



**REGULAR
MEETING OF**

SEPTEMBER 13, 2011

**ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ**



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JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Board Member Brown at 8:12 P.M.

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

Also attending: Counselor Fischer, Engineer David Klemm, Executive Director Smith, Deputy Director Perry and Recording Secretary Palma.

Board Member 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.

Board Member Brown led a salute of the United States Flag.

Board Member Brown indicated that approval of the August 9th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio, with John DiMaio and Harper voting yea and Brown abstaining.

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

Board Member Brown stated the next agenda item was discussion and possible action to authorize change order (decrease) for Contract #38W due to quantity changes.

The following Resolution #11-2813 was proposed by John DiMaio who moved its adoption:

WHEREAS, a Charge Order (see attached) has been submitted by PM Construction Corp. for a decrease in the final cost due to quantity changes in the total amount of \$17,084.02; therefore,

BE IT RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority hereby approves the Change Order.

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

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

The following Resolution #11-2814 was proposed by Harper who moved its adoption:

Resolution #11-2814A

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

Dated:	August 12, 2011	OEA-956	SL-19	\$118,245.20
Dated:	August 26, 2011	OEA-957	SL-20	<u>99,755.20</u>



Total \$218,000.40

Resolution #11-2814B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-346 be formally approved:

REQUISITION #CAF-346

Hatch Mott MacDonald	Engineering Services	\$ 4,660.00
QC Laboratories	Laboratory Analysis	1,405.00
Water Works Supply Co.	3" Hydrant Meters	<u>1,548.80</u>
	Total	\$ 7,613.80

Resolution #11-2814C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-165 be formally approved:

REQUISITION #RR-165

Liberty Construction	Process Aeration Blower-39S	\$ 17,885.00
Mall Chevrolet	2011 Silverado w/Plow	21,983.00
O'Brien & Gere	Engineering Services	2,205.00
P.M. Construction Corp.	Water System Imp. 38W	63,269.44
Spectraserv, Inc.	WPCP Improvement - 37S	74,382.00
Suburban Consulting	Engineering Services - 37S	14.92
TGM Services	Service Call	1,321.51
Wire's Electrical Shop	WPCP Lighting Improvements	<u>9,743.00</u>
	Total	\$ 190,803.87

Resolution #11-2814D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-216 be formally approved:

REQUISITION #ESR-216

Bros., Fischer, & Zaiter	MOUNTAINTOP	\$ 46.25
Hatch Mott MacDonald	HACKHONDA	85.00
Hatch Mott MacDonald	HOMELESS/31 DRAKESLLC	340.00
Home Towne Hardware	HOGS	<u>19.61</u>
	Total	\$ 490.86

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

Board Member Brown stated the next agenda item was discussion and possible action to authorize an agreement for acceptance of credit card payments through Paymentus Corporation.



The following Resolution #11-2815 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has researched the acceptance of credit cards to enhance customer satisfaction and improve operational efficiencies by providing its customers with a convenient method of payment; and,

WHEREAS, the Authority has reviewed and considered a proposal and agreement from Paymentus Corporation to provide electronic bill payment services to the Authority for the acceptance of E-checks, Master Card, Visa and Discover credit cards at no cost to the Authority; and

WHEREAS, the Agreement has been reviewed by legal counsel and found to be acceptable; therefore,

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby authorizes the use of Paymentus Corporation to implement the use of E-checks and credit cards for the customers of the Hackettstown Municipal Utilities Authority.

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

Board Member Brown stated the next agenda item was discussion and possible action to authorize Utility Agreement with the NJDOT.

After a brief discussion, the following Resolution #11-2816 was proposed by John DiMaio who moved its adoption.

WHEREAS, the NJ Department of Transportation has proposed an agreement to provide for review of the impacts associated with a bridge project; and,

WHEREAS, the said project is located on Route 46 over the Musconetcong River which may require relocation of the HMUA's underground water and sewer utilities; and,

WHEREAS, this Utility Agreement has been reviewed by legal counsel and found to be acceptable; therefore,

BE IT RESOLVED, the Governing Body of the Town of Hackettstown hereby authorizes the Executive Director to execute any necessary documents.

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

Board Member Brown stated the next agenda item was discussion and possible action to award contract for the supply of Orthopolyphosphate.

After a brief discussion, Resolution #11-2817 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Orthopolyphosphate Blend – 11 were received and read aloud at a public bid



opening on August 23, 2011 at 3:00 PM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest bid was received from George S. Coyne Chemical of Croydon, Pennsylvania; therefore,

BE IT RESOLVED, Contract Orthopolyphosphate – 11 be awarded to George S. Coyne Chemical of Croydon, Pennsylvania, and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Board Member Brown stated the next agenda item was discussion and possible action to ratify approval of the application for Sewer Utility Service for the Graybar Building in Washington Township.

The following Resolution #11-2818 was proposed by Harper who moved its adoption.

WHEREAS, at the August 9th Regular Meeting the HMUA Board authorized the Executive Director to review the documents associated with Sewer Utility service for the Graybar Building on Block 4, Lot 7.01 in the Township of Washington; and,

WHEREAS, the completed documents have been submitted and approved by the Executive Director; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein ratifies the granting of Tentative and Final Approval for Sewer Utility Service for the Graybar building located on Block 4, Lot 7.01 in the Township of Washington, and the Executive Director is authorized to reserve sufficient 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: Brown and Harper voting yea. John DiMaio abstaining.

Board Member Brown stated the next agenda item was discussion and possible action to authorize the purchase of a new vehicle.

The following Resolution #11-2819 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Authority has the need to replace an older vehicle 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 a Ford Transit Connect vehicle for the Authority at a total cost of \$19,586.00.

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



Board Member Brown stated the next agenda item was discussion and possible action to authorize an auction of used equipment.

After a brief discussion, the following Resolution #11-2820 was proposed by Harper 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 are available online at govdeals.com and also available from the HMUA.
2. The sale will be conducted online and the address of the auction site is www.govdeals.com.
3. The sale is being conducted pursuant to Local Finance Notice 2008-9.
4. Listed below is the surplus property to be sold.
 - Scum buster Mixer
 - 1999 Ford F250 - Vin # 1FDHF 26H6V EB089 01 (71,833 miles)
 - 2004 Ford Van – Vin# 1FTRE 14W84 HB516 56 (75,400 miles)
 - Used Water Meters
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 John DiMaio and upon roll call vote carried: Ayes: Brown, John DiMaio and Harper voting yea.

Board Member Brown stated the next agenda item was discussion and possible action to ratify Budget Line item transfers.

After a brief discussion, the following Resolution #11-2821 was proposed by John DiMaio who moved its adoption.

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:



Water Operations – Distribution Maintenance & Supplies – (64201) is increased by \$4,000.

Water Operations – Electric & Gas – (63301) is decreased by \$4,000.

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

At this point, Board Member Brown 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 Solar Project meter was installed and the Authority is currently waiting on JCP&L to approve the Project. He also stated that the ribbon cutting ceremony will be held on October 6th at 10:00AM.

Perry reported that the WPCP Lighting Improvements Project has been completed.

Perry continued by stating he is working on three proposed water main project options which include Arthur Terr., Deerfield Dr. and Claremont Well. He stated that some of these lines would go from 6" to 12" or from 4" to possibly 8".

Perry also stated he is currently working on receiving proposals for placing pressure transmitters in the HMUA system in order to check pressure surges or spikes.

Perry concluded by stating he recently received a price for diffuser washers for the WPCP and found a company that could refabricate them at a much lower cost, which will save the Authority money.

Executive Director Smith began by stating he forwarded emails during the storm detailing the problems the WPCP was having trying to keep up with the high flows. As indicated in his emails, the WPCP was without power for more than 5 days. The generators ran and there was just one incident with the Advance Treatment Plant generator running out of fuel. Smith stated that he contacted the NJDEP and Morris County Emergency Management. He also reported that the NJDEP made a few inspections and everything was fine and no units were bypassed.

He explained that most of the high flows were from people who either have leaking sewer lines or have sump pumps connected to the sanitary sewer system. He confirmed that the problem areas were in the Diamond Hill and Oak Hill @ Mount Olive. This was due to the fact that all sewage in those areas is pumped to the HMUA gravity sanitary sewer system. The Sewage Pump Stations were nearly overwhelmed by the high flows. Letters were hand delivered to residents of the Diamond Hill and Oak Hill at Mount Olive. Customers with confirmed sump pumps were also sent individual letters. He stated that the HMUA Sewer Jet machine and a vacuum tanker were used as necessary to avoid overflows or backups.



Smith also stated that the employees have gone one (1) year without any accidents and this is the second year. He confirmed that each employee will receive a \$50.00 gift card to a local restaurant.

Smith continued by stating he and John will be meeting with Brian Cowden and Bob Canace about the preservation of the reservoir properties.

Smith also stated he had a request from the owner of 6 Petersburg Road, requesting that possibly the Board may consider reimbursing the \$100.00 administration fee that was charged to her for the Authority returning her connection fees. No action was taken on this matter.

Smith also gave an update on GovDeals and explained that the Authority had received a high bid of \$8,000 for the sewer camera. However, the high bidder did not pay and could not be located. He directed GovDeals to offer the equipment to the second high bidder.

Smith concluded by stating he is currently working with Deputy Director Perry on the budget and will have the package to the Board before the next meeting.

Board Member Brown requested Counselor Fischer to proceed with his report.

Counselor Fischer stated that he had nothing further to add.

Board Member Brown 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).

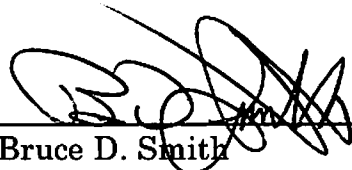
Board Member Brown requested whether anyone had business of a general nature to discuss.

Debbie Palma left the meeting.

There was extensive discussion regarding employee benefits and sick time. Employee response to fire calls was also discussed. All in attendance participated in this discussion.

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

Time - 10:29 P.M.



Bruce D. Smith
Executive Director & Secretary