



HMUA MINUTES

REGULAR
MEETING OF

APRIL 13, 2010

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF APRIL 13, 2010
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Vice Chairperson Kelly at 8:02 P.M.

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

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

Vice 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.

Vice Chairperson Kelly led a salute of the United States Flag.

Vice Chairperson Kelly indicated that approval of the March 23, 2010 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kelly, Jerry DiMaio and Harper voting yea.

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

Vice Chairperson Kelly stated the next agenda item was discussion and possible action to authorize a \$965.00 change order for Harrington Construction Co., Inc. for the Site Improvements Project.

Executive Director explained that there had been a number of issues with the operation of the electric gate and it was eventually suggested that JCP&L power surges were causing the problem. After the installation of a surge protector, the gate has been operating with no issues for more than a month. The other part of the Change Order was the addition of Remotes for all vehicles.

After additional discussion on the matter, the following Resolution #10-2714 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, a Change Order (copy attached) has been submitted by Harrington Construction Co., Inc. for the additional work associated with the Facilities Site Improvements in the amount of \$965.00; therefore,

BE IT RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby approves the Harrington Construction Co., Inc. Change Order for the Facilities Site Improvements in the amount of \$965.00.

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

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



The following Resolution #10-2715 was proposed by Jerry DiMaio who moved its adoption:

Resolution #10-2715A

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

Dated:	March 12, 2010	OEA-919	SL-08	\$112,277.58
Dated:	March 26, 2010	OEA-920	SL-09	<u>157,663.55</u>
			Total	\$269,941.13

Resolution #10-2715B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-329 be formally approved:

REQUISITION #CAF-329

AECOM	Engineering Services	\$	1,627.00
Hatch Mott MacDonald	Engineering Services		<u>1,779.75</u>
	Total	\$	3,406.75

Resolution #10-2715C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-148 be formally approved:

REQUISITION #RR-148

Fisher Electrical	Replaced Meter Cabinet	\$	1,016.43
O'Brien & Gere Eng., Inc.	Engineering Services		18,332.00
W.J. Harrington & Sons	Facilities Site Improvements		<u>18,281.51</u>
	Total	\$	37,629.94

Resolution #10-2715D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-199 be formally approved:

REQUISITION #ESR-199

Fisher Electrical	HOGS	\$	350.00
Hatch Mott MacDonald	CENTENARY		1,827.00
QuickChek	QUICKCHECK-Refund		<u>1,228.40</u>
	Total	\$	3,405.40

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

Vice Chairperson Kelly stated the next agenda item was discussion and possible action to grant Tentative and Final Approval for water and sewer utility service for an existing building on Block 72, Lot 1 in the Town of Hackettstown.

After a brief discussion, the following Resolution # 10-2716 was proposed by Harper who moved its adoption.



WHEREAS, Robert Blasi has requested Tentative and Final Approval for Water and Sewer Utility Service for an existing building located at Block 71, Lot 1 on East Plane Street in the Town of Hackettstown; and,

WHEREAS, the Executive Director has determined that the lot is within the Approved Water and Sewer Service Area and has further reviewed the required applications and found them to be in accordance with the Authority Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority, herein grants Tentative and Final Approval for Block 72, Lot 1 on East Plane Street in the Town of Hackettstown, and the Executive Director is authorized to reserve sufficient water and sewer capacity for the project and execute any necessary documents to obtain other approvals.

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

The next agenda item, as noted by Vice Chairperson Kelly, was the discussion and possible action to grant Tentative and Final Approval for water and sewer utility service for the Homeless Solutions Project in the Township of Washington.

The following Resolution #10-2717 was proposed by Jerry DiMaio who moved its adoption:

WHEREAS, 31 Drakestown Road, LLC is proposing a 9-unit public housing project in the Township of Washington known as Block 8, Lot 2.02; and,

WHEREAS, the project plans were reviewed and approved by Hatch Mott MacDonald in a letter dated October 29, 2009; and,

WHEREAS, 31 Drakestown Road, LLC has requested eligibility for reduced Connection Fees because they are a non-profit corporation building Public Housing; and

WHEREAS, Counselor Zaiter has reviewed this matter and has issued a letter dated November 17, 2009 opining that the project is entitled to a 50 percent reduction in the connection fees; and

WHEREAS, the Executive Director has determined that the lot is within the Approved Water and Sewer Service Area and further reviewed the required applications and found them to be in accordance with Authority Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority, herein grants Tentative and Final Approval for Block 8, Lot 2.02 in the Township of Washington at the reduced connection fees, and the Executive Director is authorized to reserve sufficient capacity for the project and execute any necessary documents to obtain other approvals.

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

Vice Chairperson Kelly stated the next agenda item was discussion and possible action to ratify a budget line item transfer.

The following Resolution #10-2718 was proposed by Harper who moved its adoption:

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:



Water Administration – PERS – (67501) is increased by \$4,000.

Water Operations – FUEL OIL – (63601) is decreased by \$2,000.

Water Administration – INSURANCE – (66201) is decreased by \$2,000.

Sewer Administration – PERS – (77502) is increased by \$4,000.

Sewer Operations – FUEL OIL – (73602) is decreased by \$2,000.

Sewer Administration – INSURANCE – (76202) is decreased by \$2,000.

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

At this point, Vice Chairperson Kelly requested the Executive Director to proceed with his report.

Executive Director Smith began by stating that he had forwarded to the Board the Annual Audit Report and noted that there were no Recommendations or Comments. He stated that he would have each Board Member sign the Certification of the Review of the Annual Audit at the next meeting.

Smith also stated that the Solar Project would be more than likely delayed several months due to the Highlands Council Review and the permitting.

Smith continued by stating that the contract for the Engineering Services for the Lower Mine Hill Reservoir breaching was finalized today and signed. He stated that all comments made by Counselor Zaiter have been addressed.

Smith also stated that the contract with O'Brien & Gere for the Chemically Enhanced Primary Treatment (CEPT) study was received and signed today.

Smith also stated that the Pre-Construction meeting for the Water Pollution Control Plant Improvement Project is scheduled for Friday.

Smith also confirmed that the Water Main Project Phase IV bid notice was advertised on April 9th and bids to be received on May 7th.

Smith stated he is still waiting for the Direct Install proposal and anticipates receiving it within the next few weeks.

Smith indicated that he is continuing to work to obtain approval from NJ Office of Clean Energy for a "Pay for Performance" Rebate for the work associated with the current WPCP Improvements project. The Pay for Performance (P4P) Program requires a certified P4P Partner. Smith has been working with CDM in that regard. CDM performed the original Energy Audit. Smith will be making every effort to obtain approval from the NJ Office of Clean Energy prior to starting the work. If action is required prior to the next meeting, Smith will be in contact with the Board.

Noting the completion of the Executive Director's report, Vice Chairperson Kelly requested Counselor Zaiter to proceed.

Counselor Zaiter stated he had nothing further to add.



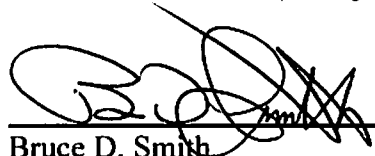
Vice Chairperson Kelly then requested the Projects Engineer to proceed with the Engineer's report. Projects Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

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

Vice Chairperson Kelly reminded everyone to be sure that they completed their Financial Disclosure Statement.

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

Time – 8:35 P.M.



Bruce D. Smith
Executive Director & Secretary