



HMUA MINUTES

ANNUAL  
MEETING OF

FEBRUARY 12, 2013

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



ANNUAL MEETING FEBRUARY 12, 2013

JACOB GARABED ADMINISTRATION BUILDING

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

Executive Director Smith acknowledged receipt of the resolution adopted by the Town of Hackettstown reappointing Gerald DiMaio, Jr. to the Authority for a term expiring February 1, 2018. Mr. DiMaio completed and executed the Oath of Office.

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

Also attending: Soona Cheon, 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 January 8<sup>th</sup> 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, Brown and Jerry DiMaio voting yea.

Chairperson Kelly indicated that the election of officers for the ensuing year would be the next order of business and appointed Counselor Zaiter as Acting Chairperson to conduct the election.

Upon hearing the request for nominations for the office of Chairperson for the Board year 2013/2014, Kelly nominated Brown. Jerry DiMaio seconded the nomination. No further nominations were received. Brown moved that nominations be closed. Jerry DiMaio seconded the motion, with Kelly and Jerry DiMaio, voting yea and Brown abstaining. There being only one nomination, Brown was elected as Chairperson.

The newly elected Chairperson Brown then declared nominations for the office of Vice Chairperson to be in order. Jerry DiMaio nominated Harper. Kelly seconded the nomination. No further nominations were received. Jerry DiMaio moved that nominations be closed. Kelly seconded the motion, with Brown, Kelly and Jerry DiMaio voting yea. There being only one nomination, Harper was elected as Vice Chairperson.

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

After a brief discussion, the following Resolution # 13-2906 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 then indicated that appointments of Authority professionals be the next several agenda items.

After a brief discussion, the following Resolution #13-2907 was proposed by Kelly who moved its adoption.

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of an Auditor as a non-fair and open contract pursuant to the provision 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 VM Associates, Inc. as the Authority's Auditor and retaining them to perform audits for Fiscal Year 2013 in accordance with their January 22, 2013 proposal is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 11, 2014, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette pursuant to N.J.S.A. 40:11-2.



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

The next agenda item was the discussion and possible action to appoint the Authority's Counselor.

The following Resolution #13-2908 was proposed by Kelly who moved its adoption:

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Counselor 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 Broschius, Fischer & Zaiter as the Authority's Counselors and retaining them to render legal service to the Authority in accordance with their proposal dated January 14, 2013 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 11, 2014, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette pursuant to N.J.S.A. 40:11-2.

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

The next item was the discussion and possible action to appoint the Authority's Consulting Engineer as noted by Chairperson Brown.

The following Resolution #13-2909 was proposed by Kelly who moved its adoption:

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Consulting Engineer 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 Hatch Mott MacDonald as the Authority's Consulting Engineer and retaining them to render engineering services to the Authority in accordance with their proposal dated January 23, 2013 is herewith authorized without public bidding.



2 - The term of said appointment shall be to February 11, 2014, or until their successor has been appointed and qualified.

3 - That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star-Gazette pursuant to N.J.S.A. 40:11-2.

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

Chairperson Brown opened the meeting to public participation and noted there was a member present.

Soona Cheon approached the Board. She began by stating she received her water bill and was surprised on how high it was. She stated that they checked for leaks and found none. She wanted to know if it was possible to receive some relief on the charges. Executive Director Smith explained that the bill in question was her December 1<sup>st</sup> Bill for the period of August to November. For the quarter ending in February, the use was very low and therefore there is no leak to find. It is likely that the high use was related to lawn watering during the summer and fall quarters. It was suggested that when the lawn sprinkling system is turned on that she have the system checked for leaks and that she read the water meter on a daily basis to determine the use. The Board was in agreement and explained once it goes thru the meter they must bill for it. Ms. Cheon thanked the Board and exited the meeting.

Chairperson Brown stated the next agenda item was discussion and possible action to appoint the Secretary and Treasurer.

The following Resolution #13-2910 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, N.J.S.A. 40:14b-18 provides that the positions of Secretary and Treasurer of a Municipal Utilities Authority are appointed positions; and,

WHEREAS, the members of the Authority are desirous of reappointing Bruce D. Smith to fill the positions of Secretary and Treasurer; therefore,

BE IT RESOLVED, that Bruce D. Smith is hereby appointed Secretary and Treasurer of the Town of Hackettstown Municipal Utilities Authority; and,

BE IT FURTHER RESOLVED that the term of said appointment shall be to February 11, 2014 or until his successor has been appointed and qualified.

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

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



The following Resolution #13-2911 was proposed by Kelly who moved its adoption:

Resolution #13-2911A

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

Dated:	January 11, 2013	OEA-993	SL-03	\$193,559.92
Dated:	January 25, 2013	OEA-994	SL-04	<u>110,912.36</u>
			Total	\$304,472.28

Resolution #13-2911B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-363 be formally approved:

REQUISITION #CAF-363

J.L.M. Computers	Google Apps Migration	\$ 1,852.50
	Total	\$ 1,852.50

Resolution #13-2911C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-182 be formally approved:

REQUISITION #RR-182

Badger Meter, Inc.	5/8" Water Meters/Ert's	\$ 13,260.88
Capitol Supply	Meter Adapters	2,538.80
Fairfield Maintenance	Incon- TS-504 Printer	1,526.00
Filtration Systems	Filter Vessel	2,314.06
Fisher Electrical Cont.	Well 7-Conductors	3,798.61
Grainger	Needle Valves	1,561.39
Hatch Mott MacDonald	Engineering Services	10,237.00
Hydra-Numatic Sales	KSB Mixer Repair	4,895.00
R&J Controls, Inc.	WPCP Generator Repair	8,888.00
Water Works Supply Co.	Itron Mc Lite System	<u>15,535.00</u>
	Total	\$ 64,554.74

Resolution #13-2911D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-229 be formally approved:

REQUISITION #ESR-229

Bay Ridge Motor Sales Inc.	HACKHONDA – Refund	\$ 1,073.17
Hatch Mott MacDonald	PRINCESS TOWERS	<u>680.00</u>
	Total	\$ 1,753.17

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 of the proposed “Annual Meeting Schedule” for the next year.

After a brief discussion, the following Resolution #13-2912 was proposed by Kelly who moved its adoption:

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

The following schedule for the regular meetings of the Authority for the period commencing March 12, 2013 and concluding February 11, 2014 is hereby adopted:

- March 12, 2013
- April 09, 2013
- May 14, 2013
- June 11, 2013
- July 09, 2013
- August 13, 2013
- September 10, 2013
- October 08, 2013
- November 12, 2013
- December 10, 2013
- January 14, 2014
- February 11, 2014

1. All regular meetings will be held at the Jacob Garabed Administration Building at 424 Hurley Drive at 8:00 PM.
2. A copy of the meeting schedule shall be prominently posted in the HMUA Administration Building lobby and also be published in the Star-Gazette.

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

The next agenda item as noted by Chairperson Brown was the discussion and possible action to designate the official newspapers for the Authority.

The following Resolution #13-2913 was proposed by Kelly who moved its adoption:

WHEREAS, the Authority desires to designate official newspapers in which to publish all official public notices.

NOW, THEREFORE, BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority that the Star-Gazette, Express Times and Daily Record are the official newspapers of the Authority.



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 readopt the Cash Management Plan.

The following Resolution #13-2914 was proposed by Kelly who moved its adoption:

WHEREAS, it is in the best interests of the Hackettstown Municipal Utilities Authority to earn additional revenue through the investment and prudent management of its cash receipts; and,

WHEREAS, N.J.S.A. 40A:5-14 requires each local government unit to readopt the Cash Management Plan; therefore,

BE IT RESOLVED, the Board Members of the Town of Hackettstown Municipal Utilities Authority hereby readopts the Cash Management Plan as presented.

This 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 designate depositories for Authority Revenue Funds.

After a brief discussion, the following Resolution #13-2915 was proposed by Kelly who moved its adoption:

WHEREAS, the Authority desires to designate a financial institution as the depository for Authority revenues; and,

WHEREAS, said revenues are to be transferred from the depository to the Trustee, currently U.S. Bank, for deposit into the Revenue Fund and subsequent distribution and investment in other Funds as designated by HMUA's Bond Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hackettstown Municipal Utilities Authority does herein formally authorize and direct the Authority revenues be deposited into an interest bearing account in First Hope Bank, said bank being designated as the official depository of Authority revenues and further authorizes the Chairperson or Executive Director to direct the Trustee to make investments in securities as previously approved by the Authority or to authorize transfers to other Authority accounts.

This 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 designate depositories of the Authority's Construction Aid Fund.

The following Resolution #13-2916 was proposed by Kelly who moved its adoptions:

WHEREAS, there exists a continuing need for the Town of Hackettstown Municipal Utilities Authority to reinvest funds which have been deposited in financial institutions; and,



WHEREAS, the Authority desires to designate a financial institution as the depository for the Construction Aid Fund and to designate additional financial institutions for investment of funds so the Authority can obtain the most favorable investment rates.

NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that:

1. The Authority does herein formally designate First Hope Bank as the official depository for the Construction Aid Fund.
2. The Authority also formally designates Ameriprise Financial, Bank of America, Chase Bank, Edward Jones, First Hope Bank, Hudson City Savings Bank, Fulton Bank, State of New Jersey Cash Management Fund, PNC Bank, Raymond James Financial Services, TD Bank, U.S. Bank, Valley National Bank, and Wells Fargo Bank as financial institutions which the Chairperson or Executive Director are authorized to make deposits and transfer funds for investment in the Securities as previously approved by the Authority.

This 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 to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA purchasing manual.

The following Resolution #13-2917 was proposed by Kelly who moved its adoption:

WHEREAS, it is necessary to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA Purchasing Manual:

WHEREAS, the Authority is desirous of designating Deborah A. Palma as Purchasing Agent and Bruce D. Smith as Assistant Purchasing Agent;

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Deborah A. Palma is designated as HMUA's Purchasing Agent and Bruce D. Smith is designated as HMUA's Assistant Purchasing Agent.

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

Chairperson Brown noted the next agenda item was discussion and possible action to designate the Public Agency Compliance Officer.

After a brief discussion, the following Resolution #13-2918 was proposed by Kelly who moved its adoption:

WHEREAS, in accordance with N.J.A.C. 17:27-3.5, each public agency shall designate an individual to serve as its Public Agency Compliance Officer.



WHEREAS, the members of the Authority are desirous of designating John Perry to serve as its Public Agency Compliance Officer; therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that John Perry is designated as HMUA's Public Agency Compliance Officer.

This 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 check signers of all Authority checks.

After a brief discussion, the following Resolution #13-2919 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Authority has avoided the cost of new check stamps each year by utilizing prior stamps as long as the Board Member continues on the Authority Board; therefore,

BE IT RESOLVED, Harry Brown and Executive Director Bruce D. Smith are the Authority's check signers.

This Resolution was seconded by Kelly 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 Engineering for development of Hydraulic Model and Development of recommendations for siting water tank to replace 1.0 million gallon tank.

After a lengthy discussion, the following Resolution #13-2920 was proposed by Kelly who moved its adoption.

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 Hatch Mott MacDonald to render engineering services for comprehensive Hydraulic Model of the HMUA's water system and performance of hydraulic simulations relating to the sizing and siting of a replacement 1.0 MG storage tank, in accordance with a February 6, 2013 proposal, is herewith authorized without public bidding.
2. The said payment to Hatch Mott MacDonald shall not exceed \$34,000.
3. The term of said appointment shall be until such time as the work detailed in the proposal has been completed.
4. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution pursuant to N.J.S.A. 40:11-2.



This Resolution was seconded by Jerry DiMaio 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 award Contract #AS-13 for the furnishing of Liquid Aluminum Sulfate.

The following Resolution #13-2921 was proposed by Kelly 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 February 6, 2013 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-13 for Aluminum Sulfate is 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: Brown, Kelly and Jerry DiMaio voting yea.

Chairperson Brown stated the next agenda item was discussion and possible action to authorize Engineering services for Claremont Well #8 generator and WPCP Generator Interconnection Project.

The following Resolution #13-2922 was proposed by Kelly who moved its adoption.

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 Hatch Mott MacDonald to provide Professional Engineering Services for the design, bid and construction phases for Claremont Well #8 generator and Wastewater Pollution Control Plant generator interconnection project in accordance with their February 7, 2013 proposal is herewith authorized without public bidding.
2. The said payment to Hatch Mott MacDonald shall not exceed \$70,000.
3. The term of said appointment shall be until such time as the work detailed in the proposal has been completed.
4. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution pursuant to N.J.S.A. 40:11-2.

This 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 adopt Water Utility and Sewer Utility Annual and Capital Budgets for the fiscal year 2013.

Executive Director Smith stated that there was an error in the original Water Utility Budget submitted. Even though the error was corrected in the Adopted version submitted to DCA, the DCA explained that the Adoption cannot occur prior to DCA approval of the Approved Budget. Therefore, the Adoption of the Budgets is presented again to the Board.

The following Resolution #13-2923 was proposed by Kelly who moved its adoption.

Water Utility Budget

WHEREAS, the Annual Budget and Capital Budget for Water for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 has been presented for adoption before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of February 12, 2013; and,

WHEREAS, the Annual Budget and Capital Budget was submitted late due to waiting for Consumer Price Index figures to be released by the United States Bureau of Labor Statistics; and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,954,000 Total Appropriations including any Accumulated Deficit, if any, of \$3,899,635 and Total Unrestricted Net Assets utilized of \$1,945,635; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,275,000 and Total Unrestricted Net Assets planned to be utilized of \$0;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of February 12, 2013 that the Annual Budget and Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 is hereby adopted and shall constitute appropriations for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital / Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.



### Sewer Utility Budget

WHEREAS, the Annual Budget and Capital Budget for Sewer for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 has been presented for adoption before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of February 12, 2013; and,

WHEREAS, the Annual Budget and Capital Budget was submitted late due to waiting for Consumer Price Index figures to be released by the United States Bureau of Labor Statistics; and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,494,000 Total Appropriations including any Accumulated Deficit if any, of \$2,372,900 and Total Unrestricted Net Assets of \$0; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$550,000 and Total Unrestricted Net Assets planned to be utilized of \$0; and,

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of February 12, 2013 that the Annual Budget and Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 is hereby adopted and shall constitute appropriations for the purposes stated;

BE IT FURTHER RESOLVED, that the Annual Budget and Capital / Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Chairperson Brown requested Deputy Director Perry to proceed with his report.

Perry began by stating that all the paperwork has been signed and approved from FEMA for the October snowstorm to obtain funds for damages at the Water Filtration Plant, Water Pollution Control Plant, wells and pumping stations.



Perry also stated he has requested funding for the Well #8 and Water Pollution Control Plant generator interconnection from FEMA. He stated that he was not sure the Authority would receive any funding, but would keep the Board posted.

Perry continued by stating Reivax Construction has begun doing test pits on Claremont Road for the water main project.

Perry confirmed that he took the NJ JIF Basic Risk Management Training Course, and that the video was informative and only about 20 minutes long..

Perry continued by stating that the Authority had two water main breaks, one in Mansfield on a 2" line which was repaired by the HMUA and one on Countryside Drive. The one on Countryside Drive pulled up the road and did some damage to two homes. Perry confirmed that pictures were taken and the damages have been reported to the owners' insurance companies. He also stated that he informed our Insurance Company of the damages.

Perry concluded by stating he has submitted an application to the AWWA for a Safety Award for the Authority.

Chairperson Kelly requested Executive Director Smith to proceed with his report.

Smith stated the transfer of the phones to Ring Central should take effect within the next 2 weeks. This system is a voice over internet protocol (VOIP).

Smith also stated the ATB Generator has been repaired. It required a new water pump.

Smith continued by stated that he and John met with Bert Tutz of M&M Mars to discuss Mars Wastewater Treatment options.

Smith also stated that he and John also met with Glenn Schweizer regarding the preservation of the Reservoir Properties. Smith explained that the property already has been designated as "Open Space". The property may be difficult to preserve.

Smith also stated that there was a meeting today with the Musconetcong Watershed Association (MWA) representatives to discuss the Authority's water supplies. Smith also stated he will be a guest speaker at the March 5th MWA River Talk.

Smith also stated that he would discuss with the Board, the possibility of allowing MWA material to be posted in the HMUA lobby.

A motion was made by Kelly to permit the Musconetcong Watershed Association to post informational material in the HMUA lobby. This motion was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Brown, Kelly and Jerry DiMaio voting yea.

Smith concluded by stating that he and John have had very preliminary discussions regarding a rate increase as previously discussed at a prior meeting.



Chairperson Kelly noted the completion of the Executive Director's report and requested Project Engineer to proceed with the Engineer's Report. Project Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

Upon completion of the Engineer's Report Chairperson Kelly requested Counselor Zaiter to proceed with his report.

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

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

Resolution #13-2924 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 12th day of February, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss a Client Communication and pending 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.

A motion to convene into Executive Session was made by Kelly and seconded by Jerry DiMaio Ayes: Brown, Kelly and Jerry DiMaio.

THEREFORE, BE IT RESOLVED, on this 12<sup>th</sup> day of February 2013, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:28 PM.

Kelly moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 10:03 PM. No formal action was taken during Executive Session.

Counselor Zaiter stated he had nothing further to add.

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

Board Member Kelly noted that he did not see an agenda item for Change Orders. Executive Director explained that the Annual Meeting Notice is done separately for the regular meeting and the item was omitted. He confirmed that there were no Change Orders this month.

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 – 10:10 P.M.

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Bruce D. Smith  
Executive Director & Secretary