



HMUA MINUTES

REGULAR
MEETING OF

November 10, 2020

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING November 10, 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, Executive Director Kathy Corcoran, Deputy Director Frank Biank and Recording Secretary Lasch.

Chairperson Kuster led a Salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the October 13, 2020 Regular Meeting 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 and noted that no members of the public announced their presence.

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-1195, and #OEA-1196 in the total aggregate amount of \$234,989.15. The following Resolution #20-3526 was proposed by John DiMaio who moved its adoption:

Resolution #20-3526

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

Dated: October 9, 2020	OEA-1195	SL-23	\$104,107.12
Dated: October 23, 2020	OEA-1196	SL-24	<u>\$130,882.03</u>
	Total		\$234,989.15

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-275 in the aggregate amount of \$62,750.20. The



following Resolution #20-3527 was proposed by Harper who moved its adoption.

Resolution #20-3527

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-275 be formally approved:

REQUISITION #RR-275

AllMax Software, Inc.	Data Management	\$	1,000.00
Applied Analytics, Inc.	Calibration Services	\$	13,590.00
JW Heritage Construction	Construction Services	\$	2,816.79
Mott MacDonald	UV System Replacement	\$	23,875.00
Mueller & Company, LLC	Water Meters	\$	5,398.08
Precision Electric	Eurodrive	\$	1,708.19
Rapid Pump & Meter	Submersible Mixer	\$	1,821.14
Rio Supply, Inc.	Water Meters	\$	6,960.00
West Chester Machinery	Vehicle Equipment	\$	5,581.00
	Total	\$	62,750.20

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 General Fund Requisition #GF-07 in the amount of \$14,400.00. The following Resolution #20-3528 was proposed by John DiMaio who moved its adoption.

Resolution #20-3528

BE IT RESOLVED, that the following General Fund Requisition #GF-07 be formally approved:

REQUISITION #GF-07

Mott MacDonald	1.0 MG Water Tank/Water Main	\$	14,400.00
	Total	\$	14,400.00

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 Escrow Subaccount Requisition #ESR-306 in the amount of \$5,609.50. The following Resolution #20-3529 was proposed by Harper who moved its adoption.

Resolution #20-3529

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-306 be formally approved:

REQUISITION #ESR-306

HMUA	Meter Rental/Sanzari	\$	242.44
Joseph M. Sanzari, Inc.	Refund from Meter Rental	\$	1,257.56
Mott MacDonald	19 Brantwood Terrace	\$	253.00
Mott MacDonald	Heath Village West	\$	1,710.00



Mott MacDonald	Residences at Bilby	\$ 2,146.50
	Total	\$ 5,609.50

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 to ratify budget line item transfers for FY 2019/2020. After a brief discussion, the following Resolution #20-3530 was proposed by Harper who moved its adoption.

Resolution #20-3530

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action for the Executive Director to transfer funds between the individual Expense Accounts as listed herein: Sewer Administration – Salaries (70102) is increased by \$23,000. Treatment – Maint. & Supplies (70602) is increased by \$2,000. Salaries (75102) is increased by \$12,500. Unemployment/FLI/Disability (78702) increased by \$100. Sludge Disposal (73702) decreased by \$25,000. Health Benefits (77902) decreased by \$12,600. Water Administration – Salaries (65101) increased by \$12,500.00. Unemployment/FLI/Disability (68701) increased by \$100.00. Health Benefits (67901) decreased by \$12,600.

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 regarding an Interlocal Services Agreement for Sewer Cleaning and Inspection Services with the Township of Allamuchy. After a brief discussion the following Resolution #20-3531 was proposed by John DiMaio who moved its adoption.

Resolution #20-3531

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 December 1, 2019 and expire November 30, 2020. 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 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 regarding an Interlocal Agreement with the Town of Hackettstown for Reimbursement of Roadway Paving Expenses. Director Corcoran explained the reasons for and details of the proposed agreement with the Town. The following Resolution #20-3532 was proposed by John DiMaio who moved its adoption.

Resolution #20-3532

WHEREAS, Hackettstown Municipal Utilities Authority has a need to perform capital improvement water and sewer main replacement projects within streets throughout its service area, which projects require roadway openings followed by roadway restoration and which restoration results in disturbance to the finished asphalt roadway surface; and

WHEREAS, the Hackettstown Municipal Utilities Authority and the Town of Hackettstown desire to enter into an Agreement for roadway finish paving; and

WHEREAS, the Parties are “local units” permitted to enter into shared service agreements pursuant to the uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement between the Parties for Paving Reimbursement, with reimbursement costs to be calculated and paid to the Town of Hackettstown as detailed within the Agreement.

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 purchasing agent/executive director to utilize provisions in the local public contracts law and rules to procure proprietary goods for the upgrade of the existing water meter reading system. The following Resolution #20-3533 was proposed by Harper who moved its adoption.

Resolution #20-3533

WHEREAS, as set forth in the Local Public contracts Law N.J.S.A. 40A:11-2(39) and Rules J.J.A.C. 5:34-9.1(a)(1)(i) and 2(i), the Purchasing Agent requests authorization to procure proprietary goods for the upgrade of the existing Itron Meter Reading System; and

WHEREAS, the Hackettstown Municipal Utilities authority has a substantial investment of \$246,041.28 in its Itron Meter Reading System over a period of 12 years that warrants reliance on a specific manufacturer to maintain the value of the investment, continue operation of the meter reading & recording; and

NOW, THEREFORE, BE IT RESOLVED, the Hackettstown Municipal Utilities Authority shall purchase the Itron upgrade equipment without a second quote or provide bid specifications with no equivalent systems as none exist; and

BE IT FURTHER RESOLVED, by the Authority Board that the Purchasing Agent/Executive Director is hereby authorized to purchase and/or solicit bids in accordance with N.J.S.A.



40A:11-2(39) and N.J.A.C. 5:34-9.1(a)(1)(i) and 2(i) to purchase the goods for the upgrade of the existing Itron Meter Reading System.

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 grant Tentative and Final Approval to Moudro Corporation for the Residences at Bilby Road project in the Town of Hackettstown. There was some discussion regarding the incomplete application for final approval and the remaining outstanding items. Based on this discussion and the outstanding items for final approval, Director Corcoran recommended that tentative approval be granted at this time, with contingencies relative to the engineering review. The following Resolution #20-3534 was proposed by John DiMaio who moved its adoption.

Resolution #20-3534

WHEREAS, Moudro Corporation has requested Tentative Approval for water and sewer utility service for a new residential apartment complex on Block 45, Lots 1.01 and 2 in the Town of Hackettstown, New Jersey; and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated October 23, 2020 with noted contingencies; now therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein grants Tentative Approval to Moudro Corporation, with contingencies as noted in the October 23, 2020 letter referenced, for the Residences at Bilby Road (Block 45, Lots 1.01 and 2) project in the Town of Hackettstown, NJ.

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

Ayes: Kuster, John DiMaio and Harper.

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

Director Corcoran reported that the sewer utility has replaced mechanical seals and one pump stack on the non-potable water (NPW) pumps and also had basket strainers installed on the suction lines to remove algae in the NPW pumps.

Director Corcoran went on to state that the utility replaced the shaft sleeve and repacked raw sewage pump #3. The sewer utility also replaced an 8-inch valve in pre-thickened sludge wet well and replaced three manhole frames and lids in the Kenwood development, which complete their work there.

The sewer utility also worked to remove struvite buildup that caused a blockage in the digester overflow line. To combat the labor intensive removal of the struvite formations, the Authority is exploring options to use a chemical to clear the lines in the future. The sewer utility staff also installed a new final clarifier #1 flocculator motor at the WPCP.

The Authority is currently reviewing the 60% progress design for the UV disinfection upgrades



completed by Mott MacDonald.

On the water utility side, Director Corcoran stated that they continue to work on 1.0 MG Tank project. The agreement with the County is in progress and the County has given the Authority permission to conduct investigations on the new tank property. Mott MacDonald continues to proceed on the preliminary design work which includes a radio path study and soil borings on the tank property, in Old Allamuchy Road and up the driveway to the tank. Director Corcoran, Mott MacDonald, and the HMUA's bond counsel had a conference call with NJ IBank, NJDEP, and USDA officials to discuss a collaborative approach to funding the 1.0 MG tank and associated water main construction within Independence Township. All or portions of the project may qualify for loan programs under the NJ IBank and USDA. The Authority has applied to NJ IBank and will be submitting a preliminary eligibility determination application to the USDA to start the process.

Director Corcoran then reported the number of main breaks to date this year is ten, plus one repair of a clamp leak and six water service line repairs, for a total of 17 repairs. The water utility continues the valve exercising program and repair of blacktop areas damaged during leaks. The water utility also continues to deploy the leak detection devices nightly and prepare the service line inventory.

Director Corcoran reported that the water utility installed a new 8-inch valve at the Hackettstown High School to allow water to be served from either direction in the event of an emergency. In addition, the motor at the Mt. Olive pump station was replaced after the failure of the old motor. Finally, it was stated that September usage was up by approximately 150,000 GPD when comparing the demand to last year.

Director Corcoran further stated that she is considering providing bonuses in lieu of providing holiday festivities this year, as a thank you to the staff for their service as essential workers during this difficult COVID year. She stated generally that the bonus amounts would total approximately the amount that would have been spent on the holiday dinner and lunch. Following some discussion, the Board concurred with Director Corcoran's proposed approach.

Deputy Director Biank reported on the delays with the easements associated with the Elizabethtown Gas project and stated that John Zaiter has reached out to Elizabethtown's attorney. Deputy Director Biank also said that he is preparing documentation for the solicitation of laboratory services in the 2021 calendar year.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter discussed the status of the Residences at Bilby Road project and stated that HMUA received a check for 25% of the connection fee, as per the agreement with Moudro, but are awaiting the letter of credit. Counselor Zaiter also stated that revisions proposed by he and Kathy to the Warren County agreement for the purchase associated with the 1.0 MG tank were recently sent back to the County.

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 Harper



and seconded by John DiMaio and followed by a unanimous voice vote.

Time – 2:55 P.M.

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