



HMUA MINUTES

REGULAR  
MEETING OF

August 11, 2020

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING August 11, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 2:00 P.M over teleconference due to Executive Order No. 107 signed by NJ Governor Murphy and to promote the necessary social distancing to avoid the spread of COVID-19. 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 accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Chairman Kuster, John DiMaio and William Harper.

Also attending: Counselor John Zaiter, Engineer Dave Klemm, Accountant Robert McNinch, Executive Director Kathy Corcoran, Deputy Director Frank Biank and Recording Secretary Lasch.

Chairperson Kuster indicated approval of minutes of the July 14, 2020 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster indicated approval of minutes of the July 14, 2020 Executive Session to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio.

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster opened the meeting to public participation. Kathy indicated that Robert McNinch was ready to report on the annual audit for Fiscal Year ended November 30, 2019. Rob continued to say that the 2018/2019 audit was completed and reported a good financial year for the HMUA. He continued to report on the financial position, noting that revenues and renewal & replacement funds have increased this year for both the water and sewer utility. Chairman Kuster thanked Kathy, Frank and staff for their hard work. Kathy commented that, although 2018/2019 was a good year, this year we anticipate lower revenues and additional expenses due to COVID impacts, upcoming retirements and required overtime work.

Kathy continued the discussion of the Authority's financial position and options to finance the proposed 1.0 MG water storage tank project. Chairman Kuster suggested it may be best for the HMUA to hold onto existing surpluses and obtain loans to finance the construction of the new 1.0 MG water storage tank. A discussion took place about the financing of the project and Rob stated he would provide some financial calculations for planning purposes. He also stated that his calculations of user charges anticipated borrowing money for the 1.0 tank project. Engineer Klemm stated there is a high probability that HMUA would receive funding of the project through the NJ Infrastructure Bank's (NJIB) Environmental Infrastructure Trust with the NJDEP. Engineer Klemm suggested a pre-application meeting with the NJIB and NJDEP to discuss the funding for the 1.0 MG water storage tank construction.



Kathy further stated that she and John Zaiter have been working with Warren County to prepare a formal agreement between the parties for the exchange of the existing Well #2 & 1.0 MG tank site with the new 1.0 MG water storage tank site and address required access and utility easements. The project will also require approval from the NJDEP, NJ Highlands Council, and Independence Twp. Planning Board.

Robert McNinch exited meeting: Time: 2:30pm

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

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1188, #OEA-1189 and #OEA-1190 in the total aggregate amount of \$377,814.09. The following Resolution #20-3504 was proposed by John DiMaio who moved its adoption:

Resolution #20-3504

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

Dated: July 3, 2020	OEA-1188	SL-16	\$134,760.40
Dated: July 17, 2020	OEA-1189	SL-17	\$ 96,705.34
Dated: July 31, 2020	OEA-1190	SL-18	<u>\$146,348.35</u>
	Total		\$377,814.09

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

Ayes: Kuster, John DiMaio and Harper

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-272 in the aggregate amount of \$18,539.78. The following Resolution #20-3505 was proposed by Harper who moved its adoption.

Resolution #20-3505

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-272 be formally approved:

REQUISITION #RR-272

Campbell Foundry Company	Manhole Covers & Frames	\$	1,668.00
Hydra-Naumatic Sales	Emergency Repair-Meadow Ln.	\$	2,139.34
Jack Doheny Companies	Sewer Jet Repair	\$	3,580.44
Mott MacDonald	Engineering-UV System	\$	7,640.00
Tri-State Water Main Taps	Tapping Materials	\$	<u>3,512.00</u>
	Total	\$	18,539.78

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-303 in the amount of \$3,720.41. The following Resolution #20-



3506 was proposed by John DiMaio who moved its adoption.

Resolution #20-3506

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-303 be formally approved:

REQUISITION #ESR-303

Mott MacDonald	Residences at Bilby Rd	\$ 3,095.50
Mueller Co., LLC	Heath Village	<u>\$ 624.91</u>
	Total	\$ 3,720.41

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was to entertain a Resolution to Certify Review of the Annual Audit Report for Fiscal Year Ended November 30, 2019.

The following Resolution #20-3507 was proposed by Harper who moved its adoption.

Resolution #20-3507

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended November 30, 2019 has been completed and filed with the director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority hereby certified to the Local Finance Board of the State of new Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2019, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT Further RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

Ayes: Kuster, John DiMaio and Harper.



Chairperson Kuster stated the next agenda item was discussion and possible action to adopt a Resolution for renewal of membership in the NJ Utility Authorities Joint Insurance Fund.

The following Resolution #20-3508 was proposed by John DiMaio who moved its adoption:

WHEREAS, THE HACKETTSTOWN Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and,

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund; and,

WHEREAS, the Authority desires to renew said membership;

NOW, THEREFORE, be it resolved as follows:

1. The Hackettstown Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize the QPA to utilize Provisions in the Local Public Contracts Law and Rules to prepare specifications and a scope of work to bid for proprietary goods or services for the rebuilding of an existing Komline-Sanderson gravity belt thickener (GBT). Kathy stated that one of the GBTs at the plant needs a rebuild. Given the significant investment in the existing Komline-Sanderson GBTs, high capital expenditure for a completely new GBT, and proprietary nature of the equipment & parts required for the rebuild, Kathy recommended the resolution be passed allowing the QPA to publicly bid proprietary goods and services. Funding has been allocated in the budget as a capital project and funds are available.

The following Resolution #20-3509 was proposed by Harper who moved its adoption:

WHEREAS, as set forth in the Local Public Contracts Law N.J.S.A. 40A:11-2(39) and Rules N.J.A.C. 5:34-9.1(a)(1)(i)(ii) and 2(i), the Purchasing Agent requests authorization to solicit bids using the provisions for proprietary goods and services for the rebuilding and reconditioning of the existing Komline-Sanderson gravity belt thickener; and

WHEREAS, the Hackettstown Municipal Utilities Authority has a substantial investment of \$85,796 in the gravity belt thickener over a period of 27 years, including upgrades and repairs, that warrants reliance on a specific manufacturer to maintain the value of the investment; and

NOW, THEREFORE, BE IT RESOLVED, the Hackettstown Municipal Utilities Authority



shall reference Komline-Sanderson in the bid specifications and shall not reference a brand name or equivalent system exists; and

BE IT FURTHER RESOLVED by the Authority Board that the Purchasing Agent is hereby authorized to solicit bids in accordance with N.J.S.A. 40A:11-2(39) and N.J.A.C. 5:34-9.1(a)(i)(ii) and 2(i) to purchase the goods and services for the rebuilding and reconditioning of the Komline-Sanderson gravity belt thickener.

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize the purchase of a Sewer Utility pickup truck.

The following Resolution #20-3510 was proposed by Harper who moved its adoption,

WHEREAS, the Authority has the need for a new pickup truck for plowing and other purposes within the Sewer Utility; therefore,

BE IT RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby approves the use of the Morris County Co-op for the purchase of a Ford F-250, Regular Cab, 4x4 pickup truck with a 7 year warranty and running lights.

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated that the next agenda item was discussion and possible action to authorize the purchase of a Water Utility pickup truck.

The following Resolution #20-3511 was proposed by John DiMaio who moved its adoption,

WHEREAS, the Authority has the need for a replacement pickup truck for various uses within the Water Utility; therefore,

BE IT RESOLVED, that the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby approves the use of the Morris County Co-op for the purchase of a Ford F-150, Regular Cab 4 x 4 pickup truck with a 7 year warranty.

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

Ayes: Kuster, John DiMaio and Harper.

Chairperson Kuster stated that the next agenda item was to enter into a settlement agreement with Moudro Corporation. Executive Director Corcoran stated that it was on hold at the moment.

Chairperson Kuster requested the Executive Director and Deputy Director to proceed with their reports.

Kathy reported that the HMUA hired a new employee for the accounts payable/customer service position. She continued to report and said that the return to normal hours under Covid conditions was going well and no one has reported any sickness. There was nothing to update with regards to the developer projects.



Kathy continued by reporting to the Board that the WPCP automatic influent bar screen requires replacement of parts and is currently inoperable. The static inlet screen is currently being used, which requires the operators to clean the screen manually. This has required significant overtime by the sewer utility operators.

Kathy also informed the Board of a raw sewage backup at 29 Meadow Lane due to the failure of the pumps and alarms at the Meadow Lane Lift Station and failure of their sewer lateral check valve. We are also having issues with the generator coming on frequently for no reason and have been working with the generator maintenance company and power company to resolve this.

Kathy continued and stated that they pulled raw sewage pump #1 and sent it out for rebuild and replacement of mechanical seals. In addition, she stated that the second half of the plant was put online in preparation for Hurricane Isaias. Kathy concluded her report of the sewer utility by stating that the UV System Upgrade project kick off meeting was held and went well.

She requested that Dave Klemm discuss Mott MacDonald's memo regarding the 10" water main break behind M&M Mars.

Engineer Dave Klemm discussed the 10" water main break at the railroad/stream culvert and described the several options for repair/replacement. He discussed that the line helped to loop the system into High Street, but the hydraulic model indicates that there is negligible impact from taking the 10-inch water main at the railroad culvert out of service. The utility has been able to provide a second feed into M&M Mars from High Street. Additionally, from discussions with HMUA Operators, there have been minimal impacts to the operating levels of the 1 MG tank since the 10-inch water main broke and needed to be shut down. This further indicates that impacts to the system in this area from the loss of the main are minimal. Based on the minimal hydraulic impacts to the system, the HMUA is able to abandon the 10-inch water main, to avoid costs and environmental constraints associated with replacement and future operation & maintenance of the 10-inch water main in the railroad culvert and stream.

He recommended replacement of the existing 1.0 MG tank to increase the tank's usable capacity, system flows and provide resiliency as soon as possible. In addition, he recommended replacing the 1,500 LF of 6-inch water main with 10-inch DIP on Old Allamuchy Road, and replacing the existing 6-inch line with 10-inch main and completing the water main up Miller St. to High Street to further loop the system. Kathy stated she would proceed to get a design proposal from Mott MacDonald for the 1.0 tank and replacement/upsizing of the Old Allamuchy Rd. water main, and she will look further into the financing these projects as she expects the total to be on the order of \$4 million or more.

Kathy continued her report on the water utility by stating three old service lines were replaced since last month, July's water usage was up compared to 2019. In addition, she stated that the valve exercising, fire hydrant painting and leak detection continue on a regular basis. Two wet taps were completed last week, one in Ashley Ave. and the second installed in E. Moore St., prior to the Town paving activities. The water utility also replaced a fire hydrant from the year 1903 on Sharp St.

The memo regarding the pavement reimbursement arrangement with the Town of Hackettstown was briefly discussed, but it was agreed that the Board members will consider the information in the memo and address this matter at the next meeting.



Frank reported to the Board on the status of the natural gas service for the WPCP. Frank stated that the HMUA has been in contact with both property owners of the private Esna Drive Right-of-Way and that the HMUA is waiting for the property owners to advise on their needs for an easement to be granted to the HMUA.

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

Chairperson Kuster asked whether anyone had business of a general nature to discuss with no response.

Chairperson Kuster declared a motion to adjourn would be in order and was so moved by John DiMaio, seconded by Harper and followed by a unanimous voice vote.

Time – 3:15 P.M.

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