



HMUA MINUTES

REGULAR
MEETING OF

JANUARY 8, 2013

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF JANUARY 8, 2013
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 P.M.

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

Also attending: Counselor Zaiter, Engineer David Klemm, Executive Director Smith, Deputy Director Perry and Recording Secretary Palma.

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.

Chairperson Kelly led a salute of the United States Flag.

Chairperson Kelly indicated that approval of the December 11th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio being seconded by Brown with Kelly, Harper, Brown and Jerry DiMaio voting yea and John DiMaio abstained.

Chairperson Kelly opened the meeting to public participation and noted 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 indicated 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 #13-2903 was proposed by John DiMaio who moved its adoption:

Resolution #13-2903A

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

Dated:	December 14, 2012	OEA-991	SL-01	\$134,354.08
Dated:	December 28, 2012	OEA-992	SL-02	<u>70,524.17</u>
			Total	\$204,878.25

Resolution #13-2903B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-362 be formally approved:

REQUISITION #CAF-362

Hatch Mott MacDonald	Engineering Services	\$ 848.00
Samuel Stotoff Co.	Abandonment of Well #2	<u>7,000.00</u>
	Total	\$ 7,848.00



Resolution #13-2903C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-181 be formally approved:

REQUISITION #RR-181

Bendlin Inc.	Parts for Raw Sewage Pump	\$ 20,698.00
CDM Smith	Energy Reduction Plan	2,285.00
Hatch Mott MacDonald	Engineering Services	2,025.00
R & J Controls	Emergency Generator (WPCP)	1,502.42
Water Works Supply Co.	Hydrant	<u>2,010.21</u>
	Total	\$ 28,520.63

Resolution #13-2903D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-228 be formally approved:

REQUISITION #ESR-228

Hatch Mott MacDonald	Princess Towers	\$ 1,360.00
R&J Controls, Inc.	HOGS	<u>452.80</u>
	Total	\$ 1,812.80

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract No. WM-AMR-13 for water meters and automatic meter reading devices.

The following Resolution #13-2904 was proposed by Brown who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. WM-AMR 13 for water meters and automatic meter reading devices were received and read aloud at a public bid opening on December 19, 2012 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 Badger Meters of Milwaukee, Wisconsin in an anticipated value of \$52,628.00; therefore,

BE IT RESOLVED, that bid for Contract No. WM-AMR 13 for water meters and automatic meter reading devices be awarded to Badger Meter of Milwaukee, Wisconsin, and the Executive Director is hereby authorized to execute the necessary contract documents.

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



Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract No. Orthopolyphosphate – 13 for furnishing Orthopolyphosphate Blend.

The following Resolution #13-2905 was proposed John DiMaio who moved its adoption:

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. Orthopolyphosphate-13 for Orthopolyphosphate Blend were received and read aloud at a public bid opening on December 20, 2012 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 Shannon Chemical of Malvern, PA; therefore,

BE IT RESOLVED, that the bid for Contract No. Orthopolyphosphate-13 be awarded to Shannon Chemical of Malvern, Pennsylvania, and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of the generator for the Administration Building.

Executive Director Smith stated that the Authority received quotes from several companies and all were below the \$17,500 which does not specific Board approval. It was suggested that the purchase go through normal procedures.

Chairperson Kelly stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report.

Executive Director Smith requested that the Board acknowledge receipt of the Annual Facilities Inspection Report prepared by Hatch Mott MacDonald. Upon completion of a brief discussion, John DiMaio made a motion stating the Board had received the Annual Facilities Inspection Report as prepared by Hatch Mott MacDonald. Brown seconded the motion with Kelly, Harper, Brown, John DiMaio and Jerry DiMaio voting yea.

At this point, Chairperson Kelly requested Deputy Director Perry to proceed with his report.

Deputy Director Perry began by stating that as part of the requirements of the Water Allocation Permit, Well # 2 has also been decommissioned and grouted. This completes all the requirements under the Permit.

Perry also stated that the Mine Hill Building has been demolished as per the agreement with Goodland Country Club.

Perry continued by stating he has met with FEMA and submitted reimbursement requests for the generators and the roof of the Administration Building for damages



and costs accrued during Hurricane Sandy. An additional request will be submitted for debris removal.

Perry also stated that the Water Utility continues to work on finding water leaks in the HMUA's service area. He confirmed that they have located three leaks over the last month. One in Peachtree Village, which was repaired by the Association, and one in Indian Park and one on Ruland and Cook, which were repaired by the Authority.

Perry confirmed that he has a meeting scheduled with M&M Mars to discuss a possible leak on their 10" fire line. The Authority would like to access the valve vault on High Street to check the operation of the valves so that they can isolate the line while still providing fire protection.

Perry also stated the Authority is looking to do another water main project in sections of the Kenwood and College View areas in to begin in 2013.

Perry concluded by stating he has joined the AWWA Education and Professional Development Committee.

Upon completion of the Deputy Director's report, Chairperson Kelly requested the Executive Director to proceed with his report.

Executive Director Smith began by stating the Authority has upgraded to Google Apps. The software provides multiple business tools and storage of emails in the cloud to allow the HMUA to comply with Open Public Records Act regulations in the event of requests for communications which would include emails.

Smith also stated the Authority is considering Voice over Internet Protocol (VOIP) for the phone system. The existing Verizon phone lines in the area continue to degrade. The phone system would also replace the twelve year old Lucent Phone System.

Smith continued by stating the generator at the Advance Treatment Building at the Wastewater Treatment Plant has been found to have coolant mixing with water, and a new water pump will have to be installed. Upon receipt of the parts the unit will be repaired as soon as possible.

Smith concluded by stating that the Authority has had a number of discussions concerning the selling of the reservoir properties. He explained that over the years there have been many problems with trespassers and this is a significant liability. He stated that the reservoirs have been out of service since 2008 and the Authority previously tried to preserve the property via Green Acres. He also confirmed he has heard nothing from Dam Safety or Green Acres. A lengthy conversation ensued with all Board Members participating. Board Member Brown also indicated that he would like to see deed restrictions placed on the properties that no water or sewer will be connected to these properties. Counselor Zaiter stated that he would research the deed restriction matter.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.



Counselor Zaiter reported that he had nothing further to add.

Chairperson Kelly requested the Projects Engineer to proceed with the Engineer's Report. Projects Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

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

Deputy Director Perry presented a financial presentation to the Board projecting future budget expectations, and the impacts of future capital projects on current reserve estimates. The data presented concentrated to a five (5) year Capital Budget Plan.

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

Time – 10:10 P.M.

Bruce D. Smith
Executive Director & Secretary