



HMUA MINUTES

REGULAR
MEETING OF

JUNE 12, 2012

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF JUNE 12, 2012
JACOB GARABED ADMINISTRATION BUILDING

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

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

Also attending: Kevin O'Brien and David Klemm of Hatch Mott MacDonald, Counselor Zaiter, 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 May 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Brown being seconded by Harper with Kelly, Harper, Brown voting yea and Jerry DiMaio abstaining.

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

At this point, Chairman Kelly stated he would entertain a motion to convene into Executive Session.

Resolution #12-2871 was proposed by Harper who moved its adoption.

BE IT RESOLVED, on this 12th day of June 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 Potential Litigation and Litigation issues 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 Harper and seconded by Brown. Ayes: Kelly, Harper, Brown, and Jerry DiMaio.

THEREFORE, BE IT RESOLVED, on this 12th day of June 2012, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:04 PM.

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by Brown and all indicating approval at 9:18 PM. No formal action was taken during Executive Session.



Chairperson Kelly stated the next agenda item was discussion and possible action regarding any project Change Orders.

It was noted that they were no project Change Orders.

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

The following Resolution #12-2872 was proposed by Jerry DiMaio who moved its adoption:

Resolution #12-2872A

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

Dated:	May 04, 2012	OEA-975	SL-12	\$163,485.04
Dated:	May 18, 2012	OEA-976	SL-13	<u>74,005.71</u>
			Total	\$237,490.75

Resolution #12-2872B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-355 be formally approved:

REQUISITION #CAF-355

Hatch Mott MacDonald	Engineering Services	\$ <u>7,566.50</u>
	Total	\$ 7,566.50

Resolution #12-2872C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-174 be formally approved:

REQUISITION #RR-174

Capitol Supply Const.	Distribution Supplies	\$ 14,813.63
G.P. Jager & Associates	Flanges for NIT Tanks	1,073.14
Hatch Mott MacDonald	Professional Services	255.00
Kustom Control Solutions	Well 5 Blower/Well 6 Drive	<u>7,393.91</u>
	Total	\$ 23,535.68

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

At this point, it was suggested by Executive Director Smith to advance to agenda to the Hackettstown Wastewater Management Plan item so as to not detain Mr. O'Brien. All Board Members were in agreement.

Chairperson Kelly stated the next agenda item was discussion and possible action regarding review of the proposed Water Quality Management (WQM) Plan Amendment for the Town of Hackettstown Wastewater Management Plan.



Executive Director Smith stated that last week, he and John Perry reviewed the Water Quality Management Plan with Chairperson Kelly and Jerry DiMaio on Friday, May 25th. The information presented at the meeting is on the walls of the HMUA Conference Room and was discussed in detail.

Mr. O'Brien discussed the Flow Projections, which were used by Hatch Mott MacDonald to estimate the potential additional future flow for the Hackettstown Sewer Service Area. Also discussed were a number of Blocks and Lots which are currently in the service area that were removed, but that should remain in the service area. There was also discussion regarding the Draft comment letter dated June 11th as prepared by Hatch Mott MacDonald. Board Member Brown asked why a portion of Block 3.01, Lot 1 was not included in the Service Area. It was suggested that Hatch Mott MacDonald investigate this further and contact Town of Hackettstown Engineer Paul Sterbenz to discuss this issue.

Following continued discussion on the matter, Jerry DiMaio made a motion to direct Hatch Mott MacDonald to investigate the issues relating to Block 3.01, Lot 1 and finalize a Comment Letter to be forwarded to the Town of Hackettstown and Highlands Council.

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

Also discussed was the Mt. Olive Water Quality Management Plan. Mr. O'Brien explained that there were many inconsistencies regarding the Sewer Service Areas. A lengthy discussion ensued with all Board Members participating.

A motion was made by Brown authorizing Hatch Mott MacDonald to forward a letter to the Highlands Council regarding the inconsistencies in Mt. Olive's Water Quality Management Plan. The motion also stated that unless the property is currently provided with sewer service, it is not to be included in the service area. This motion was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Kelly, Harper, Brown and Jerry DiMaio voting yea.

Chairperson Kelly stated the next agenda item was discussion and possible action to adopt modifications to the Personnel Policies and Procedures.

After a brief discussion, the following Resolution #12-2873 was proposed by Harper who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority originally adopted a Personnel Policies and Procedures Manual in February of 2008 and revisions in November 2011; and,

WHEREAS, the NJUA Joint Insurance Fund has recommended changes to the Manual; and,

WHEREAS, the HMUA Personnel Policies and Procedures Manual has been modified and forwarded to the HMUA Board and Counsel for review; therefore



BE IT RESOLVED, the Hackettstown Municipal Utilities Authority adopts the modified Personnel Policies and Procedures Manual.

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

After a brief discussion, the following Resolution #12-2874 was proposed by Brown who moved its adoption.

WHEREAS, the modifications to the Personnel Policies and Procedures Manual include the creation of a Personnel Administrator to perform the duties as detailed in the Manual; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority appoints Debbie Palma as the Personnel Administrator to perform the duties as detailed in the Personnel Policies and Procedures Manual.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to grant Tentative and Final Approval for the Shivalik Investments, LLC project in the Town of Hackettstown.

The following Resolution #12-2875 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, Shivalik Investments, LLC has requested Tentative and Final Approval for Water and Sewer Utility Service for Block 124 Lot 17 on Mountain Avenue in the Town of Hackettstown; and,

WHEREAS, the application and project plans have been reviewed and approved by the Deputy Director 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 Shivalik Investments, LLC project in the Town of Hackettstown.

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

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

Perry began by stating he contacted Morris County OEM regarding the FEMA reimbursement from the storm in October. FEMA confirmed that the check was forwarded to the State which should then be forward to the Authority.

Perry also stated the new VFD has been installed on Well #6. This is in preparation for Well #9. It will also help with pressure surges and save on electric.



Perry continued by stating that the Authority purchased a Shaft Alignment Tool, which will enable the staff to align motors and pumps. He explained that to have an outside company come in and perform the service would cost the Authority over \$1,000.

Perry also stated once the Authority receives the approval of the Water Allocation Permit he will be requesting RFP's for Well #9.

Perry concluded by stating that a bacteria sample was taken early last week which tested positive for Coliform and E. Coli at Well #8. Samples were taken again, and came back positive once again for Coliform and one for E-coli. He confirmed that the Authority has some concerns about the tests and decided to have another Lab also perform the re-testing. He confirmed that the Well has been shut down and they are awaiting the results from the Labs. He stated he will inform the Board of the results.

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

Smith stated that Debbie has coordinated with Verizon Wireless to do a demo of a wireless tablet for the Division of Inspection Meter & Service. The use of the device may be helpful to staff in streamlining operations and communication between the Business Office and the Division.

Smith stated that several HMUA employees will attain thirty years of service with the Authority during 2012. The employees include Peter Tynan, Steve Baldwin and Michael Snyder. Another employee, Ed Poyer, will reach thirty years during 2013.

Smith also stated that the Authority may wish to consider issuing a press release to publicize the fact that HMUA Rates are still lower than 1995 rates.

Smith concluded by stating the Water Environment Federation presented the HMUA Water Pollution Control Plant with the George Burke Facility Safety Award. The award was presented at the NJ Water Environment Association conference in May.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he had nothing further to add.

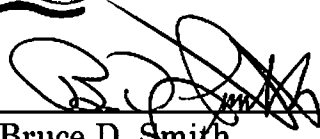
Chairperson Kelly requested the Project Engineer to proceed with the Engineer's Report. Projects Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

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 Jerry DiMaio and followed by a unanimous voice vote.



Time - 11:10 P.M.



Bruce D. Smith
Executive Director & Secretary