



HMUA MINUTES

REGULAR  
MEETING OF

AUGUST 9, 2011

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF AUGUST 9, 2011  
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 P.M.

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

Also attending: Counselor Carolyn Fiorino, 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 July 12<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper with Kelly, John DiMaio voting yea and Harper abstaining.

Chairperson Kelly indicated that approval of the July 12<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper being seconded by John DiMaio with Kelly, John DiMaio voting yea and Harper abstaining.

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

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

The following Resolution #11-2812 was proposed by Harper who moved its adoption:

**Resolution #11-2812A**

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

Dated:	July 01, 2011	OEA-953	SL-16	\$134,751.19
Dated:	July 15, 2011	OEA-954	SL-17	77,589.90
Dated:	July 29, 2011	OEA-955	SL-18	<u>159,385.66</u>
		Total		\$371,726.75

**Resolution #11-2812B**

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-345 be formally approved:

REQUISITION #CAF-345



Civil Solutions	Professional Services	\$ 1,300.00
Hatch Mott MacDonald	Engineering Services	10,467.53
Merle Zaleski	Refund – Water Hook-Up Fee	<u>1,429.00</u>
	Total	\$ 13,196.53

**Resolution #11-2812C**

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-164 be formally approved:

**REQUISITION #RR-164**

M & W Communications	Repeater Repair	\$ 1,638.45
Princeton Hydro LLC	Engineering Services	187.50
Pumping Services, Inc.	Alum Dosing Pumps	9,840.40
Spectraserv, Inc.	WPCP Improvements-37S	<u>72,059.33</u>
	Total	\$ 83,725.68

**Resolution #11-2812D**

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-215 be formally approved:

**REQUISITION #ESR-215**

K. Hovnanian Homes	Replaces Check #1196	\$ 0.00
Bros., Fischer & Zaiter	HOMELESS	277.50
Bros., Fischer & Zaiter	MOUNTAINTOP	555.00
Fisher Electrical Contractors	HOGS	4,006.80
Hatch Mott MacDonald	HOMELESS	1,004.84
Hatch Mott MacDonald	KLAND51LLC	136.00
Hatch Mott MacDonald	MOUNTAINTOP	646.00
Water Works Supply Co.	HOMELESS	<u>1,656.25</u>
	Total	\$ 8,282.39

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize acceptance of credit card payments through Paymentus Corporation.

Executive Director Smith stated that the Authority recently viewed an online presentation from Paymentus Corporation, which outlined the procedure that would enable the Authority to accept credit cards. There is a convenience fee associated with paying by credit card, which each customer would have to pay.

Board Member John DiMaio had several questions. Executive Director Smith stated that he would investigate these items and respond to the Board. All Board Members present agreed that the acceptance of credit cards would be good for the



Authority. It was suggested that the agreement be forwarded to the Authority's attorney for review. If the agreement is acceptable, the matter will be placed on the agenda for consideration at the September meeting.

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize a Utility Agreement with NJDOT.

Executive Director Smith stated that he would like to defer this agenda item until the next meeting giving him more time to review the documents.

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

Executive Director Smith stated that Deputy Director John Perry had a few items to report to the Board.

Deputy Director Perry began by reporting that the WPCP Lighting Improvement Project is moving forward. He confirmed that some of the U - shaped lights were being changed to straight ones which caused a slight delay.

Perry reported that the hydrant installation has been completed at Hackettstown Park on Seber Road. The hydrant will make it easier for the Recreation Department to irrigate the fields on the south side of Seber Road.

Perry continued by stating the Solar Project is moving forward and should be completed within the next few weeks. Perry also stated that Helio Sage is working on a dedication ceremony for some time in September. It was discussed that the Authority may want to invite members of the municipalities in the HMUA service area and the commissioners of the DEP to take part in this ceremony.

Perry also stated the NJUA JIF Insurance Inspection was recently completed and the Authority scored 99 out of 100.

Perry confirmed that the road restoration work has been completed on Ferris Place.

Perry concluded by stating they are continuing to look at the information on water main breaks over the last year to assist in developing a plan for the water main replacement project.

Executive Director Smith began by stating Deputy Director Perry is now the Licensed Operator for the HMUA Water System.

Smith also stated that he has spoken with Scott Armstrong (Hackettstown DPW) who indicated that all the outstanding punch list items have been completed. The documents should be ready by next month to allow the Authority to consider closing out Contract #38W Water Main Project.

Smith continued by stating Homeless Solutions is moving forward with the relocation of the electric transformer outside of the sewer easement. The water meter will be set when the transformer has been permanently installed.

Smith also stated that the final paving on Arthur Terrace has been completed.



Smith confirmed that the fire hydrant on Valentine and Beatty Streets has been relocated for the Town of Hackettstown to allow for the installation of the sidewalks.

Smith reported that the sale of equipment through GovDeals seems to be running smoothly. He stated that there have been a few issues with the loading of the equipment and he confirmed that the Authority has offered loading services for a fee.

Smith also stated he is currently working on the budget and stated that there will be an impact associated with the fact that there will be 27 bi-weekly payrolls this fiscal year. The situation occurs every 11 or 12 years.

Smith concluded by stating that Hackettstown Hyundai is moving into the Graybar Building on Route #46. Washington Township is requiring that the building be connected to the sanitary sewer. He stated that there was some confusion in that the owner thought it was already connected to the sewer. Smith stated that it is a simple connection and should not be a problem. He asked the Board to consider authorizing him to approve the application. The approval could be ratified by the Board at the next Meeting. The Board was in agreement.

Chairperson Kelly requested Counselor Fiorino to proceed with her report.

Counselor Fiorino stated that she 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.

Board Member John DiMaio stated that recently he needed help with locating a sanitary sewer line and the Sewer Utility did an outstanding job with their camera in locating the line for him.

Debbie Palma left the meeting.

There was extensive discussion regarding employee benefits and sick time. All in attendance participated in this discussion.

Chairperson Kelly indicated that he would not be in attendance at the September Board Meeting.

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 Harper and followed by a unanimous voice vote.

Time – 9:54 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