heath Village West.

Bud concluded by stating WaWa has passed all the water and sewer utility inspections.

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

Executive Director Corcoran began by stating Nancy Lasch has started and is working out very well. She also confirmed she intends to begin soliciting for the deputy director position immediately after the holidays.

Kathy continued by stating they have received two requests for refunds. One is from 407 Monroe Street. She indicated that a few months ago we started putting the property type on the bills, which prompted this customer to come in because her residential property has been billed for commercial since she moved in. We requested information from the Town showing that it was residential, which was provided. We recalculated her billing back to when she purchased the property and most of the refund is on the sewer portion for a total refund of \$1,168.25.

An additional request came from 51 Ketchum Rd., where the owner has a meter pit and found that the line was leaking. He immediately shut off the water and had a contractor come in and run a new service line. The requested refund was calculated to be \$235.00 based on his historical average usage.

A motion was made by John DiMaio to apply a credit back of \$1,168.25 to the owners account at 407 Monroe Street. If the owner wished for a refund she would have to come back to the Board and request that. This was seconded by Harper and upon roll call vote carried: Ayes: Kuster, John DiMaio and Harper voting yea.

A Motion was made by John DiMaio to credit \$235.00 back to 51 Ketchum Road since the leak on their line was repaired immediately. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kuster, John DiMaio and Harper voting yea.

Kathy continued by stating they are waiting for the jar testing results from the Arsenic Treatability Study for the NJDEP and others to determine it is worth moving ahead with more complex filtration study.



Kathy also stated they have finally received nitrification system diffuser system shop drawings. Mott MacDonald has reviewed them and everything seems to be moving forward. She confirmed that the project is on track to begin construction in the spring.

Kathy also stated that Mott MacDonald has begun the PAA Jar testing and is having promising results so far.

Kathy concluded by stating the Town is moving forward with the sale of the Mason dump truck to the Authority.

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 stated he had nothing further to add.

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

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #18-3355 was proposed by John DiMaio who moved its adoption. The motion to convene into Executive Session was seconded by Harper. Ayes: Kuster, John DiMaio and Harper.

Resolution #18-3355

BE IT RESOLVED, on this 11th day of December by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Litigation and 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 item, which is to be discussed in Executive Session, can be publicly disclosed.

THEREFORE, BE IT RESOLVED, on this 11th day of December, 2018 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 7:45 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 8:45 PM. No formal action was taken during Executive Session.

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

Time – 8:55 P.M.

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