



HMUA MINUTES

REGULAR
MEETING OF

AUGUST 10, 2010

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF AUGUST 10, 2010
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:07 P.M.

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

Also attending: Pastor Matthew Jones and members of the Mountain Top Church, Counselor Zaiter, 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 July 13th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Brown, Kelly, John DiMaio and Harper voting yea and Jerry DiMaio abstaining.

Chairperson Brown indicated the approval of the July 13th Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly, being seconded by Harper with Brown, Kelly, John DiMaio and Harper voting yea and Jerry DiMaio abstaining.

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

Pastor Matthew Jones of Mountain Top Church approached the Board. He stated the church wished to connect to the sanitary sewer line, which is located in front of the Church. It was confirmed that a few years ago the Church was told that they would first have to receive approval from the NJDEP and the Highlands Council. Pastor Jones stated that the NJDEP is requesting confirmation from the Authority that there is capacity and that the Authority will connect the Church to the sanitary sewer. It was explained that the Authority does not have the authority to grant approval for the Church to connect to the sanitary sewer because the property is not in their service area and it is also in the Highlands Preservation Area. This matter was discussed in detail.

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

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

Resolution #10-2736 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, on this 10th day of August 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 the possible connection of the Mountain Top Church to the HMUA sanitary sewer collection system 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, Jerry DiMaio and Harper voting yea.

THEREFORE, BE IT RESOLVED, on this 10th day of August 2010, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:40 PM.

Kelly moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 9:00 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session, Counselor Zaiter explained to Pastor Matthew Jones that he would write a letter only confirming that the Sewer Lateral was in place on August 10th of 2004. He confirmed that the Authority would not address any of the other requests by the DEP. It was also suggested that the Church consider discussing this matter with their NJ Legislators.

Pastor Jones thanked the Board for their time and exited the meeting.

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

The following Resolution #10-2737 was proposed by Kelly who moved its adoption:

Resolution #10-2737A

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

Dated:	July 02, 2010	OEA-927	SL-16	\$122,072.50
Dated:	July 16, 2010	OEA-928	SL-17	<u>73,285.60</u>
			Total	\$195,358.10

Resolution #10-2737B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-333 be formally approved:

REQUISITION #CAF-333

Parkhurst Distributing	Baker Pitless Adapter	\$	7,601.45
AECOM	Engineering Services		3,059.76
GA Industries Inc.	Valves for Claremont Well		<u>4,389.00</u>
	Total	\$	15,050.21

Resolution #10-2737C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-152 be formally approved:



REQUISITION #RR-152

Fisher Electrical	WPCP - Cabling	\$ 3,678.64
Fisher Scientific	Precision Oven	1,559.88
P.M. Construction	Water System Imp.-38W	165,687.30
Princeton Hydro LLC	Engineering Services	2,295.00
Remote Automation	SCADA Equipment	2,484.00
Spectraserv Inc.	WPCP Improvements – 37S	85,249.22
Suburban Consulting	Engineering Services	<u>1,366.35</u>
	Total	\$ 262,320.39

Resolution #10-2737D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-203 be formally approved:

REQUISITION #ESR-203

Hatch Mott MacDonald	HESSCORP	\$ <u>203.50</u>
	Total	\$ 203.50

The Resolution was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Brown, Kelly, John DiMaio, Jerry 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 nothing has occurred with regard to the new PVSC contract for the ultimate treatment of HMUA biosolids.

Smith also stated Counselor Zaiter reviewed the 125 Cafeteria Plan which will save the Authority approximately \$1,000 in Federal Tax and Social Security. He also stated that he would be working during the next month on revising the Plan for consideration by the Board at the next meeting.

Smith continued by stating the CEPT report should be received by August 20th.

Smith reported that Hatch Mott MacDonald and the Authority have been working on modifying the Rules and Regulations and fees associated with development projects providing GIS information.

Smith also stated that AECOM should be submitting the permitting applications for the Claremont and Heath wells within the next two weeks.

Smith also stated that the Water Pollution Control Plant project continues to move along slowly. There should be significant progress with the site piping work during the next month.

Smith stated that there has been progress with the Water Main Project. He confirmed that the new main has been installed on Reese Ave and Fifth Ave. He stated that there has been some concern over dust and that one customer had a problem with one of the construction workers. Staff and the Inspection Engineers (Cerenzio & Panaro) are working to correct the problems. He explained that there would be a change order due to the unanticipated concrete sub-surface in the roadway on Liberty Street. The preliminary estimate for the Change Order is \$37,000. He stated he would have more information at the next meeting.



Smith also stated that the Pay for Performance Energy Reduction Plan was submitted today (August 10th) to TRC.

Smith also stated that additional requested information was submitted today to H.T. Lyons for the NJ Direct Install energy savings rebate program. This information is for lighting improvements for the Administration and Operations Buildings.

Smith verified that an in-person Settlement Conference was held August 5th regarding the Dorlan case. The Board also agreed to stay with the original \$10,000 settlement offer.

Smith also confirmed that the Solar Project is not moving forward. The contracts were signed in December of 2009, stating that they would provide Solar Power and Services to the Authority within the next 12 months. As of today's date, nothing has been done to obtain the necessary permits to construct the Solar Project. It was suggested that the company be put on notice that they have 30 days to provide plans as to how they plan to execute the contract. Counselor Zaiter stated he would forward a letter putting them on notice.

Smith also stated that he would like to set up the tour of the Water Pollution Control Plant for sometime in October. The Board was in agreement and would get back to him at the next meeting with a few dates.

Smith mentioned the Jim Smith Memorial Plaque. Extensive discussion occurred on this subject. It seems that there is agreement that the Tot-Lot is the appropriate location. It was also suggested that possibly the Town of Hackettstown could have a proclamation done. Executive Director Smith stated he would obtain additional facts for the plaque.

Smith concluded by stating there were budget items that need to be discussed.

At this point, he suggested that the Board allow Recording Secretary Palma to exit the meeting. The Board was in agreement and Recording Secretary Palma left the meeting.

Smith reported that he has been working on the Budget for the 2010/2011 Fiscal Year. Various items were discussed including the open Sewer Utility position and Debbie Palma's completion of the Qualified Purchasing Agent (QPA) training and receipt of her QPA certification. Other highlights of the Budget were discussed.

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

Counselor Zaiter reported that he has obtained further information relating to the payment of accumulated Sick Time at Retirement. This matter was discussed in detail. Additional information will be provided at a future meeting.

Chairperson Brown 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).

Chairperson Brown requested whether anyone had business of a general nature to discuss. Board Member Kelly reported that he would not be at the September 14th Board Meeting. The Board was polled to ensure that there would be a quorum for the meeting. A quorum is expected.



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

Time – 10:48 P.M.

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

Bruce D. Smith
Executive Director & Secretary