



HMUA MINUTES

REGULAR  
MEETING OF

MARCH 12, 2013

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING OF MARCH 12, 2013  
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Brown at 8:02 P.M.

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

Also attending: Barbara Gehrett, Beth Styler Barry of MWA, Arthur Robinson, Counselor Zaiter, Engineer David Klemm, Executive Director Smith, Deputy Director Perry 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 February 12<sup>th</sup> Annual Meeting to be the next agenda item. A motion to approve the minutes was made by Kelly being seconded by Jerry DiMaio with Brown, Kelly and Jerry DiMaio voting yea and John DiMaio and Harper abstained.

Chairperson Brown indicated that the approval of the February 12<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by Kelly being seconded by Jerry DiMaio with Brown, Kelly and Jerry DiMaio voting yea and John DiMaio and Harper abstaining.

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

Barbara Gehrett began by stating on February 15<sup>th</sup> a HMUA Service Tech came to her home to replace 5 water meters in her basement. On the fourth meter, the shut off valve failed and water began pouring out. She stated that she had approximately 1-½ inches of water in her basement. The HMUA sent out Allen Industries for the cleanup. She confirmed that some sheet rock needed to be replaced and she was working with John Perry on that. She also stated that the padding and carpet in her family room had to be ripped out. She feels that since it was not her fault that the Authority should replace the carpeting. Ms. Gehrett provided the Board with an estimate to replace the carpeting. Extensive discussion ensued on the matter with all participating.

A motion was made by Kelly to have the HMUA pay for the carpeting and padding in an amount not to exceed \$2,962.40. This was seconded by John DiMaio and upon roll call vote carried: Yea: Brown, Harper, John DiMaio, Kelly and Jerry DiMaio.

Ms. Gehrett thanked the Board and exited the meeting.



Beth Styler Barry then approached the Board. Beth began by wanting to thank Executive Director Smith and Deputy Director Perry for taking the time to help members of the Musconetcong Watershed Association understand more about the discharge and water supply system. Beth also stated that she had a conversation with David Epstein of Land Conservancy regarding the reservoir properties and David's idea was that possibly they could raise funds to purchase the reservoirs and that some funds could come from Preservation money to remove the dams. A lengthy discussion ensued with all Board Members participating. Questions concerning the dam removal and open space were discussed. The Board suggested that Beth continue working with Executive Director Smith and Mr. Epstein.

Chairperson Brown then recognized Arthur Robinson. Mr. Robinson is the owner of the property located on Route 517 and Old Allamuchy Road. The proposed project on the property was previously known as Liberty Square. The property is in the Highlands Preservation Area. He explained that the property was once in the planning area and as the Board knows, was removed. He stated that he would like clarification that this property could be put back in the HMUA's service area. Mr. Robinson also stated that he believes the DEP will grant him a waiver for the property. A lengthy discussion ensued with all Board Members participating and it was indicated to Mr. Robinson that the Authority must also look at the available capacity of the Wastewater Treatment Plant and that he would have to obtain approval from the DEP before the Board could make any decisions.

Mr. Robinson thanked the Board for their time and exited the meeting.

At this point, Counselor Zaiter suggested to the Board that the Authority obtain a signed release from Barbara Gehrett prior to any additional work or payment of funds. The Board agreed.

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

The following Resolution #13-2925 was proposed by John DiMaio who moved its adoption:

Resolution #13-2925A

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

Dated:	February 08, 2013	OEA-995	SL-05	\$160,238.66
Dated:	February 22, 2013	OEA-996	SL-06	<u>73,880.72</u>
			Total	\$234,119.38

Resolution #13-2925B



BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-364 be formally approved:

REQUISITION #CAF-364

Hatch Mott MacDonald	Engineering Services	\$ 2,400.00
Kaplan Companies	Reimbursement Connection Fee	<u>2,241.50</u>
	Total	\$ 4,641.50

Resolution #13-2925C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-183 be formally approved:

REQUISITION #RR-183

Badger Meter, Inc.	5/8" Water Meters/Ert's	\$ 19,476.00
Deegan Bros. Roofing	AB Roof Repair	1,500.00
Hatch Mott MacDonald	Engineering Services	15,440.00
R & J Controls	Generator Repairs	6,085.00
Reivax Contracting Corp.	Claremont Water Trans. Main	169,116.58
Smith, Bruce D.	Ring Central Phone System	1,072.91
T&T Plumbing	Mt. Olive Pump Station	2,275.00
TGM Services	Circulator Pump	<u>2,470.00</u>
	Total	\$ 217,435.49

Resolution #13-2925D

BE IT RESOLVED, that the following Escrow Sub-Requisition #ESR-230 be formally approved:

REQUISITION #ESR-230

Eden Mansfield, LLC	WALGREENS - REFUND	\$ 311.51
Reliable Holdings	MTNPARK – REFUND	<u>746.96</u>
	Total	\$ 1,058.47

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

Chairperson Brown stated the next agenda item was discussion and possible action to authorize submission for requesting an authorization for records disposal.

The following Resolution #13-2926 was proposed by Jerry DiMaio who moved its adoption.

WHEREAS, the Administrative staff has reviewed the New Jersey requirements for disposal of public records and has developed a list for disposal; therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that the Executive Director is hereby authorized and directed to follow the appropriate



guidelines for disposal of the records and submit the proper forms to the State for approval prior to disposal.

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

Chairperson Brown stated the next agenda item was discussion and possible action to adopt Resolution correcting prior Resolution #12-2879.

Executive Director Smith explained that during the audit a mistake was found regarding Resolution #12-2879 which listed \$67,800 for professional engineering services. The \$67,800 figure was the Construction Phase amount and was the last figure on the proposal and was mistakenly assumed to be the total. The amounts for the Design, Bid and Construction Phases total \$151,070. It was also determined that the public notice was published in the Hunterdon County Democrat instead of the Star Gazette.

After additional discussion, the following Resolution #13-2927 was proposed by John DiMaio who moved its adoption:

WHEREAS, the Hackettstown Municipal Utilities Authority, on July 10, 2012, adopted Resolution #12-2879 authorizing professional engineering services in the amount of \$67,800, and;

WHEREAS, the authorization was based upon a proposal from Hatch Mott MacDonald dated July 6, 2012 which identified Design, Bid and Construction Phases in the total amount of \$151,070; and,

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire professional Services as a Non-Fair and Open Contract pursuant to the provisions of N.J.S.A. 19:44A-20-4; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of Hatch Mott MacDonald to provide Professional Engineering Services for the design, bid and construction phases of the HMUA's Well No. 9 Well House Construction project in accordance with their July 6, 2012 proposal is herewith authorized without public bidding.
2. The said payment to Hatch Mott MacDonald shall not exceed \$151,070.
3. That the Executive Director of the Authority is hereby authorized and directed to publish the corrected Resolution in the Star Gazette.

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

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

Deputy Director Perry began by stating that the Authority has received a check from FEMA for over \$20,000 for damage done by Hurricane Sandy.



Perry also stated he is still waiting to hear if the Authority would receive any funding from FEMA for the Well #8 and Water Pollution Control Plant generator interconnection. He stated that he would keep the Board posted.

Perry continued by stating that the Water Main Project in Diamond Hill is going well. He confirmed that the water main has been installed on Meadow Lane up to Highland Ave.

Perry also stated he is currently working on the materials needed to replace the water main on Sharp Street.

Perry concluded by stating that the 2" piping at the Mount Olive Pump Station has been replaced with 4" and the flow has gone from 260 to 350.

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

Executive Director Smith began by stating that Deputy Director Perry has been doing a great job on the Water Main Project in Diamond Hill.

Smith also stated that the House of the Good Shepard has submitted a written request asking for an interest adjustment of \$131.19 which was applied to their account in January. He confirmed that they had updated their computer and ran into a few problems. The Board was in agreement to remove the interest.

Smith continued by stating he had a conversation with a Mr. Downs regarding the proposed Paragon Village Office Complex. Smith stated that this property is also in the Highlands Preservation Area. An application package was previously submitted by the developers of the Paragon Village project, but was never finalized. Mr. Downs was advised to come to a future Board Meeting if he needed additional information. He indicated that he may be submitting an OPRA request.

Smith also stated that the Auditor has requested an Exit Conference be setup with Board Members in attendance. Kelly suggested that if it could take place on any Friday he would like to attend. Brown indicated he could be available on Good Friday. Smith indicated that he would work on scheduling a date.

Smith stated he had a request from the Musconetcong Watershed Association for the "Run for the River" for a sponsorship of \$500.00. The Board questioned what they donated last year. Smith confirmed that in past years the amount was \$250.00. A motion was made by Kelly to continue with the \$250.00 sponsorship for the Run for the River. This was seconded by John DiMaio and upon roll call vote carried: Ayes: Brown, Harper, John DiMaio, Kelly and Jerry DiMaio.

Smith concluded by discussing the possible sale of the Reservoir properties. This matter was discussed with all in attendance participating. The liabilities associated with the properties was discussed as well as the possible options for sale and preservation. It was decided that Counselor Zaiter continue to prepare documents necessary for the sale of the properties while the other options are pursued.



Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter reported that he had nothing further to add.

Chairperson Brown 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 Jerry DiMaio questioned if a new water main will be installed on Arthur Terrace John Perry stated that he has been in touch with Scott Armstrong regarding the paving of Arthur Terrace and that project could take place later this year.

Board Member Kelly wanted to let everyone know that he may not be at the April meeting.

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

Time – 10:02 P.M.

---

Bruce D. Smith  
Executive Director & Secretary