



HMUA MINUTES

REGULAR
MEETING OF

NOVEMBER 12, 2012

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



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JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:01 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.

Board Member John DiMaio entered the meeting.

Chairperson Kelly indicated that approval of the October 9th 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, Brown and John DiMaio 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 Change Orders.

Executive Director Smith indicated that there were Change Orders associated with Contract 36S to be considered by the Board. Smith indicated that there were two Change Orders for a total amount of \$2,522.00 (copies attached). The cost was associated with flex hose connections and check valves for gas piping. The total Change Orders for the Contract represent a 1.2% increase over the original project award.

After a brief discussion on the matter, the following Resolution #12-2892 was proposed by John DiMaio who moved its adoption.

WHEREAS, Change Orders (see attached) have been submitted by JDV Equipment, Corp. for additional work associated with Contract 36S for the Hackettstown Municipal Utilities Authority in the total amount of \$2,522.00, therefore,

BE IT RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby approves the Change Orders.

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

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



The following Resolution #12-2893 was proposed by Harper who moved its adoption:

Resolution #12-2893A

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

Dated:	October 05, 2012	OEA-986	SL-23	\$139,561.86
Dated:	October 19, 2012	OEA-987	SL-24	<u>67,123.17</u>
			Total	\$206,685.03

Resolution #12-2893B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-360 be formally approved:

REQUISITION #CAF-360

Hatch Mott MacDonald	Engineering Services	\$37,265.00
Montague Tool & Supply	Distribution Supplies	<u>12,729.00</u>
	Total	\$ 12,370.00

Resolution #12-2893C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-179 be formally approved:

REQUISITION #RR-179

Fleet Pump & Service	Bulb Rack for UV System	\$ 3,826.62
Hatch Mott MacDonald	Engineering Services	4,825.00
JDV Equipment Corp.	WPCP Improvements-36S	22,746.00
Pumping Services	Parts for RAS Pump #1	5,636.00
Spectraserv, Inc.	WPCP Improvements-37S	<u>28,104.21</u>
	Total	\$ 65,137.83

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

Chairperson Kelly stated the next agenda item was discussion and possible action to ratify budget line item transfers.

After a brief discussion, the following Resolution #12-2894 was proposed by Brown 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 Administration – Phone & Lease Lines (65801) is increased by \$200.00.

Water Administration – Professional Services – (67201) is increased by \$20,000.

Water Operations – Salaries – (60601) – is decreased by \$5,200.

Water Operations – Electric & Gas- (63301) is decreased by \$15,000.



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

Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract LBT-12 for Liquid Biosolids Transportation.

The following Resolution #12-2895 was proposed by Brown who moved its adoption.

WHEREAS, subsequent to the proper advertisement, three (3) sealed bids for Liquid Biosolids Transportation were received and read aloud at a public bid opening on November 1, 2012 at 2:30 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the low bid was received from Accurate Waste Systems, Inc. of Lake Hopatcong, New Jersey; therefore,

BE IT RESOLVED, Contract LBT-12 for Liquid Bisolids Transportation be awarded to Accurate Waste Systems, Inc. of Lake Hopatcong, New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize the purchase and installation of the Claremont Well Pump.

Deputy Director Perry stated he requested quotations for a new well pump and installation for Claremont Well. He received three (3) quotes and after reviewing them he determined that it may be more beneficial to the Authority to purchase the pump on their own. Based on the lowest bidder, he requested pricing directly from the manufacturer to purchase the well pump. Based on the pricing, it would save the Authority approximately \$2,000.

After a brief discussion, the following Resolution #12-2896 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority has received the Water Allocation Permit, permitting the Authority to increase the pumping capacity of Well # 8 to 800 gallons per minute; and,

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

WHEREAS, Mid-America Pump & Supply has submitted a proposal indicating they will provide the equipment for \$25,713.00; and,

WHEREAS, Mid-America Pump & Supply has completed and submitted a Business Entity Disclosure Certification which certifies that Mid-America Pump & Supply 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 Mid-America, 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 upgrade Well #8 in the amount of \$25,713.00.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to adopt the Water Utility Annual and Capital Budgets for fiscal year 2013.

The following Resolution #12-2897 was proposed by Brown who moved its adoption.

Water Utility Budget

WHEREAS, the Annual Budget and Capital Budget for Water for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 has been presented for adoption before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 12, 2012; and

WHEREAS, the Annual Budget and Capital Budget was submitted late due to waiting for Consumer Price Index figures to be released by the United States Bureau of Labor Statistics; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,954,000 Total Appropriations including any Accumulated Deficit, if any, of \$3,899,635 and Total Unrestricted Net Assets utilized of \$1,945,635; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,275,000 and Total Unrestricted Net Assets planned to be utilized of \$0;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of November 12, 2012 that the Annual Budget and Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 is hereby adopted and shall constitute appropriations for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital / Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all



amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Sewer Utility Budget

The following Resolution #12-2898 was proposed by John DiMaio who moved its adoption.

WHEREAS, the Annual Budget and Capital Budget for Sewer for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 has been presented for adoption before the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of November 12, 2012; and,

WHEREAS, the Annual Budget and Capital Budget was submitted late due to waiting for Consumer Price Index figures to be released by the United States Bureau of Labor Statistics; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,494,000 Total Appropriations including any Accumulated Deficit if any, of \$2,372,900 and Total Unrestricted Net Assets of \$0; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$550,000 and Total Unrestricted Net Assets planned to be utilized of \$0; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Hackettstown Municipal Utilities Authority at its Open Public Meeting of November 12, 2012 that the Annual Budget and Capital Budget / Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2012 and ending November 30, 2013 is hereby adopted and shall constitute appropriations for the purposes stated;

BE IT FURTHER RESOLVED, that the Annual Budget and Capital / Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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



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

Deputy Director Perry began by stating the decommissioning of the Mine Hill Reservoir piping is complete, as part of the requirements of the Water Allocation Permit changes. The Mine Hill Meter building was also demolished. He also confirmed that the work on the decommissioning of the Burd Reservoir piping has begun and should be completed within the next week or so. After completion of that work, the Burd Meter building will also be demolished. Also, as part of the permit, plans for the abandonment of Well #2 were required. Perry confirmed that the pump was removed today by Stothoff.

Perry continued by stating that the new roller came in and will be used by both the Authority and Hackettstown DPW. The HMUA and Hackettstown DPW have worked on shared services before, and look forward to continued cooperation between the two entities.

Perry concluded by stating HMUA has purchased a membership in the American Management Association and with the membership the Authority will receive two free courses. He stated that he has signed up for a course in December and thanked the Board for the opportunity.

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 that there were some difficult times during "Sandy". He reported that all water supply and sewer pumping and treatment facilities and the Administration Building were on generator power for an extended period of time. He also reported on the efforts of staff to ensure that the Authority continued to provide services to our customers. There was a problem with one of the generators at the WPCP and with loss of power at Water Tanks. This created difficulties in obtaining the status of the water distribution and control of supply pumping. There were also issues with obtaining fuel for the generators and gasoline for vehicles. An Emergency Preparedness meeting was held to discuss some of the issues including communications and backup power. One topic discussed with the staff was the purchase and installation of a permanent generator for the Administration and Operations Buildings, which would run on natural gas. Other generators and an electrical interconnection are being considered. Smith also confirmed that there was no internet service or email so it was very difficult to get information out to the Board or to update the HMUA website. It was suggested that the Authority may wish to look into going on Facebook or Twitter. Smith indicated that these items will be reviewed and discussed at a future Emergency Preparedness meeting.

Smith also stated he received a phone call from a property owner on Stephen State Park Road. She explained that No Hunting Signs were posted on her property by



the Gun Club. Smith stated he contacted the Gun Club and a representative met with her and had the signs removed.

Smith continued by stating he forwarded to the Board financial reports which were discussed at the last meeting. A lengthy discussion ensued with all Board Members participating. It was suggested that Executive Director Smith and Deputy Director Perry evaluate the capital projects and provide the Board with financial projections well into the future.

Smith was asked the status of the All Seasons litigation. Smith reported that he had directed verbally and via email that Counsel submit a draft Closing Brief to the HMUA for review prior to submission to the Court. After nearly six years dealing with this issue, Smith wanted to ensure that the Court received the best possible document and facts in order to make the final decision on the case. Unfortunately, Counsel was unresponsive and submitted the document prior to any review by the Authority.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter reported that he has not heard anything from Washington Township's attorney regarding Well #9. He stated he would reach out to him again and let the Board know.

Counselor Zaiter also reported that due to the recent storm, Harvestone Farms requested additional time to answer the complaint.

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

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 Harper and followed by a unanimous voice vote.

Time – 9:58 P.M.

Bruce D. Smith
Executive Director & Secretary