



HMUA MINUTES

REGULAR
MEETING OF

DECEMBER 11, 2012

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF DECEMBER 11, 2012
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, Brown and Jerry DiMaio.

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 November 12th 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 voting yea and Jerry DiMaio abstained.

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 #12-2899 was proposed by Jerry DiMaio who moved its adoption:

Resolution #12-2899A

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

Dated:	November 02, 2012 OEA-988	SL-25	\$118,880.33
Dated:	November 16, 2012 OEA-989	SL-26	79,825.19
Dated:	November 30, 2012 OEA-990	SL-27	<u>128,721.30</u>
		Total	\$327,426.82

Resolution #12-2899B

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

REQUISITION #CAF-360



Auto Parts Plus	Inverter for Vehicle #36	\$ 1,858.72
Campbell Foundry Co.	Manhole Risers	1,032.00
Hatch Mott MacDonald	Engineering Services	<u>13,190.00</u>
	Total	\$ 16,080.72

Resolution #12-2899C

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

REQUISITION #RR-179

Badger Meter, Inc.	5/8" & 1" Water Meters	\$ 16,527.50
Hatch Mott MacDonald	Engineering Services	2,450.00
Hayes Pump, Inc.	Impeller: Mt. Olive Booster	17,360.00
J.L.M. Computers	Computer Software	2,035.00
Pumping Services, Inc.	Parts for RAS Pump #1	<u>3,048.00</u>
	Total	\$ 41,420.50

Resolution #12-2899D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-227 be formally approved:

REQUISITION #ESR-227

Badger Meter, Inc.	HOGS – Ert’s	\$ <u>182.13</u>
	Total	\$ 182.13

The Resolution was seconded by Brown and upon roll call vote carried: Ayes: Kelly, Harper, Brown and Jerry 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 #12-2900 was proposed by Harper 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 – Chemicals (63101) is increased by \$200.00.
- Water Operations – Fuel Oil – (63601) is increased by \$2,300.00.
- Water Operations – Gasoline – (64301) – is increased by \$2,500.00.
- Water Administration – Phone & Lease Lines- (65801) is increased by \$500.00
- Water Administration – Professional Services – (67201) is increased by \$2,000.00
- Water Operations – Electric & Gas (63301) – is decreased by \$7,500.00.



Sewer Operations – Gasoline – (74302) – is increased by \$2,500.00

Sewer Administration – Phone & Lease Lines – (75802) is increased by \$200.00

Sewer Operations – Electric & Gas (73302) – is decreased by \$2,700.00.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to award Contract No. 40W for the Claremont Water Transmission Main Project.

The following Resolution #12-2901 was proposed by Harper who moved its adoption.

WHEREAS, subsequent to the proper advertisement, ten (10) sealed bids for Contract 40W-Claremont Water Transmission Main Project were received and read aloud at a public bid opening on November 20, 2012 at 2:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Reivax Contracting of Harrison, New Jersey in an anticipated value of \$663,294.83; therefore,

BE IT RESOLVED, that the base bid for Contract 40W Claremont Water Transmission Main Project be awarded to Reivax Contracting of Harrison, New Jersey and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize preparation of the Renewal Application for the HMUA NJPDES Permit.

The following Resolution #12-2902 was proposed by Brown who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority requested a proposal from Hatch Mott MacDonald for the preparation of their Renewal Application for the NJPDES Permit; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Hatch Mott MacDonald to prepare the Renewal Application for the NJPDES permit for a fee of \$5,500.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report.

Executive Director Smith stated that HMM has not yet completed the Report and this matter should be deferred until next meeting.



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

Deputy Director Perry began by stating that as part of the requirements of the Water Allocation Permit, the decommissioning of the Mine Hill and Burd Reservoirs has been completed. Decommissioning was accomplished by cutting and capping the raw water supply piping from each reservoir. The reservoirs and dams will be permanently abandoned when the dams are breached, or the properties sold in the future. Well # 2 has also been decommissioned as part of the Water Allocation Permit requirements. The Well was grouted on December 11th.

Perry also stated that the permit application has been submitted to Washington Township for the demolition of the Burd Metering Building.

Perry continued by stating he attended a meeting with FEMA on November 16th and will also be attending another one on December 13th with regards to reimbursement for the damages caused by Sandy.

Perry also confirmed that the new 800 gpm pump for Well # 8 has been ordered and will be installed by Stothoff once everything arrives.

Perry concluded by thanking the Board for the opportunity to attend the AMA Management Skills for New Managers course in Philadelphia. He stated that he found the course to be very informative and it gave him the opportunity to work on developing better management skills.

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 received plans for a proposed Quick Chek in Washington Township, Morris County, which is not in the HMUA's service area. He confirmed that he has contacted the developer's Engineer along with the Township's Engineer.

Smith also stated that the All Season's court case has concluded and the Court has issued its finding in favor of the HMUA.

Smith continued by stating that he and John are working on the development of the financial information that the Board requested. Additional information will be provided and discussed at the January Board Meeting. The January meeting will hopefully allow additional time to discuss this matter. He also stated that Mar's sewer usage during 2012 was down by 59.2% and that their water usage was also significantly reduced. This is likely the result of their efficiency and sustainability initiatives. If not for the \$203,000 NJ Clean Energy rebate, revenue would have been reduced for the fifth year in a row.

Smith concluded by stating that as a consequence of the Emergency Preparedness Meetings the Authority is working on installing a new natural gas generator for the Administration Building and adjacent buildings. This will enable the Authority to operate these facilities more efficiently during a power outage. He also confirmed



that the Authority has implemented a Facebook page. Smith also discussed issues with obtaining fuel for vehicles and generators. He also stated that John Perry had a good suggestion relating to having generators for the water utility with different fuel sources.

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter reported that he had nothing further to add.

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 Jerry DiMaio and followed by a unanimous voice vote.

Time – 8:55 P.M.

Bruce D. Smith
Executive Director & Secretary