



HMUA MINUTES

REGULAR
MEETING OF

August 10, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING AUGUST 10, 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, William Harper, John DiMaio, and Ciro Lala.

Also attending: Counselor John Zaiter, Consulting Engineer Dave Klemm, 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 July 13, 2021 Regular Meeting minutes. A motion to approve the minutes was made by John DiMaio, being seconded by Lala.

Ayes: Kuster, John DiMaio and Lala

Abstained: Harper

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-1214, #OEA-1215 and #1216 in the total aggregate amount of \$256,822.45. The following Resolution #21-3600 was proposed by Harper who moved its adoption:

Resolution #21-3600

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

Dated: July 2, 2021	OEA-1214	SL-16	\$ 61,167.53
Dated: July 16, 2021	OEA-1215	SL-17	\$123,860.65
Dated: July 30, 2021	OEA-1216	SL-18	<u>\$ 71,794.27</u>
		Total	\$256,822.45

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal &



Replacement Fund Requisition #RR-284 in the aggregate amount of \$30,483.43. The following Resolution #21-3601 was proposed by John DiMaio who moved its adoption.

Resolution #21-3601

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-284 be formally approved:

REQUISITION #RR-284

Cliffside Body Corp	Tailgate Repair-Truck #9	\$	1,137.10
Core & Main	Water Distribution Equip.	\$	3,823.00
DeMaio Electrical Company	Contract 51S	\$	5,839.33
Exoticustom, Inc.	Vehicle Accessories-Truck #21	\$	3,195.00
Longo Electrical Mechanical	Motor & Pump Repair-Ind.	\$	4,679.00
Mid Atlantic Storage Systems	Storage Tank Inspection	\$	2,250.00
Mott MacDonald	UV System Replacement	\$	8,360.00
Raybern Utility Solutions	Itron Mobile Training	\$	1,200.00
	Total	\$	30,483.43

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-315 in the amount of \$4,709.62. The following Resolution #21-3602 was proposed by Harper who moved its adoption.

Resolution #21-3602

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-315 be formally approved:

REQUISITION #ESR-315

HMUA	Meter Rental-CHG/Skoda	\$	91.31
Hydra-Numatic Sales Co.	HOGS-Pump Station Repair	\$	640.62
Mott MacDonald	Quick Chek	\$	1,102.00
Mott MacDonald	Woodmont at Independence	\$	1,467.00
Skoda Contracting Co.	Refund: Meter Rental	\$	1,408.69
	Total	\$	4,709.62

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairman Kuster requested Executive Director Corcoran to proceed with her report. Executive Director Corcoran started to report on new connections by stating that GTI Hackettstown has submitted additional information to justify flows for the new cannabis growing facility. Director Corcoran continued to report that the new Quick Check is going up fast and Woodmont is close to starting construction and the shop drawing submittals are currently being reviewed.



Executive Director Corcoran stated that the new part time engineer has been working with the water utility superintendent to get pricing for a temporary water storage system to be located at or near the tank site to provide water to Independence customers while the tank interior repair work is undertaken. The plan is to complete the work in September when usage is reduced from the summer peaks.

Executive Director Corcoran continued her report by stating that July water usage had a major drop off compared to both last year and pre-Covid 2019 with the daily average for July 2021 being 1.919 MGD and the daily average for July 2019 being 2.126 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. Leak detection continues with the nightly deployment of 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, over 100 curb box inspections have been completed with all but three being copper. The water utility also continues to undertake the valve exercising required under the Water Quality Accountability Act.

Director Corcoran stated that Mott MacDonald has completed updated alignment drawings for the proposed water main from the new tank, which are currently under review by HMUA. At Director Corcoran's request, Mott MacDonald has also completed a memo summarizing their comparison of two concrete tank design alternatives, externally prestressed concrete tank (AWWA D110 Type III) and internally post-tensioned concrete tank (AWWA D115), and concluded that they believe post tensioned (D115) is the best alternative as stated in the original alternatives evaluation. She stated that Dave Klemm will elaborate more in his report.

Director Corcoran stated that work continues on the Emergency Response Plan required by the EPA. Lastly, she stated that Governor Murphy signed the recently proposed lead and copper bill into law, so stringent NJDEP regulations will be coming soon. The service line inventory that HMUA has been working diligently to complete is step one to comply with the new requirements, and is a major step to have completed. She stated she is waiting to see what the final NJDEP rules include to determine exactly what HMUA will be required to do and when.

Director Corcoran reported that the sewer utility has continued to perform mainline camera work and they recently assisted the DPW with a storm drain line on Maple Ave. The sewer utility continues to power wash the tanks at the treatment plant in addition to the generator enclosures at the pump stations. The sewer utility has also been flushing in various areas of the collection system. In addition, they poured a new cement pad for the natural gas meter at the digester.

Director Corcoran continued to say that the sewer utility continues to work on its vulnerability assessment and emergency response plan. She reported that Elizabethtown Gas has finally obtained the easement from ABB for the new gas main along Esna Drive, and they have already



installed the gas main on the WPCP property to the digester building. She stated that she has been working on the various projects associated with extension of the gas line across the property and conversions to natural gas at the buildings.

Chairman Kuster thanked Director Corcoran for her report and 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 sought additional professional opinions from tank manufacturers and in-house experts regarding the application and suitability of the AWWA D115 tank recommended in the alternatives analysis versus the an AWWA D110 tank. Good quality control and proper installation is important for both the D115 and D110 tanks. Key benefits for the D115 tank include pre-cast construction of the wall panels in a climate controlled environment, which allows for enhanced quality control of the tank construction, reduced on-site construction resulting in less site disturbance, truck traffic and noise, and shorter construction time. Based upon the technical issues evaluated and Mott MacDonald's in-house experts' opinions, Mott MacDonald reiterated the recommendation of a D115 tank. Director Corcoran requested that Dave Klemm confirm Mott MacDonald does not anticipate issues with transporting the pre-cast panels up the driveway to the tank site. Klemm confirmed that Mott MacDonald is comfortable that the D115 tank can be constructed using the driveway up to the site.

Consulting Engineer Klemm continued to report on the WPCP UV System Upgrade project. He stated that the equipment shop drawings are being reviewed and the gravity bypass plan has been approved. The anticipated start date for construction is mid-September.

Chairman Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter had nothing to report.

Director Corcoran took this opportunity to report that a new water operator trainee was recently hired and they are in the process of hiring one additional water operator to replace an operator retiring September 1. 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 and simply not looking for work elsewhere. She stated she expects a salary up to \$130,000.00 will be required for this position. She also stated that she has contacted a couple headhunters to possibly assist in the hiring process. Following a brief discussion, she stated she will get additional recruiter pricing to be considered at the next board meeting.

Executive Corcoran continued to say that she has started preparing the budget for the next fiscal year and has spent a lot of time meeting with the water and sewer utilities along with the new engineer reviewing capital projects and costs. Regarding salaries, she requested that the Board consider a merit increase prior to her completing the budget in order to minimize changes later on. After a brief discussion, she stated she would gather comparable positions and salaries from similar utility authorities for consideration at the next board meeting.

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 Harper and seconded by Lala and followed by a unanimous voice vote.

Time – 6:55 P.M.

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