



HMUA MINUTES

REGULAR
MEETING OF

September 14, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING SEPTEMBER 14, 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, Jerry DiMaio, John DiMaio, and Ciro Lala.

Also attending: Counselor John Zaiter, Executive Director Kathleen Corcoran, Water Superintendent Bud Volkert 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 the August 10, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Lala.

Ayes: Kuster, Harper, John DiMaio and Lala

Abstained: Jerry 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-1217, and #1218 in the total aggregate amount of \$265,909.28. The following Resolution #21-3603 was proposed by John DiMaio who moved its adoption:

Resolution #21-3603

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

| | | | |
|------------------------|----------|-------|--------------|
| Dated: August 13, 2021 | OEA-1217 | SL-19 | \$122,464.04 |
| Dated: August 27, 2021 | OEA-1218 | SL-20 | \$143,445.24 |
| | | Total | \$265,909.28 |

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

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

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-285 in the aggregate amount of \$78,582.17. The following Resolution #21-3604 was proposed by Harper who moved its adoption.



Resolution #21-3604

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-285 be formally approved:

REQUISITION #RR-285

| | | | |
|-----------------------------|-----------------------------------|----|-----------|
| Core & Main | Water Distribution Equip. | \$ | 2,950.00 |
| G.P. Jager, Inc. | Contract 51Sigma/1Basic Version A | \$ | 2,555.60 |
| Kustom Control Solutions | Seber Road. – Well #4 | \$ | 2,221.52 |
| Longo Electrical Mechanical | Independence Booster | \$ | 2,500.00 |
| PeroxyChem, LLC | Treatment Plant Supplies | \$ | 6,750.00 |
| Rapid Pump & Meter Service | Gravity Belt Thickener | \$ | 60,152.35 |
| Warco Plumbing & Heating | Expansion Tank | \$ | 1,452.70 |
| | Total | \$ | 78,582.17 |

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

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

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-316 in the amount of \$3,279.19. The following Resolution #21-3605 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3605

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-316 be formally approved:

REQUISITION #ESR-316

| | | | |
|------------------|--------------------------|----|----------|
| HMUA | Meter Rental-CHG/Kland | \$ | 88.94 |
| Mott MacDonald | First Hartford/CVS | \$ | 279.75 |
| Mott MacDonald | Quick Chek | \$ | 769.50 |
| Mott MacDonald | Woodmont at Independence | \$ | 1,355.00 |
| Rio Supply, Inc. | Quick Chek – Water Meter | \$ | 786.00 |
| | Total | \$ | 3,279.19 |

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

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

Chairman Kuster stated the next agenda item was discussion and possible action to approve and adopt a resolution for the late introduction of the Authority Budget for Fiscal Year 2021-2022. The following Resolution #21-3606 was proposed by John DiMaio who moved its adoption.

Resolution #21-3606

WHEREAS, the Local Authorities Law requires every Authority to transmit three certified copies of the budge to the Director of Local Government Services at least 60 days prior to the end of the current fiscal year; and

WHEREAS, the Town of Hackettstown Municipal Utilities Authority Budget for the fiscal



year ended November 30, 2022 was due on October 1, 2021;

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Town of Hackettstown Municipal Utilities Authority that the reason for the late introduction of the Authority Budget for the fiscal year ended November 30, 2022 is that the Authority's estimated revenues and appropriations were not known at the time the Budget was to be legally introduced.

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

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

Chairman Kuster stated the next agenda item was Discussion and Possible action to grant Final Approval to GTI-New Jersey, LLC for an increase in use at 105 Bilby Road (Block 44, Lot 9) in the Town of Hackettstown. The following Resolution #21-3607 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3607

WHEREAS, GTI New Jersey, LLC has requested increase in use of water and sewer utility service for a new cannabis cultivation facility on Block 44, Lot 9 in the Town of Hackettstown; and

WHEREAS, GTI has requested an additional 85.5 water equivalent dwelling units (EDUs) and an additional 21.5 sewer EDUs of usage; and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated September 13, 2021; and

WHEREAS, the issuance of the final permit will be conditional upon the following:

1. GTI shall be required to collect sample of its wastewater discharge once operational and shall demonstrate compliance with the HMUA, State and Federal regulations. Any exceedance and/or non-compliance may require GTI to control and/or pretreat its wastewater prior to discharge.
2. GTI shall acknowledge and agree that the HMUA may choose to submit discharge information and data to NJDEP to further determine possible need for a NJPDES/SIU permit for the facility. If it is determined that the NJPDES/SIU permit is required for the facility, GTI must undertake all required acts to obtain and comply with said permit; therefore

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Final Approval for the cannabis cultivation facility on Block 44, Lot 9 in the Town of Hackettstown and authorizes the Executive Director to execute the necessary application(s) and any other documents necessary to be submitted to NJDEP to obtain water and sewer approval for the project.

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

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



Chairperson Kuster stated the next agenda item was to entertain a Resolution to ratify budget line item transfers for FY 2020/2021. After a brief discussion, the following Resolution #21-3608 was proposed by Harper who moved its adoption.

Resolution #21-3608

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action for the Executive Director to transfer funds between the individual Expense Accounts as listed below: Water Operations – Electric and Gas (63301) is decreased by \$2,000. Water Operations – Vehicle/Equipment Maintenance (64401) is increased by \$2,000.

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

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

Chairman Kuster requested Executive Director Corcoran to proceed with her report. Executive Director Corcoran started by reporting that we are waiting for the GASB 75 Release from the DCA in order for the auditors to finalize the Fiscal Year 2019/2020 audit.

Director Corcoran continued to say that with regard to hiring a new Deputy Director, we have received a brochure and proposal from Jersey professional Management to do the recruiting for the position. The total is a flat fee of \$17,450 plus direct costs for advertising. We also received information from Daley Associates Jersey Professional Management is less expensive and likely a better fit for our needs. Board approval is not necessary, but recommended. A motion to hire Jersey Professional Management to recruit a new Deputy Director was made by Harper, being seconded by John DiMaio.

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

Director Corcoran added a suggested salary of at least \$130,000.00 and also stated she would have a discussion with Jersey Professional Management to confirm that this is in line with the current salaries. Director Corcoran also stated that new public sector employees are Tier 5 and have less incentive to go to the public side than before. Retirement age is now 65 vs. 60 or 62; lower pension calculation (yrs. service/60 vs. 55), etc.)

Executive Director Corcoran reported on the progress of the new developments by saying that GTI has HMUA approval so now we are waiting for the permits. The new Quick Chek is nearly complete. Woodmont Independence is underway with submittals and site clearing. Woodfield Section IIIA is finally complete and working on a final punch list items.

Director Corcoran reported that the sewer utility gas conversion has begun. Elizabethtown Gas installed a meter at the WPCP by the Digester building and we have begun to work on purchasing what is needed to convert the digester boiler over to natural gas. Rapid Pump is working on the rebuild of Gravity Belt #1 and Komline Sanderson completed testing today.



Director Corcoran continued by stating that the sewer utility continues with mainline camera investigations for infiltration/inflow and portable flow metering in the collection system. In anticipation of excess flows from Hurricane Ida, the sewer utility started the other half of the treatment plant and notified the NJDEP Hotline for excessive flow from the heavy rain event. The utility rented a generator for the wastewater pump station located at WFP due to the older generator breaking down.

We are working on obtaining quotes associated with extension of the gas line across the property and the various conversions to natural gas at the buildings.

The UV project is moving along with shop drawings and UV equipment being delivered. Construction should start in the next couple of weeks. In preparation, we tested potable water feed for thickening during the UV project, as non-potable water will be offline during the construction. We also received the peracetic acid (PAA) pump skid and totes, and tested the PAA system for disinfection.

Executive Director Corcoran stated that we had a retirement at the end of August and a new water operator started in early September. The two new operators are already signed up for operations classes. The water utility installed and connected a trial pellet chlorination system at Well #6. Unfortunately, upon start up, there was an issue with the VFD and it will need to be replaced. Once the VFD is installed, we will be able to test out the pellet system.

Director Corcoran continued to say that the 1.0 tank design work has continued and we have met with two tank manufacturers at the site. Both manufacturers confirmed that they see no major obstacles for construction.

We now have a temporary water storage system located at the tank site in Independence to provide water to Independence customers while they make repairs inside the tank. Currently working on the valving and controls for the temporary setup and plan to complete the work in late September or early October. Independence high zone customers are being notified and we are asking that they minimize their water usage during this time.

It was recently determined that the generator at the WFP is no longer working and obsolete. Bud will provide more detail in his report. Mott MacDonald is working on a temporary generator unit recommendation while we work on getting a new permanent one ordered. In the meantime, we have a small temporary generator on site to operate the sewage pump station if power goes out.

Lastly, Governor Murphy signed the lead and copper legislation into law. The service line inventory is step one and a major step to have completed. The water utility has been working on this for months in anticipation. NJDEP requires a significant amount of reporting of inventory status and notification to customers via certified mail that they have a lead service line (LSL). Within two years after (06/21/21) it is required that the LSL inventory be available on the website and continually updated. Within one year, the utility must submit an initial plan to replace all LSL's which must be annually updated. We will be required to provide for an average annual replacement



of at least 10 percent of all LSL's.

In addition, the EPA regulation require that the LSL's will become our new lead test sites that are tested annually. The 90th percentile above 15 ug/l requires more actions than the previous rule. We will need to maintain a 90th percentile below 10 ug/l vs. 15 in order to not trigger additional planning, monitoring and treatment requirements. There are additional requirements such as any individual sample being greater than 15ug/l, then we have to find and fix the problem. We must notify consumers of 90th percentile >15 within 24 hours. Anticipating this, we have been actively working to get phone numbers from all customers that we encounter. This also applies to an individual tap sample – they must be notified within three days if there is no action level exceedance but any sample is >15 ug/l. HMUA must test at elementary schools and childcare centers and provide results and information about the actions that they can take to reduce lead in drinking water.

Our anticipated plan to address new regulations is to complete replacements under one capital project if possible. Based on what we've seen so far, we estimate this will cost approximately \$800,000. Mott MacDonald is setting up a conference to discuss services they can provide to assist with this. The NJ I-Bank is offering loans at 50% principal forgiveness and 50% I-Bank market rate funding, so we will see if we can qualify for that. Our accountant is also looking into grant funding and other funds. Director Corcoran stated that she and Bud have also been reviewing the potential use of an outside platform (120 Water) to coordinate the various phases of the work – such as water filter distribution, communication.

With regard to the LSL replacements, a decision must be made with regard to how to charge customers. We estimate the cost per home to be \$7,000 to \$9,000. Signed legislation allows for costs to be spread over the entire customer base (6,700 customers, 6,372 without fire lines and sprinklers) or special assessment of local improvements to those property owners receiving new service lines. The amount per customer would be in the area of \$120.00. Should we receive any grant money, that would be deducted from the total amount.

Water Superintendent Bud Volkert reported by stating that August water usage dropped off compared to last years and pre-Covid 2019 with the daily average for August 2021 being 1.982 MGD compared to August 2019 usage of 2.081 MGD. The water utility had one water main break since the last board meeting, and has had a total of seven main breaks and 11 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 114 curb box inspections have been completed. The water utility also continues to undertake the valve exercising required under the Water Quality Accountability Act.

The water utility top soiled and seeded locations that we excavated to verify service lines. We black topped six ditches from winter water main breaks and service line verification. Four curb boxes were dug up and repaired.



Bud further stated that the utility took the required lead and copper samples from our 30 locations. We passed, and our 90th percentile was 0.003 mg/l.

A large water main break under the library at Centenary College was identified by Rich Clegg while using our loggers on the line going into the fish hatchery. It is estimated that approximately 150,000 – 200,000 gallons a day was leaking. Great job by Rich Clegg with his follow up.

Bud continued to say that the utility replaced one old service line on Washington Street. A new expansion tank on the boiler at Well #9 was installed and an old broken hydrant was replaced on Elmwood Drive.

Bud provided more detail on the generator at the WFP. He stated that it sprays oil out of the motor and all over the inside of the room. R&J said it is a bad cylinder and it's allowing pressure to build up in the oil pan. R&J says the parts are obsolete and it is not worth rebuilding due to the unit being 40 years old.

Bud reported on the new lead and copper rule and reiterated what Director Corcoran had said earlier with regard to the EPA and NJDEP. Director Corcoran commented that Bud has been doing a fantastic job keeping up with the LSL inventory and she thanked him for the great work.

Chairman Kuster thanked Director Corcoran and Water Superintendent Bud Volkert for their reports.

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

Water Superintendent Bud Volkert exited the meeting.

Director Corcoran stated that, as requested, she researched salaries at similar sized utilities and provided a summary table. After a brief discussion, it was suggested that an additional \$80,000 dollars be added to the administrative salaries budget appropriation. This would allow time for further review and discussion regarding appropriate salaries. Chairman Kuster also suggested that he along with another board member could meet with Kathy to learn more about the roles and responsibilities of the positions. Ciro Lala volunteered to be part of the discussions.

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 John DiMaio and followed by a unanimous voice vote.

Time – 7:25 P.M.

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