



HMUA MINUTES

REGULAR  
MEETING OF

DECEMBER 13, 2016

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING DECEMBER 13, 2016

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:35 P.M. Chairperson Harper 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: Harper, John DiMaio, Kuster and Kunz.

Also attending: Anthony Liloia, Counselor John Zaiter, Projects Engineer Klemm, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated approval of minutes of the November 7<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kunz, being seconded by John DiMaio with Harper, John DiMaio and Kunz voting yea and Kuster abstaining.

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

Mr. Liloia approached the Board, he explained that he received a very high water bill for the fourth quarter. He stated that there was no way he could have used that much water. He explained that his meter was replaced in September believes the reading was not correct. Debbie Palma explained that Mr. Liloia's meter reading for September had been estimated because they could not get a reading. She explained that she estimated it too low so now his December bill is reflecting a higher usage. The Board stated that they would have Debbie look into the bill and get back to Mr. Liloia. He thanked the Board and exited the meeting.

Chairperson Harper 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 Harper stated the next agenda item was to entertain Resolutions approving the Operations Expense account requisitions #OEA-1093 and #OEA-1094 in the total amount aggregate amount of \$221,890.93.

The following Resolution #16-3177 was proposed by Kuster who moved its adoption:

Resolution #16-3177

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

Dated: November 11, 2016                      OEA-1093              SL-25                      \$109,609.40



Dated: November 25, 2016 OEA-1094 SL-26 112,281.53  
 Total \$221,890.93

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

Chairperson Harper stated the next agenda item was to entertain Resolution approving Renewal & Replacement Fund Requisition #RR-228 in the aggregate amount of \$385,806.20.

The following Resolution #16-3178 was proposed by Kunz who moved its adoption.

Resolution #16-3178

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-228 be formally approved:

REQUISITION #RR-228

CDM Smith	Engineering Services	\$ 15,258.00
CMS Construction Inc.	Contract 44S (#4)	289,394.00
ESRI, Inc.	ArcGIS Software	1,800.00
Gannett Fleming Inc.	Engineering Services	11,233.78
M.S.P. Construction Corp.	Contract 45W (#5/6/Final)	29,321.64
Mott MacDonald	Engineering Services	22,794.00
NB Controls, Inc.	Service Calls	8,737.98
Water Works	Hydrants/Parts	<u>7,266.80</u>
	Total	\$ 385,806.20

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

Chairperson Harper stated the next agenda item was discussion and possible action to grant tentative and final approval for water/sewer service to Med Express Urgent Care, NJ – PC at 228 Mountain Ave. (Block 127, Lot 15.01 in the Town of Hackettstown.

The following Resolution #16-3179 was proposed by John DiMaio who moved its adoption.

WHEREAS, MedExpress Urgentcare has requested Tentative and Final approval for water and sewer utility service for Block 127, Lot 15.01 in the Town of Hackettstown, Warren County; and,

WHEREAS, the application and project plans have been reviewed and approved by the Executive Director and are in accordance with the Authority’s Rules and Regulations; therefore,



BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the MedExpress Urgentcare in the Town of Hackettstown, Warren County.

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract No. 46W – Rehabilitation of the 2.4 MG Water Storage Tank.

Executive Director Corcoran explained that a bid report prepared by Mott MacDonald had been forwarded for the Board's review. The lowest bidder, Brave Industrial Paint, LLC, did not meet the requirements of the bid specifications. She explained Brave did not have the required similar project experience or the appropriate references to qualify for the job. She stated that she concurred with Mott MacDonald in recommending award of the contract to the second lowest bidder, Anka Painting Co., Inc.

After a brief discussion, the following Resolution #16-3180 was proposed by John DiMaio who moved its adoption.

WHEREAS, subsequent to the proper advertisement, four (4) sealed proposals for the Rehabilitation of the 2.4 MG Water Storage Tank Project were received and read aloud at a public bid opening on December 6, 2016 at 11:00 AM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Anka Painting Company, Inc. of Palisades Park, NJ in the amount of \$917,500.00 ; therefore,

BE IT RESOLVED, Contract No. 46W for the Rehabilitation of the 2.4 MG Water Storage Tank be awarded to Anka Painting Company, Inc. of Palisades Park, 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: Harper, John DiMaio, Kuster and Kunz voting yea.

Chairperson Harper stated the next agenda item was discussion and possible action to make the final payment to M.S.P Construction Corp. for Contract No. 45W – Water Main Replacement Phase VII.

Executive Director Corcoran explained that all the punch list items have been completed and the Maintenance Bond has been received. She also stated that she would check with the Town to be sure that the Police Department has been paid in full before releasing the check.

The following Resolution 16-3181 was proposed by Kuster, who moved its adoption.

WHEREAS, the Town of Hackettstown Municipal Utilities Authority confirmed



that all work associated with Contract No. 45W – Water Main Replacement Phase VII has been completed; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority authorizes the final payment of \$29,321.64 to M.S.P. Construction Corp. for Contract No. 45W – Water Main Replacement Phase VII.

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

Chairperson Harper requested that the Office Manager proceed with her report.

Debbie began by stating that credit cards payments still seem to be increasing. She confirmed that for the months of September, October and November there were \$96,876.23 in payments made using the online service. She also went over the numbers for the collections and stated that they will not be doing collections in December.

Debbie also stated that her and Bud have been discussing the Itron System. She explained that the G-5 handhelds are no longer being supported by Itron and in 2020 the FC300 will no longer be supported. She confirmed that the office staff is working hard on replacing the old meters and hope to have them all replaced within the next year or so.

Debbie concluded by stating she worked the day after Thanksgiving this year and found that the office was very slow. She asked the Board to consider returning the day after Thanksgiving to a paid holiday, if the staff was willing to give up one of their paid personal days. The Board suggested that she survey the employees and get back to them next month.

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

Executive Director Corcoran began by stating that the Authority has received a dividend from the Joint Insurance Fund in the amount of \$10,373.00

Corcoran also stated that the cleaning of the 1.0 Water Storage Tank is scheduled to be completed by end of next week. Once clean, it will be put into service to make sure the system will work properly for the 2.4 tank construction project in the spring of 2017. Water usage has been down, at approximately 1.8 MGD for the main system and 1.9-2.0 MGD for total system usage.

Corcoran continued by stating they are having a contractor remove asbestos from the roof of Well #4. Since discovering the existing pitched roof underneath the flat roof, most if not all of the other roof repair work will be completed by Water Utility staff. This will save a significant amount of money for what was budgeted as a \$50,000 capital project.

Corcoran also stated that the work at the WPCP is going well. The major mechanical, piping, and earthwork has been substantially completed, and the



majority of remaining work is architectural in nature.

Corcoran also stated that there have been recent WPCP odor complaints from residents of Esna Drive. She confirmed that she did find that Mars reported a BOD over 1,000 mg/l in October 2016 while the NJPDES limit is 400 mg/l. Mars has stated that the excessive BOD was due to a problem with their old plant, which has since been corrected. Mars has been testing its new pretreatment plant and hopes to have it up and running permanently in early 2017. She also stated that there are two small breweries in town that may be impacting the system. She will continue to investigate the potential causes with Mott MacDonald and WPCP staff.

Corcoran also stated that the auction for electricity took place last month and the Authority was able to secure a price of \$0.07074/KWH through Direct Energy starting in June 2017 and locked in for 2 years. This is compared to the current rate of \$0.08382/KWH through Champion Energy.

Corcoran continued by stating she forwarded the AVS Technology proposal to the Board. She stated that pricing is very high and she thinks that recommendations by an independent agency might be helpful. There was some discussion and recollection by the Board of a prior Risk Assessment being completed. Corcoran stated she will search the files for prior studies that have been completed.

Corcoran concluded by stating the Employee Reviews have been completed and there appears to be an uptick in interest by employees to obtain licenses. She also stated that the annual Holiday Party was a success and nearly 30 people attended.

Upon the completion of the Executive Director's report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm stated that the Annual Inspection of the facilities has been completed and the draft report has been forwarded to Kathy. He confirmed that the facilities are in good shape. He also stated that the water main on Route 46 seems to be in good shape and does not recommend the replacement of it. He suggested that the old water services seem to be the biggest problem and that the Authority may possibly want to replace them.

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

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

There being no additional comments or discussion, Chairperson Harper declared a motion to adjourn would be in order and was so moved by John DiMaio, seconded by Kunz and followed by a unanimous voice vote.

Time – 8:50 P.M.

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Kathleen Corcoran, PE, PP  
Executive Director & Secretary