

HMUA MINUTES

REGULAR
MEETING OF

JULY 13, 2010

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF JULY 13, 2010
JACOB GARABED ADMINISTRATION BUILDING

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

Roll call indicated the following members in attendance: Harry Brown, Ed Kelly and William Harper.

Also attending: Counselor Fischer, Engineer David Klemm, Executive 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 June 8th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Kelly and Harper voting yea and Brown abstaining.

Chairperson Brown indicated the approval of the June 8th Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Kelly and Harper voting yea and Brown abstaining.

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

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

The following Resolution #10-2730 was proposed by Kelly who moved its adoption:

Resolution #10-2730A

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

Dated:	June 04, 2010	OEA-925	SL-14	\$104,160.89
Dated:	June 18, 2010	OEA-926	SL-15	<u>64,740.90</u>
			Total	\$168,901.79

Resolution #10-2730B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-332 be formally approved:

REQUISITION #CAF-332

AECOM	Engineering Services	\$	3,005.00
Hatch Mott MacDonald	Engineering Services		<u>235.40</u>
	Total	\$	3,240.40

Resolution #10-2730C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-151 be formally approved:



REQUISITION #RR-151

Voided Check	Void	\$ 0
Hydra-Numatic Sales Co.	Parts & Labor (Piranha)	3,734.37
O'Brien & Gere	Engineering Services	17,322.50
Princeton Hydro, LLC	Lower Mine Brook Res. Dam	29,704.58
R & R Pump & Control	Piranha Pump Repair	3,128.00
Spectraserv Inc.	WPCP Improvements – 37S	74,725.00
Water Works Supply Co.	5/8" Water Meters/Hydrants	<u>7,424.65</u>
	Total	\$ 136,039.10

Resolution #10-2730D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-202 be formally approved:

REQUISITION #ESR-202

Kohl's	KOHLSDPT	\$ 36,057.98
Pegasus Electric Motors	HOGS	<u>3,050.50</u>
	Total	\$ 39,108.48

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

Board Member John DiMaio entered the meeting.

Chairperson Brown stated the next agenda item was discussion and possible action to authorize a firm to provide Geographical Information System Services.

Smith stated that he is currently updating some of the information in the GIS and hopes that eventually the Water and Sewer Utilities would be able to have laptops out in the field. Chairperson Brown questioned if all water and sewer lines are on the GIS? Smith explained that most of the system has been included and that all development projects 20 equivalent dwelling units and larger are required to submit electronic as-builts. Brown questioned whether all customers should submit as-builts or be charged a fee. Smith stated he would look into it and report back at the next meeting.

The following Resolution #10-2731 was proposed by Kelly who moved its adoption:

WHEREAS, the Board Members of the Hackettstown Municipal Utilities Authority have previously appointed Hatch Mott MacDonald as the Authority Engineer; therefore,

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

1. The appointment of Hatch Mott MacDonald Engineering to render engineering services to the Authority to assist in the Geographical Information System Services in accordance with their June 10, 2010 proposal is, herewith, authorized without public bidding.
2. The Authority authorized Tasks 1,2,3 and 5.
3. The term of said appointment shall be to June 10, 2011, or until such time as the completion of the project.



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

Chairperson Brown stated the next agenda item was discussion and possible action to authorize a firm to provide engineering services to develop certain permit applications for additional water supplies.

After extensive discussion on this matter, the following Resolution #10-2732 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 Hackettstown Municipal Utilities Authority as follows:

1. The appointment of AECOM Engineering to render engineering services to the Authority to develop certain permit applications for additional water supplies in accordance with their July 1, 2010 proposal is herewith authorized without public bidding.
2. The term of said appointment shall be to July 1, 2011, or until such time as the completion of the permitting.
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 John DiMaio and upon roll call vote carried. Ayes: Brown, Kelly, John DiMaio, and Harper voting yea.

Chairperson Brown stated the next agenda item was discussion and possible action to authorize a firm to modify the HMUA's Utility Billing Program to provide email billing to customers.

The following Resolution #10-2733 was proposed by John DiMaio who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority is in the process of reviewing information to enhance their bills to include email billing for its customers; and,

WHEREAS, Data Architects, Inc., which provides support for the Winbill Utility Billing System, has provided a proposal to modify the software to provide the option of email billing to customers; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority hereby authorizes Data Architects, Inc., to provide the necessary modification to allow email billing for the Authority's customers.

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

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

Executive Director Smith began by stating that Counselor Zaiter reviewed the contract from the PVSC and made revisions. Smith stated that he forwarded the revisions and a letter asking for a delay in the cost increase until the new budget year.



Smith also stated that Counsel is reviewing the Section 125 Cafeteria Plan in regards to savings to the Authority by a possible reduction in Federal Tax and Social Security. This change is expected to save the Authority approximately \$1,000 each year.

Smith continued by stating the equipment for the Diamond Hill Well project has been ordered. The HMUA staff will do much of the installation work.

Smith also stated the Wastewater Treatment Plant project is moving along a little slower than anticipated, but is moving forward.

Smith also stated that a Pre-Construction meeting was held on July 1st for the Water Main Improvement Project. Construction is expected to start July 19th.

Smith also confirmed the CEPT Study was conducted in May and we should have the preliminary report later in July.

Smith continued by stating that the Pay for Performance Energy Reduction Plan should also be ready by the end of the month.

Smith also stated that a purchase order was done a few weeks ago for the installation of the new energy efficient lighting for the AB and OB under the NJ Office of Clean Energy Direct Install Program. Smith stated that he was informed that due to program and funding changes the Authority would now pay 40% of the cost. This represents a 3-year pay back and is still a good deal.

Smith continued by stating the Solar Project has been delayed due to issues associated with permitting. There will be substantial delay related to obtaining Highlands Council approval. Highlands Council approval is required prior to submission of all other required permits. This matter was discussed in detail.

Smith also stated that he and Geoff Goll (Princeton Hydro) had a pre-application meeting with the NJDEP for the breaching of the Lower Mine Hill Reservoir Dam. Smith stated that the meeting went well. The only minor concern was related to Historical Preservation issues.

Smith also stated that a pre-trial settlement conference for the Dorlon case is scheduled for August 5th.

Smith also stated that the Wastewater Facility has a 1999 Ford F-150 that will need to be replaced. He has received quotes under the State Contract and the Morris County Co-Op to purchase a new Ford F-150 with a plow.

A motion was made by John DiMaio for the Executive Director to look into the purchasing of a new truck for the Sewer Utility. This motion was seconded by Kelly and upon roll call vote carried: Ayes: Brown, Kelly, John DiMaio and Harper voting yea.

Smith continued by stating that Stephens State Park was looking to receive Final Approval for the Water Service to the Park. Smith explained that the Authority still does not have the required Performance Bond. The State requires that the low bid contractor provide the Bond.

After a brief discussion, the following Resolution #10-2734 was proposed by Kelly who moved its adoption.



WHEREAS, the Hackettstown Municipal Utilities Authority previously granted Tentative Approval in March for Water Utility Service for Stephens State Park located on Block, 134 Lot 1 in the Town of Hackettstown; and,

WHEREAS, Stephens State Park has requested Final Approval for Water Utility Service for Stephens State Park located on Block 134, Lot 1 in the Town of Hackettstown; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants conditional Final Approval, subject to receipt of the Performance Bond, for the Stephens State Park project located on Block 134, Lot 1 in the Town of Hackettstown.

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

Smith concluded by stating that there is currently a bill in the Legislature, A3088, which would provide a new procedure for municipalities and counties when seeking to dissolve an environmental authority. He suggested that John DiMaio review the bill and consider supporting the bill. This matter was discussed in detail.

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

Counselor Fischer suggested that the Board convene into Executive Session.

Chairperson Brown suggested that the Board let Project Engineer Klemm proceed with his report and allow him to leave the meeting. All Board Members were in agreement. Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

Noting the completion of the Engineer's report, Chairperson Brown also suggested that the Recording Secretary also be permitted to leave. All Board Members were in agreement.

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

Recording Secretary Palma, and Engineer Klemm exited the meeting

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

Resolution#10-2735 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 13th day of July 2010, 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.

Due to attorney client communication, 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 Harper. Ayes: Brown, Kelly, John DiMaio and Harper voting yea.

THEREFORE, BE IT RESOLVED, on this 13th day of July 2010, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:40 PM.

Executive Director Smith exited the meeting.



Executive Director Smith entered the meeting.

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

Upon returning from Executive Session a motion was made by John DiMaio to authorize execution of an Employment Agreement (copy attached) between the Hackettstown Municipal Utilities Authority and the Bruce D. Smith, Executive Director. The motion was seconded by Harper and upon roll call vote carried: Ayes: Brown, Kelly, John DiMaio and Harper voting yea.

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

Chairperson Brown questioned if anyone has given further consideration with regard to recognizing Jim Smith for his service to the HMUA. It was discussed that possibly dedicating the Tot Lot in his honor. Other options were also discussed. This will be placed on the August Meeting Agenda.

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

Time – 10:02 P.M.



Bruce D. Smith
Executive Director & Secretary