



HMUA MINUTES

REGULAR
MEETING OF

November 9, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING NOVEMBER 9, 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, 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 October 12, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper.

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-1221, and #1222 in the total aggregate amount of \$217,744.79. The following Resolution #21-3617 was proposed by Harper who moved its adoption:

Resolution #21-3617

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

Dated: October 8, 2021	OEA-1221	SL-23	\$129,250.07
Dated: October 22, 2021	OEA-1222	SL-24	<u>\$ 88,494.72</u>
		Total	\$217,744.79

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 Renewal & Replacement Fund Requisition #RR-287 in the aggregate amount of \$131,958.90. The following Resolution #21-3618 was proposed by John DiMaio who moved its adoption.

Resolution #21-3618



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-287 be formally approved:

REQUISITION #RR-287

DeMaio Electrical Company	Contract 51S	\$ 112,319.76
Fisher Electrical	Independence Tank (Valves)	\$ 1,180.63
Kustom Control Solutions	Replace VFD/Well #6	\$ 10,928.06
Mott MacDonald	UV System Replacement	\$ 4,503.00
Pumping Services Inc.	KVA Generator 31HP	\$ 1,260.00
USA BlueBook	Watts Hydrant Relief Valve	<u>\$ 1,767.45</u>
	Total	\$ 131,958.90

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 General Fund Requisition #GF-13 in the amount of \$2,777.00. The following Resolution #21-3619 was proposed by Harper who moved its adoption.

Resolution #21-3619

BE IT RESOLVED, that the following General Fund Requisition #GF-13 be formally approved:

REQUISITION #GF-13

Mott Macdonald	1.0MG Water Tank/Main	<u>\$ 2,777.00</u>
	Total	\$ 2,777.00

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-318 in the amount of \$7,838.09. The following Resolution #21-3620 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3620

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-318 be formally approved:

REQUISITION #ESR-318

ACR	Return of Escrow	\$ 5,736.09
Mott MacDonald	CVS	\$ 1,572.50
Mott MacDonald	Quick Chek	\$ 20.00
Mott MacDonald	Woodmont at Independence	<u>\$ 509.50</u>
	Total	\$ 7,838.09

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

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



Chairperson Kuster stated the next agenda item was discussion and possible action to adopt the FY 2021/2022 budget. Director Corcoran explained that the budget that was introduced at the October 12, 2021 meeting was approved by the DCA. The Board members now need to adopt the budget, which will then be adopted by the DCA. Director Corcoran confirmed that there were no changes to the budget since the last meeting. The following Resolution #21-3621 was proposed by John DiMaio, who moved its adoption.

Resolution #21-3621

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2021 and ending November 30, 2022 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 9, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption 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 presented for adoption reflects Total Capital Appropriations of \$2,942,000 and Total Unrestricted Net Position planned to be utilized of \$0; total Renewal and Replacement Reserve funds planned to be utilized of \$1,670,000; Total other sources (Capital Improvement Fund) of \$322,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on November 9, 2021 that the Annual Budget and 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 adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

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

Chairperson Kuster stated the next agenda item was discussion and possible action regarding an Interlocal Services Agreement for Sewer Cleaning and Inspection Services with the Township of Allamuchy. After a brief discussion the following Resolution #21-3622 was proposed by Jerry DiMaio, who moved its adoption.

Resolution #21-3622

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Allamuchy desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq.



Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Township of Allamuchy for costs as specified on “Attachment A” to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect December 1, 2021 and expire November 30, 2022. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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 on the progress of the new developments by saying that GTI Hackettstown is awaiting permits. Woodmont anticipates starting the sewer construction later this week. Woodfield Section III is still working on final punch list Items. Director Corcoran continued to say that there are some new projects anticipated; Victorian Mews which is located behind CVS with anticipated usage close to 29,000 GPD or 96 EDU’s, and River Valley apartments located at 20 Route 46 in Washington Twp. with anticipated usage of 5,850 GPD or 19 EDU’s.

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 sewer utility assisted Fisher Electric and Ed Deacon with the troubleshooting and replacement of a VFD on the influent screen washer/compactor. Oil changes were started on our clarifier main drives.

Director Corcoran continued to say that a WPCP tour was given for an AP Environmental Science High School class of about 13 students and their teacher.

Lastly, DeMaio Electric started working on the UV upgrade on October 18th. Gravity bypass piping was installed and is working well. Old UV units were removed. We are using PAA for disinfection and it has been working well. DeMaio is now working on the necessary concrete demolition.

On the water side, Executive Director Corcoran reported that October water usage dropped off significantly compared to 2020 usage and pre-Covid 2019 with the daily average for October 2021 being 1.918 MGD compared to October 2020 usage of 2.233 MGD. The water utility had no water main breaks since the last board meeting, and has had a total of seven main breaks and 13 water service leaks for the year to date. Leak detection continues with the deployment of correlators every night.

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, 146 curb box inspections have been completed with 3 still to be verified on our side. We have



68 known galvanized service lines that we will have to replace under recent NJ legislation.

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.

Director Corcoran stated that the Independence Tank project was completed successfully and stated that Bud Volkert and the Water Utility did a fantastic job on this complex and critical project.

Director Corcoran continued to report that a trial pellet chlorination system at Well #6 has been installed and connected. A new flow meter and pressure sensor was installed at Well #4 and we plan to start occasionally operating that well again so that it doesn't get removed from our water allocation permit. A sampling station at the Hackettstown Hospital was replaced after it was hit by a contractor. The Water utility replaced concrete sidewalks that were removed verifying service lines, and three ditches were blacktopped.

Director Corcoran continued to say that the 1.0 tank design work has continued and an initial meeting was held with Highlands personnel, which went very well. We will be scheduling a meeting at the 1.0 tank site with them soon.

Director Corcoran commented that she has a conflict with the January 11, 2022 board meeting and asked if it was possible to change the date and time to January 10, 2022 at 3pm. After a brief discussion, a motion was made by Harper and seconded by Jerry DiMaio and upon roll call vote carried.

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

Director Corcoran stated that Jersey Professional Management is still working on recruiting for the Deputy Director position. The Subcommittee has reviewed a few resumes and there are a couple of promising candidates. Jersey Professional Management will keep the process going with questionnaires and scheduling interviews.

Chairman Kuster thanked Director Corcoran for her report.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter suggested the Board convene into Executive Session.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #21-3623 was proposed by Jerry DiMaio who moved its adoption. The motion to convene into Executive Session was seconded by Harper.

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

Resolution #21-3623

BE IT RESOLVED, on this 9th day of November, 2021 by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Personnel Matters in Executive Session.



It is not possible, at this time, for the Authority to determine when and under what circumstances the above referenced item, which is to be discussed in Executive Session, can be publicly disclosed.

THEREFORE, BE IT RESOLVED, on this 9th day of November, 2021 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 6:40 PM.

John DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Harper and all indicating approval at 7:15 PM. No formal action was taken during Executive Session.

Zaiter stated that it was the Board's consensus that Director Corcoran does a great job managing the Hackettstown MUA and that she is appreciated for all that she does. The board sought a recommended salary range from Jersey Professional Management based upon the Executive Director's roles and responsibilities for the Authority. In addition, the Authority completed a salary survey for the position among similar sized water and sewer utilities. A motion was made by John DiMaio to adjust Director Corcoran's salary to \$165,000 per year. This motion was seconded by Harper and upon roll call vote carried.

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

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 Harper and followed by a unanimous voice vote.

Time – 7:25 P.M.

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