



HMUA MINUTES

REGULAR
MEETING OF

October 12, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OCTOBER 12, 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, and John DiMaio.

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 the September 14, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Kuster, Harper, Jerry DiMaio 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-1219, and #1220 in the total aggregate amount of \$186,765.23. The following Resolution #21-3609 was proposed by John DiMaio who moved its adoption:

Resolution #21-3609

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

Dated: September 10, 2021	OEA-1219	SL-21	\$104,484.30
Dated: September 24, 2021	OEA-1220	SL-22	<u>\$ 82,280.93</u>
		Total	\$186,765.23

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-286 in the aggregate amount of \$84,015.54. The following Resolution #21-3610 was proposed by John DiMaio who moved its adoption.

Resolution #21-3610



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-286 be formally approved:

REQUISITION #RR-286

Fisher Electrical	Independence Tank	\$ 3,099.19
Industrial Combustion Assoc.	Boiler Parts and Service	\$ 9,864.00
Jet Vac Equipment	Nozzle for Jet Vac	\$ 2,024.00
Mott MacDonald	UV System Replacement	\$ 6,270.00
Rapid Pump & Meter Service	Gravity Belt Thickener	\$ 60,152.35
Raritan Group	Parts for Independence Tank	<u>\$ 2,606.00</u>
	Total	\$ 84,015.54

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

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

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-317 in the amount of \$6,054.00. The following Resolution #21-3611 was proposed by Harper who moved its adoption.

Resolution #21-3611

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-317 be formally approved:

REQUISITION #ESR-317

HMUA	Meter Rental-CHG/Neary	\$ 176.90
J.A. Neary Excavating Corp.	Refund: Meter Rental	\$ 1,323.10
Mott MacDonald	Quick Chek	\$ 1,725.00
Mott MacDonald	Woodmont at Independence	\$ <u>2,829.00</u>
	Total	\$ 6,054.00

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

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution to approve the FY 2021/2022 Budget. Executive Director Corcoran provided an overview of the budget and explanation of the line items with larger percentage increases. After a brief discussion, the following Resolution #21-3612 was proposed by Harper who moved its adoption.

Resolution #21-3612

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2021 and ending November 30, 2022 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of October 12, 2021; and



WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,280,000, Total Appropriations, including any Accumulated Deficit if any, of \$5,680,000 and Total Unrestricted Net Position utilized of \$400,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,942,000; Total Unrestricted Net Position planned to be utilized of \$0; total R&R appropriations of \$1,670,000; total debt authorization of \$950,000; and total other sources (capital improvement fund) of \$322,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on October 12, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2021 and ending November 30, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 9, 2021.

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

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairman Kuster stated the next agenda item was discussion and possible action to enter into a Purchasing Agreement with the Town of Hackettstown for the providing of Fuel Depot Storage and Supply of Gasoline and Diesel Fuel. The following Resolution #21-3613 was proposed by Jerry DiMaio who moved its adoption.



Resolution #21-3613

WHEREAS, the Hackettstown Municipal Utilities Authority previously executed agreements with the Town of Hackettstown for providing fuel depot storage and supply of gasoline and diesel fuel; and

WHEREAS, it has been determined to be in the best interest of the Hackettstown Municipal Utilities Authority to extend the agreement for another 5 year period; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein authorizes the Executive Director to execute the 5 year agreement with the Town of Hackettstown for fuel depot storage and supply of gasoline and diesel fuel.

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

AYES: Kuster, Harper, Jerry DiMaio, John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a Resolution to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey. Executive Director Corcoran explained the services that would be available through the ESCNJ Cooperative Pricing System. After a brief discussion, the following Resolution #21-3614 was proposed by John DiMaio who moved its adoption.

Resolution #21-3614

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 12, 2021 the governing body of the Hackettstown Municipal Utilities Authority, County of Warren, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

1. This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Hackettstown Municipal Utilities Authority.
2. Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.



4. This resolution shall take effect immediately upon passage.

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

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairman Kuster stated that the next agenda item was discussion and possible action to purchase Standby Generator Rental contingency services from Foley Incorporated. After a brief discussion, the following Resolution #21-3615 was proposed by John DiMaio who moved its adoption.

Resolution #21-3615

WHEREAS, the 350 kW standby generator located in the Water Filtration Plant building at the Seber Road site has become obsolete and is unusable; and

WHEREAS, a new 350 kW standby generator will take up to approximately nine (9) months to be manufactured and constructed at the Seber Road site, and

WHEREAS, it has been determined that the Hackettstown Municipal Utilities Authority needs a minimum of 200 kW generator to be held and made available to power the site in an emergency, which will cost \$2,100.00 per month, and

WHEREAS, Foley Incorporated will deliver the 200 kW contingency generator on demand should the Authority determine it is to be necessary due to long term power loss; now, therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Foley Incorporated to reserve a standby generator at a cost of \$2,100.00 per month and the Executive Director is authorized to execute such agreement with Foley.

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

Ayes: Kuster, Harper, Jerry DiMaio and John DeMaio

Chairman Kuster stated that the next agenda item was discussion and possible action to purchase a replacement 350 kW standby generator for the Seber Road site from Foley Incorporated. After a brief discussion, the following Resolution #21-3616 was proposed by Harper who moved its adoption.

Resolution #21-3616

WHEREAS, the 350 kW standby generator located in the Water Filtration Plant building at the Seber Road site has become obsolete and is unusable; and

WHEREAS, the Authority has determined that a new 350 kW standby generator will be required and will be situated outside on a concrete pad, adjacent to the existing building and electrical room; and

WHEREAS, the required manufacture, engineering design, and construction/installation services for a new 350 kW diesel fueled standby generator with belly tank can be provided by Foley Power Systems/Caterpillar of Bensalem, PA through the Sourcewell Cooperative



NJPA/Sourcwell Contract # 120617-CAT for \$175,927.00; therefore,

BE IT RESOLVED, the contract for the manufacture, engineering design, and construction/installation services for the new 350 kW standby generator installation be awarded to Foley Power Systems/Caterpillar of Bensalem, PA and the Executive Director is hereby authorized to execute the necessary documents.

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

AYES: Kuster, Harper, Jerry DiMaio and Joh DiMaio

Chairman Kuster requested Executive Director Corcoran to proceed with her report. Executive Director Corcoran started by reporting on the progress of the new developments by saying that GTI Hackettstown is awaiting permits. The new Quick Chek is nearly completed and will be opening any day now. Woodmont had a pre-construction meeting and they anticipate starting the sewer construction next week. Woodfield Section III is working on final punch list Items.

Director Corcoran reported that the sewer utility installed a new vacuum filter assembly on the sewer jet and continued to say that, although we have been putting a lot of money into the sewer jet, it has been working hard for both the water and sewer utilities. The sewer utility performed a scheduled jetting on the collection system. They performed their annual inspection of the Primary Clarifier #1. Primary Clarifier #2 is now offline again; however, this was put online with the rest of the second treatment train in anticipation of Hurricane IDA in September. 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.

The portable 25kW generator that was set up for the WFP wastewater pump station has been returned in anticipation of the contingency rental of the 200 kW emergency generator, which will power one of the larger wells and the sewage pump station.

Director Corcoran continued to say that a tour was given of the WPCP for a CCM class of about 16 students and their professor.

Mott MacDonald has been working to prepare a CAD update to our site plan and the Sewer Utility has been assisting with marked up corrections. Once this is complete, this will be used to lay out gas routing and obtain quotes for extension of the gas line across the property and the various conversions to natural gas at the buildings. Hoping to have this work completed through the ESCNJ or another cooperative if possible.

Lastly, the UV Project is scheduled to start within the next couple of weeks and the peracetic acid feed system is ready to go.

On the water side, Executive Director Corcoran reported that September water usage was way down compared to last years and pre-Covid 2019 with the daily average for September 2021 being 1.780 MGD compared to September 2020 usage of 2.087 MGD. The water utility had no water main



breaks since the last board meeting, and has had a total of seven main breaks and 12 water service leaks for the year to date. Leak detection continues with the nightly deployment of correlators.

She stated that the required Emergency Response Plan was completed and submitted to USEPA.

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 134 curb box inspections have been completed with 17 still to be verified on our side and only 3 to be verified on the customer side.

The water utility also continues to undertake the valve exercising required under the Water Quality Accountability Act. Almost every valve that is our responsibility has been operated. Within the past month, two curb boxes were repaired, a fire hydrant was replaced on Christopher Street and we replaced an old leaking water service for 69 Main Street.

Director Corcoran stated that there is currently a temporary water storage system set up at the tank site in Independence to provide water to Independence high pressure zone customers while the existing water tank is taken out of service for repairs. This was quite a challenge and a lot of planning and coordination was required. Bud Volkert did a fantastic job managing this project. There were minimal water pressure issues while initially setting up the system. The temporary water system will be in operation until the work is completed and the tank sealant fully cures. She stated that we are currently in the curing period.

Director Corcoran continued to report that a trial pellet chlorination system at Well #6 has been installed and connected. There was an issue with the VFD and a replacement was ordered, so we will be starting up the well and pellet system soon.

Director Corcoran continued to say that the 1.0 tank design work has continued and we are looking to set up an initial meeting with the Highlands.

As for responding and preparing to comply with the new LSL legislation, we received a proposal from Mott Mac Donald for some initial work to get us where we need to be, particularly with regard to communication and public outreach. I intend to move forward with the work. As of now, it appears that principle forgiveness funding through the IBank may be limited only to large projects. We are going to be a much smaller project (55-70 service lines), so we will have to see what our best options are with regard to replacement.

Director Corcoran stated that due to the Pandemic, the new Delta variant and some employees not being vaccinated, we will not be having a Holiday party again this year. In lieu of the party, gift cards will be issued for each employee, as was done last year. Board members concurred with that plan.

She continued to say that Jersey Professional Management is working on recruiting for the Deputy Director Position and that the subcommittee met to review resumes. Director Corcoran inquired as



to whether the Board had made a decision regarding her salary increase for this year. Kuster stated that he reached out to Mr. Mason of Jersey Professional Management to discuss and research what would be a fair increase for the position with our size utility, and he will provide a recommendation.

Lastly, Director Corcoran asked that the January 11, 2022 meeting be rescheduled or cancelled. She is unable to attend the meeting on that date. After a short discussion, it was determined that everyone would review their calendar and a decision would be made at the next meeting.

Chairman Kuster thanked Director Corcoran for her report.

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

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 Jerry DiMaio and seconded by Harper and followed by a unanimous voice vote.

Time – 7:06 P.M.

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