



HMUA MINUTES

REGULAR
MEETING OF

June 8, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JUNE 8, 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, Jerry DiMaio, and Ciro Lala.

Also attending: Counselor John Zaiter, 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 May 11, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Lala.

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairman Harper opened the meeting to public participation and noted that no members of the public announced their presence. Director Corcoran took this opportunity to announce that Frank was leaving the HMUA on Friday, June 11, 2021 to go back to Jacobs Engineering. Director Corcoran asked if anyone had any questions for Frank. There were no questions. Frank thanked the HMUA and its board members, and the board members wished Frank well.

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-1210 and #OEA-1211 in the total aggregate amount of \$310,770.91. The following Resolution #21-3582 was proposed by Jerry DiMaio who moved its adoption:

Resolution #21-3582

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

Dated: May 7, 2021	OEA-1210	SL-12	\$216,161.42
Dated: May 21, 2021	OEA-1211	SL-13	<u>\$ 94,609.49</u>
		Total	\$310,770.91

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

Ayes: Harper, Jerry DiMaio, and Lala



Vice Chairman Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-282 in the aggregate amount of \$39,402.79. The following Resolution #21-3583 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3583

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-282 be formally approved:

REQUISITION #RR-282

Harper Control Solutions	Float Valves	\$	7,025.00
Jet Vac Equipment	Part for Jet Vac	\$	2,053.85
Matthew Lawrence Clark	Vehicle Lettering	\$	725.00
Mott MacDonald	UV System Replacement	\$	4,180.00
Mueller Co., Inc.	Water Meters	\$	9,141.15
MyTana Manufacturing	Treatment Plant Supplies	\$	6,637.79
Oswald Enterprises, Inc.	Sewer Main Repairs	\$	9,640.00
	Total	\$	39,402.79

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

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-313 in the amount of \$2,726.80. The following Resolution #21-3584 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3584

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-313 be formally approved:

REQUISITION #ESR-313

HMUA	KLand-W&S Inspection	\$	2,538.80
Mott MacDonald	Quick Chek	\$	188.00
	Total	\$	2,726.80

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

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to award Contract #WM-21 Parts 1 and 2 for supply of water meters and water meter communication modules.

The following Resolution #21-3585 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3585

WHEREAS, subsequent to the proper advertisement, four (4) sealed bids for Contract No. WM-21 Parts 1 and 2 for water meters and water meter communication modules were received and read aloud at a public bid opening on June 3, 2021 at 2:30PM at the HMUA



Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsive and responsible bid for Water Meters, Part 1 was received from Mueller Systems, LLC of Cleveland, NC; now therefore

BE IT RESOLVED, that the bid for Contract No. WM-21, Part 1 be awarded to Mueller Systems LLC, Cleveland, NC for Water Meters and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Ayes: Harper, Jerry DiMaio, and Lala

The following Resolution #21-3586 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3586

WHEREAS, subsequent to the proper advertisement, four (4) sealed bids for Contract No. WM-21 for water meters and water meter communication modules were received and read aloud at a public bid opening on June 3, 2021 at 2:30PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsive and responsible bid for water meter communication modules was received from Raybern Utility Solutions, LLC of New Bedford, MA; now therefore

BE IT RESOLVED, that the bid for Contract No. WM-21, Part 2 be awarded to Raybern Utility Solutions, LLC, New Bedford, MA for water meter communication modules and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairman Harper stated the next agenda item was to entertain a Resolution approving an Agreement to Purchase Property in Independence Township with the Board of County Commissioners of the County of Warren. After a brief discussion, the following Resolution #21-3587 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3587

WHEREAS, the HMUA has a need to purchase property in Independence Township to Construct a new 1.0 Million Gallon Water Storage Tank, and

WHEREAS, after negotiations, an Agreement to Purchase Property in Independence Township with the Board of County Commissioners of the County of Warren was reached; now therefore

BE IT RESOLVED, that the Chairman and Executive Director are hereby authorized to execute the Agreement.



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

Ayes: Harper, Jerry DiMaio and Lala

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

Executive Director Corcoran started by reporting that a copy of the 2020 Annual Water-Quality Report was included in the handouts for review and a link is placed on the monthly bills. Hard copies are also available by request.

Executive Director Corcoran continued to report that with Deputy Director Frank Biank leaving the HMUA, there would be a need for a QPA (Qualified Purchasing Agent), at least on a temporary basis. Director Corcoran provided the board members a resume for Tom Carroll, QPA. Mr. Carroll came highly recommended by our accountant Rob McNinch. The HMUA intends to hire Mr. Carroll to review purchase documents, conduct formal bids, help with training staff and other various tasks that would benefit the HMUA. The HMUA also intends to send one of the staff for the QPA Certification offered at Rutgers University.

Executive Director Corcoran to discuss that the HMUA has been looking into converting a portion of its wells to a chlorine pellet system, as a backup in case of a shortage in chlorine gas. The HMUA is getting ready to conduct a pilot test at Well #6. High alkalinity is limiting our options to an erosion based system vs. a dissolution based system, which would require less maintenance.

Executive Director Corcoran continued the report by stating that May water usage was comparable to last year and lower than pre-Covid 2019 with the daily average for May 2021 being 1.925 MGD and the daily average for May 2019 being 2.011 MGD. The water utility had no water main breaks since the last board meeting, and has had a total of six main breaks and six water service leaks for the year to date. 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, seventy-five curb box inspections have been completed with all but three being copper. The water utility continues with valve exercising.

Director Corcoran continued to report that the annual fire hydrant flushing is completed with no major issues, only two hydrants needing to be replaced and four in need of repair.

Director Corcoran stated that negotiations with County for the 1.0 tank land acquisition have been ongoing and the agreement has been finalized. In working with the County, it was determined that Green Acres would be a major obstacle in the timeline for construction of the



tank and piping. Director Corcoran explained that there is an existing easement for the old 1.0 MG tank conveyance piping that would allow the HMUA to cross the adjacent County property without the need for Green Acres permitting, although the distance to the roadway is longer than the proposed driveway alignment. The driveway alignment is shorter and also crosses Green Acres on County property; however that easement across county property only allows ingress/egress and does not allow for installation of conveyance piping. Director Corcoran also stated that Dave Klemm is working on the 60% design drawings with a goal of the end of June for completion.

Director Corcoran reported that the sewer utility with the assistance of the water utility installed a new shut off valve and non-potable hydrant for the ATB which will be beneficial with the upcoming UV project. The sewer utility also replaced an 8-inch valve on primary clarifier #1.

Director Corcoran continued to report that the sewer utility responded to a blockage at 126 Valentine Street and the problem appears to be on the customer side. The semi-annual sewer jetting was performed on Main Street. The sewer utility ran the mini camera at 16 Arthur Terrace and found a sag in the line on the HMUA side. A repair is scheduled for the end of June. The sewer utility continues to power wash units at the WPCP and prune the brush along the fence line at the WPCP. Director Corcoran continued to report that the sewer jet is 15 years old and consistently needs repairs and parts replaced; however it has been getting a lot of usage lately between the sewer and water utilities.

The UV project is moving along and shop drawings are under review. The contractor has submitted an alternative gravity bypass plan for consideration instead of bypass pumping. Mott MacDonald is currently reviewing the plans.

Deputy Director Biank reported with regard to the WPCP gas service that ABB and Elizabethtown Gas met the week of May 31st to discuss revisions to the easement document. ABB will be installing a solar field on the opposite side of Esna Drive, requiring the crossing of the proposed electrical conduit with Elizabethtown's proposed gas service. ABB was requesting language be added to the easement to capture this scenario.

There was no report of consulting engineer.

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

Vice Chairman Harper asked whether anyone had business of a general nature to discuss. Deputy Director Biank thanked the Board Members and Executive Director Corcoran for the time and experience he gained at the HMUA and stated he hopes to cross paths in the future.

Mr. Lala inquired about the Water Filtration Plant building, wanting to know if the HMUA could use it for tours for field trips for education within schools. Executive Director Corcoran stated that the building has been sitting for 15-20 years and it would need major restoration to deem it safe for any type of tours, and it is not an active facility as far as educating regarding treatment.



Director Corcoran continued to say that the WPCP does offer tours frequently, mostly to high school and college students. She stated she would be happy to work with the schools to provide tours at the WPCP.

Vice Chairman Harper declared a motion to adjourn would be in order and was so moved by Jerry DiMaio and seconded by Lala and followed by a unanimous voice vote.

Time – 6:36 P.M.

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