



HMUA MINUTES

REGULAR
MEETING OF

JANUARY 12, 2010

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JANUARY 12, 2010

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:03 P.M.

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

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

Chairperson Brown 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 Brown led a salute of the United States Flag.

Chairperson Brown indicated that approval of the December 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Brown with Brown and Kelly voting yea and Jerry DiMaio abstaining.

Chairperson Brown opened the meeting to public participation and noted there were no members of the public in attendance.

Chairperson Brown stated that resolutions pertaining to financial transactions to be the next order of business.

The following Resolution #10-2690 was proposed by Kelly who moved its adoption:

Resolution #10-2690A

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

Dated:	December 04, 2009	OEA-912	SL-01	\$118,987.60
Dated:	December 18, 2009	OEA-913	SL-02	<u>84,259.97</u>
			Total	\$203,247.57

Resolution #10-2690B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-326 be formally approved:

REQUISITION #CAF-326

AECOM	Engineering Services	\$	9,551.79
CH2M HILL, Inc.	Engineering Services		1,825.00
Suburban Consulting Eng.	Engineering Services		<u>5,472.50</u>
	Total	\$	16,849.29

Resolution #10-2690C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-145 be formally approved:



REQUISITION #RR-145

Applied Analytics, Inc.	Distribution Equipment	\$ 2,900.00
O'Brien & Gere Eng., Inc.	Engineering Services	9,738.00
Pumping Services, Inc.	WFP Chopper Pumps	<u>14,600.00</u>
	Total	\$ 27,238.00

Resolution #10-2690D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-196 be formally approved:

REQUISITION #ESR-196

Hatch Mott MacDonald	HIDDENHILL2	\$ 483.50
Hatch Mott MacDonald	JPAFTINOS	221.00
Hatch Mott MacDonald	STEPHENS	392.05
Home Towne Hardware	HOGS	8.07
Warco	HOGS	<u>29.90</u>
	Total	\$ 1,134.52

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

Chairperson Brown stated the next agenda item was discussion and possible action to grant Tentative and Final Approval for the Wal-Mart Remodel Project.

After a brief discussion, the following Resolution #10-2691 was proposed by Kelly who moved its adoption.

WHEREAS, the application and remodeling plans have been reviewed and approved as detailed in Hatch Mott MacDonald's January 5, 2010 letter 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 Wal-Mart Remodel Project in the Town of Mansfield.

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

Chairperson Brown stated the next agenda item was discussion and possible action to authorize the change order associated with the Claremont Well Project.

After a brief discussion, the following Resolution #10-2692 was proposed by Kelly who moved its adoption.

WHEREAS, a Change Order (see attached) has been submitted by AECOM for additional engineering work associated with the Claremont Well Project for the Hackettstown Municipal Utilities Authority in the total amount of \$6,000, therefore,

BE IT RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority hereby approves the Change Order.



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

Chairperson Brown stated the next agenda item was discussion and possible action to appoint a Risk Management Consultant.

After a brief discussion, the following Resolution #10-2693 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has previously joined the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Funds require that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and

WHEREAS, the Authority has negotiated a reduced fee in the amount of \$4,000 which represents reasonable compensation for the services required; and

NOW, THEREFORE, be it resolved the Hackettstown Municipal Utilities Authority does hereby appoint Otterstedt Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; therefore

BE IT FURTHER RESOLVED, that the Governing Body hereby authorizes and directs the execution of the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

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

Chairperson Brown stated the next agenda item was discussion and possible action to readopt Section 125 Cafeteria Plan.

After a brief discussion, the following Resolution #10-2694 was proposed by Kelly who moved its adoption.

WHEREAS, New Jersey law allows Authorities to offer incentives to employees eligible for State Health Benefits program coverage; and,

WHEREAS, the Board Members of the Hackettstown Municipal Utilities Authority have previously adopted a Summary Plan Description for a Section 125 Cafeteria Plan which describes the incentive for employees to waive State Health Benefits Program health coverage; and,

WHEREAS, the Board Members of the Hackettstown Municipal Utilities Authority have also reviewed the various revised costs of Health Care coverage and related incentives that can be offered; therefore,

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority herein adopts the attached Summary Plan Description for a Section 125 Cafeteria Plan with the same fees as adopted for 2009 and further directs that all employees be notified.

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

At this point, Chairperson Brown requested Executive Director Smith to proceed with his report.



Smith began by confirming that the Solar Photovoltaic Power Purchase Agreement has been executed and a site tour has been conducted with the contractor.

Smith also stated that Pete Tynan has contacted the Warren County PCFA regarding the Leachate and they have indicated that the trucking of leachate to the HMUA should cease at the end of this month.

Smith continued by stating that bids were received for the pre-purchase of the anaerobic digester mixing equipment and are being reviewed by the engineer. The Engineer's recommendation is expected soon. It is anticipated that the Contract will be on the February Meeting Agenda for possible consideration by the Board.

Smith also stated that he received a copy of a letter from the Division of Watershed Management with regards to the exemption for Stephens State Park, which was forwarded to all Board Members. Smith noted that this letter had been forwarded to approximately 19 different people and agencies, but not the HMUA.

After a lengthy conversation, a motion was made by Kelly to forward a letter to Jan Gheen stating that the Authority grants approval for Stephens State Park to connect to the HMUA water supply in accordance with the Authority's Rules and Regulations. Kelly also noted that the Board would also like the Executive Director to inform the Division of their lack of communication with the Authority on this matter. This motion was seconded by Brown and upon roll call vote carried: Ayes: Brown and Kelly voting yea and Jerry DiMaio voting no.

Smith also stated that he has been informed that Mountain Top Church is proceeding to obtain a Highlands Waiver to allow the connection to the HMUA sanitary sewer system.

Smith continued by stating that O'Brien & Gere is continuing to work on the WPCP Project. There has been substantial discussion and project review by Sewer utility staff which has resulted in changes to the project that are anticipated to reduce the overall project cost by \$100,000.

Smith also confirmed that M&M Mars has completed their review of the updated Feasibility Study report and has decided not to make any changes to the current level of treatment at this time.

Smith stated that the Site Improvement Project is essentially complete. However, one of the Garage Doors has malfunctioned today. Suburban Consultants has been notified.

Smith stated that he has requested proposal from Princeton Hydro and others to provide engineering for the permitting and breaching of the Lower Mill Hill Reservoir Dam. He stated he should have more information for the Board at the next meeting.

Smith concluded by stating that O'Brien & Gere is continuing to work on the Water Main Project.

Noting the completion of the Executive Director's Report, Chairperson Brown requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he had nothing further to report at this time.



Chairperson Brown then 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).

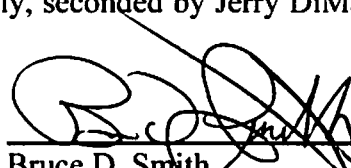
Chairperson Brown requested whether anyone had business of a general nature to discuss.

Chairperson Brown stated that he spoke with Mrs. Kobert regarding the water issues on Fifth Ave. Mrs. Kobert explained that she had some discoloration over the holidays but attributed it to the school being closed.

Executive Director Smith also stated that there has been another fire line leak at Bergen Tool. Smith stated that the leak occurred in late December. The estimated volume of the leak was 1,300,000 gallons. Bergen Tool has been billed for the water use.

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

Time – 9:26 P.M.



Bruce D. Smith
Executive Director & Secretary