



HMUA MINUTES

REGULAR  
MEETING OF

JANUARY 10, 2012

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF JANUARY 10, 2012  
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:01 P.M.

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

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 13<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Brown being seconded by Harper with Kelly, Jerry DiMaio, Brown and Harper voting yea.

Chairperson Kelly indicated that approval of the December 13<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio being seconded by Brown with Kelly, Jerry DiMaio, Brown and Harper voting yea.

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

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

The following Resolution #12-2843 was proposed by Harper who moved its adoption:

Resolution #12-2843A

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

Dated:	December 02, 2011 OEA-964	SL-01	\$142,660.41
Dated:	December 16, 2011 OEA-965	SL-02	73,204.06
Dated:	December 30, 2011 OEA-966	SL-03	<u>185,918.83</u>
		Total	\$401,783.30

Resolution #12-2843B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-350 be formally approved:

REQUISITION #CAF-350

Hatch Mott MacDonald	Engineering Services	\$	3,374.00
QC Laboratories	Laboratory Analysis		<u>197.00</u>
	Total	\$	3,571.00



Resolution #12-2843C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-169 be formally approved:

REQUISITION #RR-169

Badger Meter, Inc.	5/8" Meters w/ERT's	\$ 19,725.00
Energy Cair, Inc.	Bearing & Shaft Assembly	1,327.47
Finch Fuel Oil Co.	#2 Fuel Oil for Digester	5,495.11
George S. Coyne Chemical	Treatment Chemicals	8,024.75
JDV Equipment Corp.	WPCP Improvements-36S (#4)	10,221.40
Jet-Vac Inc.	Trash Pump & Parts	1,934.06
Liberty Construction	Process Aeration Blower-39S	39,584.65
TGM Services	WPCP: Digester	<u>1,469.98</u>
	Total	\$ 87,782.42

Resolution #12-2843D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-220 be formally approved:

REQUISITION #ESR-220

R & J Control	HOGS	\$ <u>452.80</u>
	Total	\$ 452.80

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award the contract for supplying Liquid Aluminum Sulfate.

After a brief discussion, the following Resolution #12-2844 was proposed by Brown who moved its adoption:

WHEREAS, subsequent to the proper advertisement, two (2) sealed proposals for Liquid Aluminum Sulfate were received and read aloud at a public bid opening on December 4, 2011 at 2:30 PM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest bid was received from General Chemical of Parsippany, New Jersey; therefore

BE IT RESOLVED, Contract #AS-12 for Aluminum Sulfate be awarded to General Chemical of Parsippany, New Jersey 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, Jerry DiMaio, Brown and Harper voting yea.



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

Perry stated that the pressure transmitters for the Mt. Olive Booster Station, Independence Booster Station and Well # 2 have all been installed and are also connected to the SCADA System. This enables the Authority to now check the system for pressure surges.

Perry also stated that Truck #30 sold for \$5,101 and the Scum Buster sold for \$1,010 on GovDeals, which brings the total Auctioned off items to over \$22,000.

Perry confirmed that a work order has been approved by the DOT to have Oswald Enterprises make the repairs to the sewer line located in Mansfield Village. He stated the work should be completed by the end of next week.

Perry also stated the Authority received a letter from the NJDEP regarding insufficient firm capacity. Perry confirmed that after a review it was determined that the Lackland Center at Centenary College and the Hunter's Brook projects were never listed as being completed. Perry stated that he has forwarded the necessary paperwork to show that these projects have been completed, and once the NJDEP reviews this information, they will forward a letter rescinding the insufficient firm capacity.

Perry concluded by stating the Authority has received a check in the amount of \$30,455 from FEMA for the damages and expenses associated with Hurricane Irene.

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 that Bergen Tool, Chill Out Sports and Charlie Browns have all encountered fire lines freezing and breaking over the last week. He stated that a large amount of water is lost in the system when this happens. He informed the Board that the HMUA would be charging these businesses for the water that was lost.

Smith also stated that the Water Utility has been looking for leaks in the system and found one last week. Smith stated that this leak was hard to detect because it was draining into the canal.

Smith confirmed that the Water Allocation Permit Application has been resubmitted to the DEP with a reduction in the requested Claremont Well pumping rate from 1,055 gallons per minute to 800 gallons per minute.

Smith continued by stating the Authority now has over 400 customers signed up for the email billing.



Smith also stated the over the past month 25 customers have used the online payment system. He also advised that over 23 percent of the Authority's customers are now using online banking to pay their utility bill.

Smith concluded by stating he will be meeting with Brain Cowden and Darin Shaffer on January 17<sup>th</sup> to review the reservoir properties.

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

Chairperson Kelly stated he would entertain a motion to convene into Executive Session.

Resolution #12-2845 was proposed by Brown who moved its adoption.

BE IT RESOLVED, on this 10<sup>th</sup> day of January 2012, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss issues concerning legal 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 Brown and seconded by Harper. Ayes: Kelly, Jerry DiMaio, Brown and Harper.

THEREFORE, BE IT RESOLVED, on this 10<sup>th</sup> day of January 2012, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:25 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 8:47 PM. No formal action was taken during Executive Session.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated that he had nothing further to add.

Chairperson Kelly requested the Project 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.

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

Time – 9:06P.M.

  
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Bruce D. Smith  
Executive Director & Secretary