



HMUA MINUTES

REGULAR  
MEETING OF

DECEMBER 12, 2017

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING December 12, 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, John 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 November 14<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kunz with Kuster, Harper and Kunz voting yea John DiMaio abstaining.

Chairperson Kuster indicated approval of minutes of the November 14<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by Harper with Kuster, Harper and Kunz voting yea and John DiMaio abstaining.

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 discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no project change orders.

Chairperson Kuster stated the next agenda item was discussion and possible action to ratify a budget line item transfer. Executive Director Corcoran stated there were no budget line item transfers.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA-1119 and #OEA-1120 in the total amount aggregate amount of \$203,931.21. The following Resolution #17-3255 was proposed by Harper who moved its adoption:

Resolution #17-3255

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

Dated:	November 10, 2017	OEA- 1119	SL-25	\$107,901.75
Dated:	November 24, 2017	OEA- 1120	SL-26	<u>96,029.46</u>
			Total	\$203,931.21

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



Chairperson Kuster stated the next agenda item was to entertain Resolution approving Construction Aid Fund Requisition #CAF-408 in the amount of \$53,611.15. The following Resolution #17-3256 was proposed by Kunz who moved its adoption:

Resolution #17-3256

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-408 be formally approved:

REQUISITION #CAF-408

Treasurer, State of NJ	Permit Fees (Contract 47W)	\$	6,000.00
Suburban Consulting	Engineering Services		<u>47,611.15</u>
	Total	\$	53,611.15

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-240 in the aggregate amount of \$26,374.58. The following Resolution #17-3257 was proposed by Harper who moved its adoption.

Resolution #17-3257

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-240 be formally approved:

REQUISITION #RR-240

Town of Hackettstown	Paving Reimbursement	\$	<u>26,374.58</u>
	Total	\$	26,374.58

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-273 in the amount of \$726.50. The following Resolution #17-3258 was proposed by Kunz who moved its adoption.

Resolution #17-3258

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-273 be formally approved:

REQUISITION #ESR-273

Mott MacDonald	KLAND51LLC	\$	87.50
Mott MacDonald	LOINGATE		<u>639.00</u>
	Total	\$	726.50

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

Chairperson Kuster stated the next agenda item was discussion and possible action to award contract #WM-AMR-17 for supply of water meters with automatic meter reading (AMR) meter modules. Executive Director Corcoran stated that there were two bids received and the low



bidder was Water Works Supply Co., which supplies Hersey meters. Water Works Supply Co. was the meter supplier in the previous year and HMUA has been satisfied with the meter quality and delivery.

The following Resolution #17-3259 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. WM-AMR-17 for Water Meters and Automatic Meter Reading Devices were received and read aloud at a public bid opening on December 7, 2017 at 3:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Water Works Supply Co. of Pompton Plains, NJ with an anticipated value of \$83,375.00; therefore,

BE IT RESOLVED, that the bid for Contract No. WM-AMR-17 be awarded to Water Works Supply Co., Pompton Plains, NJ and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to award a contract for engineering services for Nitrification Tank Diffuser System Replacement.

After a brief discussion, the following Resolution #17-3260 was proposed by Kunz who moved its adoption.

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional engineering services for the Design Phase, Bid Phase and Construction Phase for the Nitrification Tank Diffuser System Replacement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of the firm Mott MacDonald to render engineering services to the Authority, in accordance with a December 1, 2017 proposal, is herewith authorized without public bidding.
2. The term of said appointment shall be to December 1, 2018, or until such time as the project is completed.
3. The said payment to Mott MacDonald shall not exceed \$78,200.
4. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette within ten days of its adoption and pursuant to N.J.S.A. 40:11-2.

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

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



Bud began by saying thank you to the Board and Kathy for their support while he was on medical leave. He also wanted to acknowledge Steve Baldwin and Mike Synder for their leadership and management of the Water Utility while he was out.

Bud stated that there have been no main breaks or service leaks since his last meeting attendance in October. He confirmed that the unaccounted for water numbers continue to go down.

Bud also stated he met with Michael Ianitelli of the Warren County Engineer's Office to review some ditches that were black topped by the HMUA Water Utility on High Street and Old Allamuchy Road. Bud confirmed that the County is not satisfied and wants the two previously final paved ditches on High Street re-done with concrete repair, and the paving on Old Allamuchy Road re-done to repair some damage outside of the ditch area.

Bud continued by stating Thomas and Betts have had issues with their cooling tower and had gone back to using our water in October and November, with an average usage of 300,000 gpd. Their cooling tower is back on line and they are now back to using recycled water.

Bud continued by stating he and Kathy have been reviewing the requirements of the Water Quality Accountability Act and he feels they are in pretty good shape to meet the requirements within the required timeframes. Some things he is working on include label numbers for all hydrants, and review of valve operating equipment to exercise and operate all valves, as required. He explained that this will take some time for the Water Utility to complete. He stated that he and Kathy have also been working on the cyber security requirements.

Bud stated that he and Kathy completed the Lead and Copper Plan and Water Quality Parameter Sample Plan some time ago, and now the DEP has come out with a template that they want the HMUA to complete for these plans, which will streamline things for them.

Bud concluded by stating they met with the Suburban Engineering regarding 60% plans and specs for the water main project and everything is moving forward.

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

Kathy began by stating besides the NJDEP changing the requirements for the Lead and Copper and Water Quality Parameter Sampling Plans, the NJDEP Water Quality Accountability Act has us scrambling to determine which requirements apply and how to meet all requirements. As Bud stated, the NJDEP is requiring the labeling of the hydrants and testing of all hydrants. It also requires the exercising of all valves and eliminating cyber security risks like internet connected control systems. Kathy explained that the exercising of the valves will be a costly expense, plus many hours of man time. She stated Bud is looking into a machine that could help with this job but the cost ranges from \$30,000 to \$70,000. According to experts in the field, we can expect a 10-15% failure rate exercising the valves. We have 2,300 valves, with most being between 6"-10". The Act requires replacement of valves that fail, and the replacement cost for 6"-10" valve could cost between \$800 to \$2,100 in equipment costs per valve plus labor and road restoration costs, some of which will involve state and county roads. The plan also requires an Asset Management Plan and reporting on all these things including infrastructure improvements and costs. She stated that she has spoken with Vinny Montanino regarding these costs, since they were not included in the budget and will need to be factored into his evaluation regarding water rates. She confirmed that she has requested a proposal from Mott MacDonald for completion of the required cybersecurity program and to prepare an Asset Management Plan.



Kathy also stated she and Bud met with Suburban Engineering earlier today for the 60% design review and will probably seek Board approval to go out to bid at the next meeting. She also confirmed that she prepared a letter to Mayor DiGiovanni requesting an easement at the stream crossing on Maple Avenue.

Kathy also stated that she and John Zaiter met with the Warren County Engineer and attorney on November 21<sup>st</sup>.

On the wastewater side, Kathy stated that they have ordered a new blower VFD from APG Neuros and are looking for cheaper options for breaker replacement.

Kathy stated that they have had some issues with algae clogging the non-potable water pumps, which the manufacturer has been working to resolve. It appears that this only happens during warmer months and, if necessary, a strainer can be installed on the pump influent line.

Kathy also stated that, in response to our Adjudicatory Hearing request, the NJDEP offered to grant a stay on the Mercury limits in exchange for additional monitoring. She confirmed that she agreed to conduct quarterly influent monitoring and the DEP accepted.

Kathy continued by stating she attended the AEA Annual Conference in Atlantic City on November 15<sup>th</sup> and also the AEA NJPDES Committee meeting on December 4<sup>th</sup>. Many Authorities are interested in the variance process for arsenic, issues with mercury limits and sufficiently sensitive testing methods (SSTM). She stated she updated them on the status of the arsenic variance process and NJDEP treatability study at the plant, which is on hold awaiting the work plan from Stevens Institute, and NJDEP response regarding mercury limits.

Kathy stated that the Heath Village West project is moving forward and is in the public comment period of the WQMP amendment. They have received planning board approval for 144 2-bedroom units, a healthcare center and a community center.

Kathy concluded by stating that the holiday party was held on Friday, December 8<sup>th</sup> at the Tap House Grill for the second year, and was a success with 30 guests attending.

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 and Debbie Palma exited the meeting.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #17-3261 was proposed by John DiMaio, who moved its adoption.

Resolution #17-3261

BE IT RESOLVED, on this 12th 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 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, John DiMaio, Harper and Kunz.

THEREFORE, BE IT RESOLVED, on this 12th day of December 2017 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:05 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Kunz and all indicating approval at 9:05 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 Kuster and followed by a unanimous voice vote.

Time – 9:07 PM

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