



HMUA MINUTES

REGULAR  
MEETING OF

May 11, 2021

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING May 11, 2021

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Vice Chairman William Harper 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: William Harper, John 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.

Vice Chairman Harper led a Salute of the United States Flag.

Vice Chairman Harper indicated that the next agenda item was the approval of April 13, 2021 Regular Meeting minutes. A motion to approve the minutes was made by John DiMaio, being seconded by Lala.

Ayes: Harper and Lala

Abstained: John DiMaio

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

Vice Chairman 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 Chairman Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1208 and #OEA-1209 in the total aggregate amount of \$219,294.39. The following Resolution #21-3576 was proposed by John DiMaio who moved its adoption:

Resolution #21-3576

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

Dated: April 9, 2021	OEA-1208	SL-10	\$100,725.63
Dated: April 23, 2021	OEA-1209	SL-11	<u>\$118,568.76</u>
		Total	\$219,294.39

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

Ayes: Harper, John DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-281 in the aggregate amount of \$64,072.63.



The following Resolution #21-3577 was proposed by Lala who moved its adoption.

Resolution #21-3577

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-281 be formally approved:

REQUISITION #RR-281

Core & Main	Distribution Equipment	\$	4,248.18
Dell Marketing L.P.	Computer Equipment	\$	2,257.95
DeZurik	Valve Parts	\$	1,658.00
Itron	Itron Mobile Equipment	\$	14,134.79
M & W communications	New Truck Radio	\$	694.75
Mott MacDonald	UV System Replacement	\$	4,180.00
Raybern Utility Solutions	Upgrade to Itron FCS	\$	7,905.96
Route 23 Auto Mall	2021 Ford F-150	\$	28,993.00
	Total	\$	64,072.63

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

Ayes: Harper, John DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-11 in the amount of \$17,920.00. The following Resolution #21-3578 was proposed by John DiMaio who moved its adoption.

Resolution #21-3578

BE IT RESOLVED, that the following General fund Requisition #GF-11 be formally approved:

REQUISITION #GF-11

Mott MacDonald	1.0 MG Water Tank/Water Main	\$17,920.00
	Total	\$17,920.00

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

Ayes: Harper, John DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-312 in the amount of \$5,918.63. The following Resolution #21-3579 was proposed by Lala who moved its adoption.

Resolution #21-3579

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-312 be formally approved:

REQUISITION #ESR-312

HMUA	KLand-Water Used	\$	2.63
HMUA	Meter Rental Charge-Marra	\$	242.53



Michael Marra, Inc.	Refund: Meter Rental	\$	1,257.47
Mott MacDonald	Quick Chek	\$	4,118.00
R & J Control, Inc.	HOGS-Service Call	\$	<u>298.00</u>
	Total	\$	5,918.63

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

Ayes: Harper, John DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a Resolution approving the adoption of revised approval and payment of claims policy. Executive Director Corcoran explained the purpose of the policy. Following a brief discussion, the following Resolution #21-3580 was proposed by John DiMaio who moved its adoption.

Resolution #21-3580

WHEREAS, the Hackettstown Municipal Utilities Authority (“HMUA”) desires to adopt a policy on the Approval and Payment of Claims as a result of new regulations; and

WHEREAS, a copy of the Approval and Payment of Claims Policy is incorporated by reference herein; now therefore

BE IT RESOLVED, by the HMUA, County of Warren, State of New Jersey that the Approval and Payment of Claims Policy is hereby adopted.

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

Ayes: Harper, John DiMaio and Lala

Vice Chairman Harper stated the next agenda item was discussion and possible action to authorize 5-year renewal of membership in the Morris County Cooperative Pricing Council (MCCPC). The following Resolution #21-3581 was proposed by Lala who moved its adoption.

Resolution #21-3581

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, the Hackettstown Municipal Utilities Authority desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead



Agency to renew its membership in the MCCPC for the period of October 1, 2021 through September 30, 2026.

BE IT RESOLVED, by the Hackettstown Municipal Utilities Authority, County of Warren, New Jersey as follows:

1. The Hackettstown Municipal Utilities Authority hereby authorizes the execution of an Agreement with the Morris County Cooperative pricing Council by the Township of Randolph as Lead Agency dated May 10, 2021 pursuant to N.J.S.A 40A:11-11 (5). Said Agreement is for renewal of membership in the MCCPC for a five (5) year period from October 1, 2021 through September 30, 2026.
2. The Hackettstown Municipal Utilities Authority Executive Director is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Hackettstown Municipal Utilities Authority officials are authorized and directed to perform all requirements to affect the purpose of this Resolution.

After a brief discussion, this Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Harper, John DiMaio and Lala

Vice Chairman Harper requested the Executive Director and Deputy Director to proceed with their reports.

Deputy Director Biank reported on the status of the natural gas service for the WPCP, stating that Elizabethtown Gas received the signed easement documents from ABB but had to return the documents as signatures were in the wrong place. Deputy Director Biank continued to say that an ad was placed in the paper requesting bids for 5/8"x3/4" water meters and water meter communication modules. There was a discussion about how many the HMUA needs per year and how it is determined which ones get changed first.

Executive Director Corcoran started by reporting that the recent chlorine shortage is only related to tablets and currently the HMUA uses chlorine gas for disinfection. She further reported that the HMUA has recently had issues with the supply of chlorine gas, so HMUA has been exploring options to convert a portion of the water supply wells to disinfection by chlorine tablets. Mott MacDonald is currently preparing an alternative analysis for this.

Executive Director Corcoran continued the report by stating that April water usage was comparable to last year and lower than pre-Covid 2019 with the daily average for April 2021 being 1.938 MGD and the daily average for April 2019 being 2.044 MGD. The water utility had two water main breaks since the last board meeting, and has had a total of six main breaks for the year to date. Both breaks this past month were privately owned and operated water mains, one at M&M Mars and the other at Heath Village. The M&M Mars leak on the 10" fire line going into the property was significant. The HMUA received numerous calls for low pressure throughout



the distribution system and immediately deployed the operators to look for a leak. Joe King spotted the leak at M&M Mars property and the main was shut down to isolate the issue. All of the leaked water was accounted for due to the recently installed water meters on the lines entering the property. The leak used approximately 140,000 gallons of water in under thirty minutes. Leak detection continues with the nightly deployment of the leak detection correlators.

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, sixty-five curb box inspections have been completed. The water utility operators also attended several on-line safety classes and continue with valve exercising. The piping at Well #4 is anticipated to be completed next week.

Director Corcoran continued to report that the annual fire hydrant flushing is nearing the end with no major issues, and only six hydrants found in need of repair. The water utility also disassembled a motor and pump at Independence Booster Station so they can be picked up and refurbished.

Director Corcoran stated that negotiations with County for the 1.0 tank land acquisition have been ongoing and the agreement should be finalized for approval at the June meeting. Director Corcoran also stated that Dave Klemm provide an update on the 1.0 tank design.

Director Corcoran reported that the sewer utility has been cutting brush along fence line at the treatment plant. The sewer utility borrowed a chipper from the DPW for this purpose. The sewer utility also continues with the main line camera work. The sewer utility removed the RAS pump #2 and sent it to Longo Electric for repair estimate. A six month interval cleaning of division box #1 was also performed. A new mini camera was also recently purchased for viewing inside sewer laterals.

Oswald Enterprises completed a high performance cleaning and grouting of twelve lateral infiltration leaks and two 8-inch main line infiltration leaks. Seventy-three gallons of grout were used to plug the leaks. The sewer utility replaced eight curb cleanout caps in the Brook Hollow development. They have also continued flow monitoring in different areas of the HMUA's collection system using the portable flow meter.

Vice Chairman Harper 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 tank to Old Allamuchy Road. Mott MacDonald submitted 30% plans to the HMUA on April 20<sup>th</sup>. A conference call was held on April 29<sup>th</sup> discussing the HMUA's comments on the 30% design. Mott MacDonald is currently preparing the 60% design documents including incorporation of the HMUA's comments on the 30% design. Mott MacDonald plans to submit the 60% design documents to the HMUA by Friday, June 4<sup>th</sup>.



Consulting Engineer Klemm continued to report on the WPCP UV System Upgrade project by stating that on April 23, 2021 the Contractor commenced submission of shop drawings and review of these shop drawings by Mott MacDonald is ongoing.

Consulting Engineer Klemm continued to report on the Chlorination Alternatives Evaluation. Mott MacDonald held a conference call on April 16<sup>th</sup> to discuss the HMUA's comments on the draft report. Mott MacDonald is currently preparing the final report including incorporation of the HMUA's comments.

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

Time – 6:30 P.M.

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