



HMUA MINUTES

REGULAR  
MEETING OF

SEPTEMBER 11, 2012

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF SEPTEMBER 11, 2012  
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:03 P.M.

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

Also attending: Counselor Zaiter, 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 August 14<sup>th</sup> 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 and Brown voting yea.

Chairperson Kelly indicated that approval of the August 14<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper being seconded by Brown with Kelly, Harper and Brown voting yea.

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

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

Executive Director Smith indicated that there were no Change Orders.

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

The following Resolution #12-2885 was proposed by Brown who moved its adoption:

**Resolution #12-2885A**

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

Dated:	August 10, 2012	OEA-982	SL-20	\$148,488.31
Dated:	August 24, 2012	OEA-983	SL-21	<u>74,061.33</u>
			Total	\$222,549.64

**Resolution #12-2885B**

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-358 be formally approved:

REQUISITION #CAF-358



Hatch Mott MacDonald	Professional Services	\$ 27,471.00
Howard Burd & Son's	Pavement Repairs: 1 <sup>st</sup> Street	6,840.00
Kaplan Companies	Woodfield at Mt. Olive	5,603.75
Samuel Stothoff Co.	Abandonment of Well OW-6	<u>3,800.00</u>
	Total	\$ 43,714.75

**Resolution #12-2885C**

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-177 be formally approved:

**REQUISITION #RR-177**

Warren Cty. Soil Cons.	Permit Application	\$ 625.00
ASCO Services	AB Transfer Switch	2,675.00
Fairfield Maintenance	Leak Monitor System	4,794.00
Hatch Mott MacDonald	Professional Services	<u>4,500.00</u>
	Total	\$ 12,594.00

**Resolution #12-2885D**

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-226 be formally approved:

**REQUISITION #ESR-226**

Hatch Mott MacDonald	NJDOT Rt. 46 Bridge	\$ 1,664.95
Rio Supply, Inc.	HOGS – 2" Meter	<u>750.00</u>
	Total	\$ 2,414.95

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase of a replacement suction cover and rotating assembly for raw sewage pump # 1.

After a brief discussion, the following Resolution #12-2886 was proposed by Harper who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority has the need to replace Raw Sewage Pump # 1 that was originally installed in 1971; and

WHEREAS, the Hackettstown Municipal Utilities Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, Bendlin, Inc. has submitted a proposal indicating they will provide the equipment for the \$20,698.00; and,

WHEREAS, Bendlin, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Bendlin, Inc. has not made any



reportable contributions to a political or candidate committee in the Town of Hackettstown in the previous one year, and that the contract will prohibit Bendlin, Inc. from making any reportable contributions in the coming year; therefore,

**BE IT RESOLVED**, the Hackettstown Municipal Utilities Authority authorizes the purchase of the equipment necessary to repair the Raw Sewage Pump # 1 in the amount of \$20,698.00.

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

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

Deputy Director Perry began by stating they have begun marking out Sharp Street for the replacement of the 4" water main to an 8" water main. He noted that they may install a meter pit on an existing service line that extends more than 125 feet.

Perry continued by stating that the Water Allocation Permit required that certain items be completed within a 60 to 90 day period. He confirmed that Well OW-6 has been decommissioned and plans are in place to decommission Well #2. Also plans for the abandonment of the reservoirs are being done.

Perry concluded by stating that he is working on the water main project and some adjustments are being made and he is also reviewing the 5 year paving plan for the Town of Hackettstown. He also stated that an old map was found from around 1926 that shows many of the original sections of cast iron pipe. This will be an important tool in recommending replacement of the oldest mains in the future.

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

Executive Director Smith began by stating he has been in contact with Courtney of Green Acres and requested that Green Acres reconsider the purchase of the Mine Hill Reservoir Property. Courtney indicated that they were currently busy with other projects but she will review with staff. Smith stated if he receives any additional information he would pass it along.

Smith also stated that the trial date for All Season Properties is scheduled for September 25<sup>th</sup>.

Smith concluded by stating that requests have been submitted from Maser Consulting and O'Brien & Gere requesting for additional engineering fees. Maser has submitted a request for \$3,340.95. Smith stated that this project was originally authorized in 2005. Director Smith suggested that the Authority authorize payment of 50 percent of the requested amount. After considerable discussion on the matter, Brown moved to authorize payment of \$1,670.00 if Maser agrees to accept as final payment. This motion was seconded by Harper and upon roll call vote carried: Ayes: Kelly, Harper and Brown voting yea.



Jerry DiMaio entered the meeting.

Smith also stated there was also a request from O'Brien & Gere for an additional \$937.50 for engineering services associated with the WPCP Project. Smith further stated that he thought these were legitimate charges. After additional discussion on the matter, a motion was made by Harper authorizing the payment of \$937.50 to O'Brien & Gere for the additional engineering services. This motion was seconded by Brown and upon roll call vote carried: Ayes: Kelly, Harper, Brown and Jerry DiMaio voting yea.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated that a tentative settlement has been reached with the Goodland Country Club. He confirmed that Goodland would pay \$2,700.00 and would begin paying for water service. He also stated that the Authority agreed to remove the Mine Hill Metering Building which is located on Goodland property. Zaiter confirmed that the settlement is being written and would be forwarded to the Executive Director for his review.

Zaiter concluded by stating he has tried contacting the Watershed Property Review Board regarding the reservoir properties but has not heard back. He stated that due to the removal of the Reservoirs from HMUA's Water Allocation Permit, he believed that we are no longer under the jurisdiction of the Review Board. Therefore, the Authority may proceed to take whatever action it desires.

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).

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

Engineer Klemm and Recording Secretary Palma exited the meeting.

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

Resolution #12-2887 was proposed by Brown who moved its adoption.

**BE IT RESOLVED**, on this 11th day of September 2012, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss a personnel matter 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 Harper. Ayes: Kelly, Harper, Brown and Jerry DiMaio.



THEREFORE, BE IT RESOLVED, on this 11<sup>th</sup> day of September 2012, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:05 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 9:50 PM. No formal action was taken during Executive Session.

Chairperson Kelly requested whether anyone had business of a general nature to discuss. Executive Director Smith reported that a tour of HMUA's Water Pollution Control Plant was conducted for representatives of the Musconetcong Watershed Association (MWA) on Wednesday September 5<sup>th</sup>. It is believed that the tour went very well. Paul Tarlowe contacted Smith to report several excellent comments that were posted on the MWA Facebook page.

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 -- 9:59 P.M.

  
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Bruce D. Smith  
Executive Director & Secretary