



HMUA MINUTES

REGULAR  
MEETING OF

JUNE 14, 2011

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF JUNE 14, 2011  
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, Jerry DiMaio, Brown, and Harper.

Also attending: Pastor Matthew Jones, Jeffrey Careaga, JoAnn Sorentino, John Perry, Counselor John Zaiter, Engineer David Klemm, Executive Director Smith 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 10, 2011 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Brown with Kelly, Brown and Harper voting yea and Jerry DiMaio abstaining.

Chairperson Kelly indicated that approval of the May 10, 2011 Executive Session to be the next agenda item. A motion to approve the minutes was made by Brown being seconded by Harper with Kelly, Brown and Harper voting yea and Jerry DiMaio abstaining.

Chairperson Kelly opened the meeting to public participation and noted there were members of the public present.

Pastor Matthew Jones, Jeffrey Careaga and JoAnn Sorentino addressed the Board and requested approval of the proposed Sanitary Sewer connection for the Mountain Top Church.

After considerable discussion on the matter, the following Resolution #11-2800 was proposed by Brown who moved its adoption.

WHEREAS, Mountaintop Church has requested Tentative and Final Approval for Sanitary Sewer Utility Service for Block 8400 Lot 3 on Naughtright Road in the Township of Mt. Olive; and,

WHEREAS, the application and project plans have been reviewed and approved as detailed in Hatch Mott MacDonald's June 14, 2011 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 Mountain Top Church in the Township of Mt. Olive conditional upon submission of the revised and recorded easement; and

BE IT FURTHER RESOLVED, that upon receipt of the revised and recorded easement and review and approval by the Executive Director and Counselor Zaiter, the Executive Director is authorized to reserve sufficient sewer capacity for the project and to execute any necessary documents.

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



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

The following Resolution #11-2801 was proposed by Jerry DiMaio who moved its adoption:

**Resolution #11-2801A**

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

Dated: May 06, 2011	OEA-949	SL-12	\$162,990.55
Dated: May 20, 2011	OEA-950	SL-13	<u>100,981.24</u>
		Total	\$263,971.79

**Resolution #11-2801B**

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-343 be formally approved:

REQUISITION #CAF-343

QC Laboratories	Laboratory Analysis	<u>3,414.00</u>
	Total	\$ 3,414.00

**Resolution #11-2801C**

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-162 be formally approved:

REQUISITION #RR-162

Hatch Mott MacDonald	WPCP Improvements-39S	\$ 4,900.00
JDV Equipment Corp.	WPCP Improvements-36S	12,012.01
O'Brien & Gere	Engineering Services	2,064.41
Princeton Hydro LLC	Engineering Services	690.00
Spectraserv, Inc.	WPCP Improvements - 37S	130,719.75
Suburban Consulting	Engineering Services	1,589.11
TGM Services	WPCP: Boiler Leak	1,124.04
USA Bluebook	Alum Piping/Wetwell Bubbler	<u>2,114.86</u>
	Total	\$ 155,214.18

**Resolution #11-2801D**

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-213 be formally approved:

REQUISITION #ESR-213

Hatch Mott MacDonald	HACKHONDA	\$ 680.00
Hatch Mott MacDonald	MOUNTAINTOP	<u>970.00</u>
	Total	\$ 1,650.00

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 grant Tentative and Final Approval for Water and Sewer Utility Service for the Hess Project in the Town of Hackettstown.

The following Resolution #11-2802 was proposed by Harper who moved its adoption.

WHEREAS, Hess Corporation has requested Tentative and Final Approval for Water and Sewer Utility Service for Block 72 Lots 8, 9 & 10 located on Main Street in the Town of Hackettstown; and,

WHEREAS, the Executive Director has determined that the lots are in 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 Lots 8, 9 & 10 located on Main 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 Brown and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, Brown and Harper voting yea.

Board Member John DiMaio entered the meeting.

Chairperson Kelly stated the next agenda item was discussion and possible action to award the contract for WPCP Lighting Improvement Project.

After a brief discussion, the following Resolution #11-2803 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, subsequent to the proper advertisement, eight (8) sealed proposals for the WPCP Lighting Improvement Project were received and read aloud at a public bid opening on June 7, 2011 at 2:00 P.M. at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Wire's Electric of Hackettstown, NJ in the amount of \$9,743.00; therefore,

BE IT RESOLVED, Contract #WPCP-LI 2011 for the Lighting Improvement Project be awarded to Wire's Electric of Hackettstown, NJ and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize an online auction of surplus equipment.

The following Resolution #11-2804 was proposed by Brown who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority is the owner of certain surplus property which is no longer needed for public use; and,

WHEREAS, the Board Members are desirous of selling said surplus property in an "as is" condition without express or implied warranties,



NOW THEREFORE, be it resolved by the Hackettstown Municipal Utilities Authority, as follows:

1. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available for the HMUA.
2. The sale will be conducted online and the address of the auction site is [www.govdeals.com](http://www.govdeals.com).
3. The sale is being conducted pursuant to Local Finance Notice 2008-9.
4. A list of the surplus property to be sold is attached.
5. The surplus property as identified shall be sold in an "as is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
6. The HMUA reserves the right to accept or reject any bid submitted.

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

Chairperson Kelly stated that he would like to introduce John Perry and welcome him to the Authority as the new Deputy Director.

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of vehicles through NJ State Contract.

After a brief discussion, the following Resolution #11-2805 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Authority has the need to replace several older vehicles using the New Jersey State Contract; therefore,

BE IT RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority hereby approves the use of the New Jersey State Contract for the purchasing of two new vehicles for the Authority at a total cost of \$47,448.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award the contract to supply electricity.

After extensive discussion on the matter, the following Resolution #11-2806 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Authority previously retained the services of New Energy Concepts to develop bid specifications and to assist the Authority in procurement of electricity; and

WHEREAS, New Energy Concepts has developed Bid Documents requesting bids for electricity for HMUA's five largest electricity use accounts; and



WHEREAS, subsequent to the proper advertisement, one (1) sealed proposal for the supplying of Electricity was received and read aloud at a public bid opening on June 14, 2011 at 4:00 P.M. at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from South Jersey Energy Company of New Jersey; and

WHEREAS, the Authority acceptance of a 24 month fixed price of \$.09031 / KWh which is consistent with market conditions as of this date and shall remain in effect for 24 months commencing on the first meter read date after July 1, 2011; therefore,

BE IT RESOLVED, the Contract to provide electricity to the Hackettstown Municipal Utilities Authority be awarded to South Jersey Energy Company of New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

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

Executive Director Smith began by stating the American Legion Post 164 had a leak on the water line, which services the Pavilion. The leak, approximately 54,000 gallons, was found while reading meters for billing. Once they were informed that there was a leak they repaired it immediately. He also stated that the Legion has taken action to ensure that this does not happen again. The Legion is requesting relief from the Authority for a portion of the bill. It was stated that the Legion conducts and supports many community events.

A motion was made by Jerry DiMaio directing the Executive Director to adjust the bill to reflect their normal usage. This motion was seconded by Brown, and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, Brown, John DiMaio and Harper voting yea.

Smith continued by stating the Water Quality Report is being printed and will be mailed within the next two weeks.

Smith also stated he has developed and forwarded the first Quarterly Report (1<sup>st</sup> Quarter 2011) to the Board and asked for feedback on the quality and content. The Board stated that the report was very informative and suggested that it be placed on the HMUA website to allow viewing by HMUA customers. It was also suggested that comparisons of other water and sewer rates be included in a future report.

Smith also stated that the construction of the solar project at the Water Pollution Control Plant will begin shortly and should be completed and operational by September.

Smith also stated that the Water Main Project repairs have not been completed and he has discussed the matter with the inspection Engineers, Cerenzio & Panaro. It was suggested that the contractor, P.M. Construction Corp., be put on notice that the Authority will seek liquidated damages if the remaining work is not completed by the July 12<sup>th</sup> Board Meeting. The Board agreed and directed the Executive Director to make sure that the contractor is notified.

Smith continued by stating that Hatch Mott MacDonald has completed the evaluation of the water mains in Diamond Hill. The evaluation considered the ability to convey additional water from the Claremont Well to the HMUA Water Distribution system. He stated that the DEP is currently considering an application to increase the Claremont Well water diversion from 300 to



1,050 gallons per minute. The report recommends replacing existing water mains in the area with larger sized water mains. The Board suggested that Dave Klemm develop a preliminary cost estimate for the potential project.

Smith also stated that Authority staff is evaluating a potential water main project to replace other water mains, possibly within portions of the College View development. He stated that this area has had numerous water main breaks over the last few years.

Smith reported that there are now 318 customers that are registered to receive email billing.

Smith also stated the WPCP project is moving forward. The painting has started on the Secondary Digester Cover and raw sewage pump motors have been installed. He also confirmed the WPCP Process Blower Project contracts have been signed.

Smith also stated the CEPT study is almost complete and the Authority should have the report in a few weeks.

Smith concluded by stating he has not heard anything more from Princeton Hydro, but hopes to have more information by the next meeting.

At this point, it was suggested to have Engineer Klemm present his report before Counselor Zaiter.

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 Counselor Zaiter to proceed with his report.

Executive Director Smith suggested that Engineer Klemm and Recording Secretary Palma be permitted to leave. All Board Members were in agreement.

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 #11-2807 was proposed by Brown who moved its adoption.

BE IT RESOLVED, on this 14<sup>th</sup> day of June 2011, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss issues concerning contract negotiations 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 Gerry DiMaio. Ayes: Kelly, Jerry DiMaio, Brown, John DiMaio and Harper.

THEREFORE, BE IT RESOLVED, on this 14<sup>th</sup> day of June 2011, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:38 PM.

Gerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Brown and all indicating approval at 9:55 PM. No formal action was taken during Executive Session.



Counselor Zaiter stated he had nothing further to add.

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 John DiMaio, seconded by Brown and followed by a unanimous voice vote.

Time – 9:58 P.M.

A handwritten signature in black ink, appearing to read 'Bruce D. Smith', is written over a horizontal line.

Bruce D. Smith  
Executive Director & Secretary





**HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY  
JUNE 2011 BOARD MEETING  
ENGINEER'S REPORT**

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This report summarizes the engineering services furnished by Hatch Mott MacDonald (HMM) to the HMUA for the period extending between the May 2011 and June 2011 Board Meetings.

**Hackettstown Wastewater Management Plan (WMP) Update**

As authorized by the HMUA at the February 10, 2009 Board Meeting, HMM has continued preparation of the update to the Hackettstown Wastewater Management Plan (WMP) in accordance with HMM's Proposal dated January 13, 2009.

The NJDEP held a public meeting on April 6, 2011 to discuss Warren County's draft Sewer Service Area (SSA) Map that includes the Hackettstown SSA. There is a 30 day public comment period for the draft SSA that ended on May 6, 2011. The NJDEP did not receive any comments; therefore, the draft SSA has been finalized by the NJDEP. Now that the draft SSA has been finalized, we are proceeding with the preparation of the Hackettstown WMP including the build-out analysis.

**WPCP Improvements – Process Aeration Blower Replacement Project (Contract No. 39S)**

As authorized by the HMUA at the January 11, 2011 Board Meeting, HMM has completed bid phase work and started construction phase work for the WPCP Improvements – Process Aeration Blower Replacement Project in accordance with HMM's Proposal dated January 10, 2011. As reported at last month's Board Meeting, the Bid Opening for Contract No. S39 was on Friday, May 6, 2011. HMM completed preparation of Bid Report dated May 10, 2011 and recommended that the Board award Contract No. 39S to the low bidder, Liberty Construction & Developing, Inc., in an amount of \$345,800, contingent upon concurrence by the HMUA's Attorney. The HMUA awarded Contract No. 39S to Liberty Construction & Developing, Inc. and the Notice of Award was issued on May 11, 2011.

The Preconstruction Meeting was held on May 26, 2011. The Contractor has satisfactorily submitted the Performance Bond, Insurance Certificates, Cost Breakdown, Construction Schedule and Shop Drawing Submission Schedule for this Contract. The Contract has been signed by both Liberty Construction & Developing, Inc. and the HMUA. The HMUA issued the Notice to Proceed for Contract No. 39S on June 7, 2011. The construction period is 240 calendar days; therefore, the Contract Completion Date is February 2, 2012.

### **Hydraulic Model of Water System for Diamond Hill Area**

As requested, HMM has completed preparation of a hydraulic model of the water system for the Diamond Hill Area. The purpose of this project is to evaluate the effect on the water distribution system, if the capacity of the Claremont Road Well (Diamond Hill Well No. 8) is increased from 300 gpm to 1,050 gpm. The capacities of the existing 8-inch water mains in the vicinity of the Claremont Road Well are especially of concern. HMM has completed preparation of Memo dated May 12, 2011 summarizing the Claremont Well Production Increase Analysis utilizing the hydraulic model and preparation of revised Memo dated May 17, 2011. A Flow Test was performed in the field on May 24, 2011 to provide a more accurate "C-Value" to utilize in the hydraulic model. HMM has completed revisions to the hydraulic model based on the results of the Flow Test and preparation of revised Memo dated June 8, 2011.

### **Water Pressure Transmitters**

As requested, HMM has continued work on the Water Pressure Transmitters project. The HMUA desires to install water pressure transmitters at seven (7) locations throughout the collection system to continuously monitor the pressures at these locations within the water system including any pressure spikes that may be present. HMM has performed a field inspection of the seven (7) sites on April 26, 2011 to gather information for the design. Since the last Board Meeting, HMM has continued preparation of design drawings for the installation of water pressure transmitters. We plan to provide the HMUA with draft drawings and specifications for review and comment prior to the July Board Meeting.



### **Developer Reviews and Inspections**

**Woodfield at Mount Olive – Section III-C – Township of Mount Olive, May 11, 2011 Submittal - HMM has completed review of the set of revised water and sanitary sewer utilities as-built drawings with latest revision date of May 11, 2011 for the Section III-C portion of the Woodfield at Mount Olive development. HMM has completed preparation of review comment letter dated May 23, 2011. As indicated in the letter, it is recommended that the revised as-built drawings be accepted by the HMUA.**

**SURPLUS EQUIPMENT FOR SALE**

Ohaus digital Lab Scale Model TS400S

Sartorius Lab Scale Type 2432

Precision Lab Oven Model 26

**Aries Sewer Camera** SN 00030902 w/Mini Camera SN 0030901

**JWC Wastewater Screen/Grinder** SN-17060

**JWC Wastewater Screen/Grinder** SN-102776-1-1

**Flygt Pump** Model 3127

**KSB Pump** ID#00116521

**KSB Pump** No. 872839M

**(2) ABS Pump** SN- M722410 & SN- M722416

**(2) Vulcan Telescopic Valves** Model 8RS

**(2) LMI Chemical Pumps**

**(3) Pulsamatic Chemical Pumps** SN-9243392-8, SN-9243392-7 & SN-9243392-6

**(2) Milton Roy Chemical Pumps** SN-822017-01 & SN-822017-02

**Prominent Chemical P**

**Various cans Carboline Paint**

**( 2 ) 100 HP Continental Motor** SN-G13351 & SN-G13352

**Various Computers, Monitors, Printer & Accessories**