



HMUA MINUTES

REGULAR
MEETING OF

July 13, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JULY 13, 2021

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairman William 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: William Kuster, Jerry DiMaio, and Ciro Lala.

Also attending: Counselor John Zaiter, Executive Director Kathleen Corcoran, and Recording Secretary Lasch.

Chairman Kuster led a Salute of the United States Flag.

Chairman Kuster indicated that the next agenda item was the approval of June 8, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Lala. John DiMaio entered the meeting.

Ayes: Jerry DiMaio and Lala

Abstained: William Kuster and John DiMaio

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

Chairman 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.

Chairman Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1212 and #OEA-1213 in the total aggregate amount of \$254,081.95. The following Resolution #21-3588 was proposed by John DiMaio who moved its adoption:

Resolution #21-3588

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

Dated: June 4, 2021	OEA-1212	SL-14	\$138,623.77
Dated: June 18, 2021	OEA-1213	SL-15	<u>\$115,458.18</u>
		Total	\$254,081.95

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-283 in the aggregate amount of \$85,171.03. The following



Resolution #21-3589 was proposed by John DiMaio who moved its adoption.

Resolution #21-3589

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-283 be formally approved:

REQUISITION #RR-283

Applied Analytics, Inc.	Calibration Services	\$	3,715.00
Cory Brothers, Inc.	Jet Vac-Air Compressor	\$	4,455.30
DeMaio Electrical Company	Contract 51S	\$	34,696.93
Jack Doheny Companies, Inc.	Butterfly Valve	\$	1,099.80
Longo Electrical Mechanical	Repair of RAS Pump #2	\$	7,148.00
Mueller Co., LLC	Water Meters	\$	18,000.00
Warren County Treasurer	Replenish Escrow Funds	\$	5,000.00
Washington Township	Permit Fee-UV Project	\$	11,056.00
	Total	\$	85,171.03

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairman Kuster stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-12 in the amount of \$47,420.00. The following Resolution #21-3590 was proposed by John DiMaio who moved its adoption.

Resolution #21-3590

BE IT RESOLVED, that the following General Fund Requisition #GF-12 be formally approved:

REQUISITION #GF-12

Mott Macdonald	1.0MG Water Tank/Main	\$	47,420.00
	Total	\$	47,420.00

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-314 in the amount of \$2,446.50. The following Resolution #21-3591 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3591

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-314 be formally approved:



REQUISITION #ESR-314

Fisher Electrical	HOGS/Emergency Call Out	\$	400.50
HMUA	KLand51 LLC/Inspections	\$	550.00
Mott MacDonald	Woodmont at Independence	\$	1,496.00
	Total	\$	2,446.50

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion to appoint a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9 to be responsible and accountable for the purchasing activity at the HMUA. Director Corcoran stated that Thomas Carroll is a certified QPA that has applied for the position, and she recommended that he be appointed as purchasing agent.

The following Resolution #21-3592 was proposed by John DiMaio who moved its adoption:

Resolution #21-3592

WHEREAS, it is necessary to authorize the Purchasing Agent to implement the requirements of the HMUA Purchasing Manual; and

WHEREAS, the Authority is desirous of designating Thomas Carroll as Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9 to be responsible and accountable for the purchasing activity at the HMUA;

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Thomas Carroll is designated as HMUA's Qualified Purchasing Agent.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster noted the next agenda item was discussion and possible action to designate the Public Agency Compliance Officer.

The following Resolution #21-3593 was proposed by John DiMaio who moved its adoption:

Resolution #21-3593

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall designate an individual to serve as its Public Agency Compliance Officer.

WHEREAS, the members of the Authority are desirous of designating Kathleen Corcoran to serve as its Public Agency Compliance Officer; therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Kathleen Corcoran is designated as HMUA's Public Agency Compliance Officer.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala.

Chairperson Kuster stated that the next agenda item was discussion and possible action to rescind Resolution #21-3585 to award Contract #WM-21 Part 1 for Supply of Water Meters to Mueller



Systems, LLC. Director Corcoran explained that the QPA discovered fatal flaws in the Mueller bid; however, it was further determined that circumstances dictated the contract could be awarded as a non-fair and open contract.

The following Resolution #21-3594 was proposed by Jerry DiMaio who moved its adoption:

Resolution #21-3594

WHEREAS, it was determined by Tom Carroll, QPA, that the public bid #WM-21 Part 1 for Supply of Water Meters by Mueller Systems, LLC contained fatal flaws; therefore

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Resolution #21-3585 is hereby rescinded.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated that the next agenda item was discussion and possible action to award Contract #WM-21 Part 1 to Mueller systems, LLC as a Non Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5 et seq.

The following Resolution #21-3595 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3595

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire water meters as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Executive Director has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Mueller Systems, LLC has submitted a proposal dated June 3, 2021 indicating they will provide up to 300- 5/8" x 3/4" water meters with 5' inline Itron connector at a cost of \$93 per unit for a total of \$27,900; and

WHEREAS, Mueller Systems, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Mueller Systems, LLC has not made any reportable contributions to a political or candidate committee in the Town of Hackettstown, NJ in the previous one year, and that the contract will prohibit Mueller Systems, LLC from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the of the Board Members of the Hackettstown Municipal Utilities Authority authorize the Executive Director to enter into a contract with Mueller Systems, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala



Chairperson Kuster stated that the next agenda item was discussion and possible action to extend Contract LBT-20 with Spectraserv, Inc., for Liquid Biosolids Transportation through July 31, 2021.

The following Resolution #21-3596 was proposed by John DiMaio who moved its adoption.

Resolution #21-3596

WHEREAS, due to unforeseen circumstances, the bid process for LBT-21 Liquid Biosolids Transportation has been delayed; and

WHEREAS, it has been determined that an extension of Contract LBT-20 would be necessary to allow for the continuation of biosolids transportation by Spectraserv, Inc. under the 2020 contract until July 31, 2021; now therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that the extension of the LBT-20 contract with Spectraserv, Inc. until July 31, 2021 is hereby approved.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairman Kuster stated the next agenda item was discussion and possible action to award Contract LBT-21 for Liquid Biosolids Transportation. The following Resolution #21-3597 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3597

WHEREAS, subsequent to the proper advertisement, two (2) sealed proposals for Liquid Biosolids Transportation were received and read aloud at the public bid opening on July 7, 2021 at 11:00AM at the HMUA Jacob Garabed Administration Building; and

WHEREAS, it has been determined that the lowest responsive and responsible bid was received from Spectraserv, Inc. of Kearny, NJ for the bid price of \$0.0589 per gallon for a two (2) year contract; therefore

BE IT RESOLVED, Contract #LBT-21 for Liquid Biosolids Transportation is awarded to Spectraserv, Inc. of Kearny, NJ 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: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated that the next agenda item is to entertain a Resolution approving the service and repair of the Independence Aquastore Glass-Fused-To-Steel Tank by Mid Atlantic Storage Systems, Inc. which is the only company certified to install, service and/or repair an Aquastore Tank in New Jersey under New Jersey Local Public Contracts Law, NJAC 5:34-9.1 – Purchase of Proprietary Goods and Services.

Director Corcoran explained the need for the repairs and the specialized requirements associated with undertaking the repair effort. After a brief discussion, the following Resolution #21-3598



was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3598

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 REPAIR OF THE INDEPENDENCE WATER STORAGE TANK.

WHEREAS, an internal inspection of the Independence Water Storage Tank determined that repairs are necessary on the tank interior, requiring specialized repair services for glass-fused-to-steel bolt together tanks manufactured by Aquastore; and

WHEREAS, Mid Atlantic Storage Systems, Inc. is the only company certified to install, service and/or repair an Aquastore Tank in the factory assigned eight (8) state territory that includes New Jersey; and

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), authorization is required to procure proprietary goods and services for the repair of the Independence Water Storage Tank; and

WHEREAS, it was determined that the cost of the repair is not expected to exceed \$40,000; now therefore

NOW, THEREFORE, BE IT RESOLVED, the Hackettstown Municipal Utilities Authority shall purchase the repair services of Mid Atlantic Storage Systems, Inc. without a second quote; and

BE IT FURTHER RESOLVED by the Authority Board that the Purchasing Agent/ Executive Director is hereby authorized, 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 and services from Mid Atlantic Storage Systems, Inc. for the repairs to the Independence Water Storage Tank.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster noted that the next agenda item was a request for authorization to amend the Authority's Employee Handbook. Director Corcoran explained the various proposed changes to the Employee Handbook, the majority of which were recommended by the NJ Municipal Excess Liability Joint Insurance Fund and will assist in qualifying the HMUA for the Employment Practices Liability (EPL) Program lower deductible and copay cap.

Following a brief discussion, the following Resolution #21-3599 was proposed by John DiMaio who moved its adoption.



Resolution #21-3599

WHEREAS, the Authority's Employee Handbook needs to be updated from time to time to keep up with current laws and to protect the interests of the Authority; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the Executive Director to make modifications to the Employee Handbook as provided in draft form to the Board Members and as discussed.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

Chairman Kuster requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran started by reporting that she provided a copy of the JIF Loss Control Audit, which is a report prepared by the JIF Risk Control Consultant. The report stated that, "The Authority does an excellent job maintaining their facilities and should be commended for their efforts in maintaining a safe workplace." There were no suggestions for improvement. Director Corcoran stated that safety is taken very seriously and the operators complete ongoing safety training.

Executive Director Corcoran continued to report that the new developments in process are the QuickChek gas station and convenience store, which is being constructed very quickly. Also, there is an application by GTI Hackettstown, a cannabis growing facility that will be located at the old Compac facility on Bilby Road. This should be equivalent to approximately 156 houses. Also, the Woodmont Independence project is close to starting construction.

Executive Director Corcoran reported that the trial pellet chlorination system at Well #6 is connected and awaiting one piece of equipment before start up. Upon completion, Mott MacDonald will complete their evaluation and we will determine whether pellets are a viable option for primary or back-up chlorination at one or more wells.

The water utility completed internal robotic inspections of the Independence and Mt. Olive tanks. The Mt. Olive tank appears to be in great condition. However the Independence tank has some significant issues that need to be addressed as soon as possible. This will require a temporary water storage system to be located at or near the tank site to provide water to Independence customers while they work inside the tank. It is likely that a water storage truck or other containers will be needed for pumping water into the distribution piping system. Estimated down time will be approximately two weeks and is planned for late September when usage is reduced from summer peaks.

The annual energy curtailment drill for NRG at the Water Filtration Plant was completed, enabling qualification for payments associated with that program throughout the year.



Executive Director Corcoran continued the report by stating that June water usage dropped off compared to last year and pre-Covid 2019 with the daily average for June 2021 being 1.929 MGD and the daily average for June 2019 being 2.042 MGD. The water utility had no water main breaks since the last board meeting, and has had a total of six main breaks and seven water service leaks for the year to date. The Water Utility replaced three old/leaking service lines. 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, 97 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 water utility blacktopped eight ditches due to winter water main breaks and service line verification. The Morris County Health Department performed an inspection of the generator at Mount Olive Pump Station. The water utility dug up and repaired three curb boxes. In addition, the refurbished motor and pump was re-installed at the Independence Booster Station

Director Corcoran stated that negotiations with County for the 1.0 tank land acquisition have been ongoing and the agreement has been finalized. John Zaiter has initiated the purchase of the property for the new 1.0 tank.

Work continues on the Emergency Response Plan required by the EPA.

Director Corcoran reported that the sewer utility pulled and repaired the recirculation pump #2 and installed rebuilt RAS pump #2. The sewer utility continues to power wash the units at the plant.

Director Corcoran continued to report that the sewer utility responded to an emergency call in the middle of the night on Route 46 by the Hyundai dealer. The manhole frame and lid needed replacement. The sewer utility repaired the sewer line at 16 Arthur Terrace and installed a cleanout at the curb. They continue portable flow metering in the collection system. Director Corcoran continued to report that the sewer jet had mechanical work done; the starter was replaced and work was done on the air brake system. The gas service at the WPCP is still awaiting the easement from ABB to Elizabethtown Gas.

Director Corcoran continued to report that the Authority is looking for two utility operators due to the fact that one is retiring as of September 1 and the other is to replace an operator that recently resigned. She further stated that hiring a Deputy Director has been difficult, and she believes that has a lot to do with the current situation with COVID and professionals working from home. She believes that hiring a temporary part-time engineer to get the Authority through this period would be beneficial as there are three major projects coming up in the near future and she will be tied up on many other issues. She believes that the engineer position may morph into a full time position, but time will tell how the situation plays out. She requested permission to



create a part-time engineer position at the rate of \$45 - \$60 per hour. There was some discussion and the board indicated concurrence with this plan.

The following Resolution #21-3600 was proposed by John DiMaio who moved its adoption.

Resolution #21-3600

WHEREAS, the Authority has several large projects coming up in the near future and believes it is necessary to hire a part-time engineer to assist the Executive Director while the Authority seeks a new Deputy Director; and

WHEREAS, this position will be temporary and part-time until such time as the Authority's future staffing needs are determined; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the Executive Director to create a new part-time engineer position and hire a temporary part-time engineer.

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

Ayes: Kuster, Jerry DiMaio, John DiMaio and Lala

There was no report of consulting engineer.

Chairman Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter reported that he anticipates the County contacting him soon with regard to the purchase of the land for the 1.0 MG tank and it should close quickly.

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

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

Time – 6:50 P.M.

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