



HMUA MINUTES

REGULAR
MEETING OF

April 13, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING April 13, 2021

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 6:00 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 accordance with the requirements of the Open Public Meetings Act.

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

Also attending: Counselor John Zaiter, Consulting Engineer Dave Klemm, Executive Director Kathleen Corcoran, Deputy Director Frank Biank and Recording Secretary Lasch.

Chairperson Kuster led a Salute of the United States Flag.

Chairperson Kuster indicated that the next agenda item was the approval of March 9, 2021, Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Kuster, Harper, Jerry DiMaio, Lala

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-1206, and #OEA-1207 in the total aggregate amount of \$464,097.44. The following Resolution #21-3572 was proposed by Jerry DiMaio who moved its adoption:

Resolution #21-3572

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

Dated: March 12, 2021	OEA-1206	SL-08	\$106,102.57
Dated: March 26, 2021	OEA-1207	SL-09	<u>\$357,994.87</u>
		Total	\$464,097.44

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-280 in the aggregate amount of \$20,554.37. The following Resolution #21-3573 was proposed by Harper who moved its adoption.



Resolution #21-3573

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-280 be formally approved:

REQUISITION #RR-280

Capitol Supply Construction	Distribution Supplies	\$ 4,064.25
Fisher Electrical	Meter Installations	\$ 2,501.12
Harper Control Solutions	Flex Check Valve Well 4	\$ 1,144.00
Itron	IMA Sub & Mobile Setup	\$ 1,170.00
Mott MacDonald	UV System Replacement	\$ 2,600.00
Precision Electric	RAS Pump #1 Repair	\$ 9,075.00
	Total	\$ 20,554.37

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-311 in the amount of \$461.45. The following Resolution #21-3574 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3574

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-311 be formally approved:

REQUISITION #ESR-311

R & J Control, Inc.	HGS/Preventative Maintenance	\$ 461.45
	Total	\$ 461.45

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving the rental of skid feed equipment and purchase of Peroxychem Vigo OX WWT PAA Chemical, which is a manufacturer specific patented chemical blend approved by NJDEP for use at HMUA over the course of the UV System Upgrade project under NJ Local Public Contracts Law, NJAC 5:34-9.1 – purchase of proprietary goods and services.

After a brief discussion, The following Resolution #21-3575 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3575

A RESOLUTION OF HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE PURCHASING AGENT/EXECUTIVE DIRECTOR TO UTILIZE PROVISIONS IN THE LOCAL PUBLIC CONTRACTS LAW AND RULES TO PROCURE



PROPRIETARY GOODS FOR THE OPERATION OF TEMPORARY DISINFECTION SYSTEM DURING THE UPGRADE OF THE WATER POLLUTION CONTROL PLANT'S EXISTING UV DISINFECTION SYSTEM.

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), the Purchasing Agent requests authorization to procure proprietary goods for the operation of a temporary disinfection system during the upgrade of the existing UV disinfection system at the Water Pollution Control Plant (WPCP); and

WHEREAS, the Hackettstown Municipal Utilities Authority is required to dose the patented VigorOx WTT II peracetic acid and operate the temporary disinfection system under the full scale pilot Quality Assurance/Work Plan previously approved by the NJDEP on May 6, 2019 in order to maintain compliance with the HMUA's NJPDES permit.

NOW, THEREFORE, BE IT RESOLVED, the Hackettstown Municipal Utilities Authority shall purchase PeroxyChem's VigorOX WTT II peracetic acid and skid feed equipment rental 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)(ii) and 2(i) to purchase the goods for the operation of the WPCP's temporary disinfection system.

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

Ayes: Kuster, Harper, Jerry DiMaio and Lala

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

Executive Director Corcoran started by reporting that the HMUA continues to operate at full capacity with COVID protocols in place, and about 30% of employees have received vaccines. Employees are encouraged to get vaccinated on company time.

Executive Director Corcoran went on to say that a long time employee retired on March 31, 2021. He received a payment of \$32,317.99 for his accumulated sick time. He actually had accumulated 360.5 sick days by the time of his retirement which would have yielded him a much larger payment. However, beginning July 2007, Governor Christie capped sick time payouts at \$15,000.00 for up to half of accumulated sick time. Employees that had accumulated sick time prior to that date were grandfathered at the amount of sick time due just prior to the July 2007 cap.

Executive Director Corcoran continued the report by stating that March water usage increased slightly compared to last year and the overall usage is up 2.7 million gallons (MG) year to date versus 2020 usage numbers. There was a discussion about COVID possibly causing the higher



usage. The water utility had no water main breaks since the last board meeting, and has had a total of four main breaks and six water service leaks this year. The six service leaks were discovered at the following location: two in Oak Hill, two on Mill Street, one in Mansfield Village, and one in Doctors Park. One of the service leaks on Mill Street was on the HMUA owned side of the service and was replaced with copper. Leak detection continues with the nightly deployment of the leak detection correlators. Two leaks were also repaired on the Independence storage tank by Mid Atlantic Storage Systems.

The water utility continues to populate the service line inventory. For unknown service materials, the water utility is verifying the type of line by digging up the curb boxes and visually inspecting the type of material and/or scheduling appointments to confirm the service material in the building. To date, 27 curb box inspections have been completed. The water utility operators also attended several on-line safety classes and have restarted valve exercising.

Director Corcoran continued the report by informing the Board that the water utility replaced an old 2" galvanized water service that served two houses on Madison Street with two individual 3/4" copper water services with meter pits. In addition they assisted the sewer utility with excavating mains at the Water Pollution Control Plant. The water utility also installed piping and valving for the re-start of operation of Well 4.

Director Corcoran stated she will let Consulting Engineer Dave Klemm update you on the 1.0 tank design.

Director Corcoran reported that the sewer utility had an onsite NJDEP treatment plant inspection with no found compliance issues. This inspection was in addition to the EPA collection system inspection earlier this year. The sewer utility assisted the Board of Education with a sewer line blockage at the High School. With assistance from the water utility, they dug up primary clarifier #1 raw sludge scum pit line valve for replacement, due to the fact that it was not closing properly. The sewer utility also dug up the non-potable feed line to the ATB in order to install a new valve and yard hydrant to allow for the use of potable water in lieu of non-potable water during the UV disinfection system upgrade project.

Director Corcoran continued to report that there was a main line blockage behind 317 Winding Hill Way in Woodfield which resulted in an overflow due to construction debris in the line from work in Woodfield's Section 3A. This required an NJDEP hotline notification. The sewer utility witnessed the removal of the partial sewer main blockage by the developer's contractor. Both the water and sewer utilities are currently preparing punch lists for Woodfield Section 3A. All of Section 3A's sewer mains will be cleaned at a later date as part of the punch list.

The sewer utility changed out two meters at the ATB and assisted Fisher Electric with wiring them. The sewer utility also took apart digester piping to remove struvite build up. The sewer utility has been cutting brush along fence line at the treatment plant and painting piping in various areas. The sewer utility also replaced its portion of a lateral and cleanout at 144 Water Street.

Deputy Director Biank reported on the status of the natural gas service for the WPCP, stating that verbal confirmation of an easement agreement between ABB and Elizabethtown Gas was received. The Elizabethtown attorney is following up with ABB on the status of the executed



easement documents. Deputy Director Biank also said that the HMUA's capital improvement plan includes upgrading to a natural gas generator and natural gas fired boiler shortly after the installation of the gas service.

Chairperson Kuster requested Consulting Engineer Klemm to proceed with his report.

Consulting Engineer Klemm reported on the status of the 1.0 MG Water Storage Tank project. Mott MacDonald has completed drawings with preliminary layout for new tank, water main replacement on Old Allamuchy Road and from the new 1.0 MG Tank to Old Allamuchy Road. Submission of the 30% plans to the HMUA is anticipated by Friday, April 16th.

Consulting Engineer Klemm continued to report on the WPCP UV System Upgrade project by stating that the HMUA awarded Contract No. 51S to the low bidder, DeMaio Electrical Co., Inc. on March 9, 2021 in an amount of \$653,700.00. The Contractor has submitted signed contracts, signed the notice of award form and provided other required documents. The pre-construction meeting will be held the week of April 19th and the notice to proceed will be issued shortly.

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 Jerry DiMaio and followed by a unanimous voice vote.

Time – 6:34 P.M.

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