

HMUA MINUTES

REGULAR
MEETING OF

January 10, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ

REGULAR MEETING JANUARY 10, 2023

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Vice Chairperson Harper at 3:30 P.M over teleconference to promote the necessary social distancing to avoid the spread of COVID-19 and other emerging viruses. Executive Director Corcoran announced that adequate notice of this meeting has been given to the area press and the Town of Hackettstown, and the meeting shall be convened and conducted in accordance with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Harper, Jerry DiMaio and Ciro Lala.

Also attending: Counselor John Zaiter, Executive Director Corcoran, Recording Secretary Tynan.

Vice Chairperson Harper led a salute of the United States flag.

Vice Chairperson Harper indicated that the next agenda item was approval of the December 13, 2022 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Lala.

Ayes: Harper and Lala
Abstain: Jerry DiMaio

Vice Chairperson Harper opened the meeting to public participation and noted that no members of the public announced their presence.

Vice Chairperson Harper stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no change orders.

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1251, #OEA-1252 and #OEA-1253 in the total aggregate amount of \$465,796.54. The following Resolution #23-3733 was proposed by Jerry DiMaio who moved its adoption:

Resolution #23-3733

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

Dated: December 2, 2022	OEA-1251	SL-01	\$105,246.87
Dated: December 16, 2022	OEA-1252	SL-02	\$163,321.70
Dated: December 30, 2022	OEA-1253	SL-03	<u>\$197,227.97</u>
		Total	\$465,796.54

This Resolution was seconded by Lala and upon roll call vote carried:

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-301 in the aggregate amount of \$102,471.57. The following Resolution #23-3734 was proposed by Lala who moved its adoption.

Resolution #23-3734

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-301 be formally approved:

REQUISITION #RR-301

Duperon Corporation	Augers – Repair/Replace	\$ 30,864.78
ESRI, Inc	ArcGIS Software	\$ 1,900.00
Harper Control Solutions	PRV Replacement-Vienna	\$ 22,765.00
Itron, Inc.	Temetra Driveby Subs	\$ 9,500.00
P3 Generator Services	Generator Rental & Pickup	\$ 1,482.29
Sherwood-Logan Assoc.	VAREC Gas Safety Equip.	\$ 12,978.90
T. Slack Environmental	Annual Compliance	\$ 3,626.00
TGM Services	WPCP Natural Gas Conv.	\$ 3,236.00
Town of Hackettstown	Outstanding Road Paving	<u>\$ 16,118.60</u>
	Total	\$ 102,471.57

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-332 in the amount of \$5,264.32. The following Resolution #23-3735 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-3735

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-332 be formally approved:

REQUISITION #ESR-332

Freed Transport, LLC	Refund of Meter Rental	\$ 503.18
Hackettstown MUA	Freed/Meter Rental	\$ 996.82
Hackettstown MUA	Woodmont/Cons. Monitor	\$ 90.82
Mott MacDonald	Jade Hackettstown Assoc.	<u>\$ 3,673.50</u>
	Total	\$ 5,264.32

This Resolution was seconded by Lala and upon roll call vote carried:

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Interlocal Agreement for Sewer Cleaning and Inspection Services with Allamuchy Township. The following Resolution #23-3736 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-3736

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Allamuchy desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Township of Allamuchy for costs as

specified on “Attachment A” to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect January 1, 2023 and expire December 31, 2023. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

This Resolution was seconded by Lala and upon roll call vote carried.

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairperson Harper stated the next agenda item was discussion and possible action to retain a firm to conduct Laboratory Services.

Executive Director Corcoran explained that quotes were originally requested from three different laboratories; however, the Authority only received one quotation from Agra. She stated that Agra only bid on the water portion of the service with no wastewater laboratory work, so the Agra bid was rejected. The HMUA decided to rebid, and the second time around, Suburban Testing Labs was the only bid that was received and it was acceptable, with reasonable pricing. The HMUA had contracted with Suburban Testing Labs previously and the services were satisfactory. Director Corcoran recommended authorization of laboratory services by Suburban Testing Labs.

The following Resolution #23-3737 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-3737

WHEREAS, due to the need to obtain accurate laboratory data for submission to regulatory authorities and the implications of the Safe Drinking Water Act and Clean Water Act, the HMUA has a need to retain professional Certified Laboratory Services; and,

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

WHEREAS, Suburban Testing Labs of Reading, PA has submitted the lowest quotation indicating they will provide the laboratory services in the amount of \$38,995.85; and,

WHEREAS, Suburban Testing Labs has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Testing Labs 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 Suburban Testing Labs from making any reportable contribution in the coming year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the laboratory services by Suburban Testing Labs, 1037 F MacArthur Boulevard, Reading, PA 19605 in the amount of \$38,995.85.

This Resolution was seconded by Lala and upon roll call vote carried.

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a resolution to purchase a new JetVac Equipment Mainline Camera System.

The following Resolution #23-3738 was proposed by Lala who moved its adoption.

Resolution #23-3738

WHEREAS, the existing sewer main line camera is no longer functioning, is at the end of its useful life; and

WHEREAS, HMUA has planned for the replacement of the camera system in 2023 as a Capital Project; and

WHEREAS, the camera system is available through the Sourcewell Co-Op under Contract No. 120721-EVS for \$117,829.32; now therefore

BE IT RESOLVED, that the HMUA Board authorizes the Executive Director to proceed with the purchase of the Jetvac Equipment Mainline Camera System for \$117,829.32 through the Sourcewell Co-Op.

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried.

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairperson Harper stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report. Jerry DiMaio made a motion to confirm the Board's receipt of the Annual Facilities Inspection Report as prepared by Mott MacDonald.

Lala seconded the motion and upon roll call vote carried:

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairperson Harper requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran stated that the developer projects continue with Woodmont water and sewer work nearly complete. The Hackettstown Crossing development sewer installation is 75% complete, but water system installation has not yet begun. She further stated that new applications include an updated design for Residences at Bilby Road and new Popeyes restaurant in Mansfield.

Corcoran stated that the new generator at the WFP is finally up and running. She stated that two operator apprentices were hired and they, along with the new Deputy Director, will start work on January 23rd. Corcoran further stated that she worked with the MEL cybersecurity professional and JLM to undertake protective measures for HMUA to achieve the "advanced security" status for 2023, meaning if there is a cybersecurity incident, HMUA will have no deductible or coinsurance.

On the sewer side, Director Corcoran stated that they completed jetting within the collection system and used the mini camera to assist three customers in locating sewer blockages. The conversion of the digester boiler was completed, so it will now run on methane and natural gas, allowing us to remove the propane tank. The parts for the washer compactor were finally received on January 3rd, so staff quickly repaired the equipment and had it back in operation by the next afternoon.

Corcoran stated that the main influent wet well level transmitter failed. Because this controls the influent pumps, the backup unit was wired in until a new transmitter can be installed. Corcoran further stated that the piping needed for the installation of the gas line across the site has been delivered.

On the water side, Corcoran stated that the December system usage was a higher compared to last years and 2020. There were no main breaks since the last board meeting.

The water utility has continued leak detection by putting the correlators out every night. In addition, they dug up and repaired 3 curb boxes. Utility staff also completed 50 mark outs. Staff replaced 6 meters for the meter replacement program and replaced the chemical feed pump at Well 9. In addition, the utility responded to seven frozen meters.

The water utility had a contractor install a new PRV valve in Vienna Hills and changed piping to stainless steel. This should significantly reduce the required maintenance and eliminate the need for twice a year repair kits in this location.

Vice Chairperson Harper thanked Kathy for her report and asked for the report of the Consulting Engineer.

Engineer Klemm provided an update on the 1.0 MG tank project. The submission to the planning board was in November and Mott MacDonald (MM) received comments from the engineer. MM is currently preparing a response and hopes to attend the February Planning Board meeting. The Soil Erosion permit was received. The NJDEP is close to issuing the Land Use Permit for wetlands. The hired cultural resources expert, RGA, have been working with the NJDEP and will soon be submitting to the State Historic Preservation office to get the required approvals. Klemm confirmed that there will be additional work by RGA during the construction through the Morris Canal.

Klemm explained that the chlorination alternatives evaluation for Well 6 will soon be completed with recommendations. Klemm further stated that the Lead Service Line Replacement Project has been delayed due to supply chain issues, but is scheduled to start in the Spring. MM assisted in review of the draft NJPDES permit and Klemm reported that the proposed permit looks good and there are no issues that need to be addressed or contested.

Vice Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Vice Chairperson Harper asked whether anyone had business of a general nature to discuss with no response. Vice Chairperson Harper declared a motion to adjourn would be in order and was so moved by Jerry DiMaio, seconded by Lala and followed by a unanimous voice vote.

Time – 4:15 P.M.

Kathleen Corcoran, PE, PP, PMP
Executive Director & Secretary