



HMUA MINUTES

REGULAR
MEETING OF

December 14, 2021

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING DECEMBER 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, and Ciro Lala.

Also attending: Counselor John Zaiter, Consulting Engineers David Klemm and Kevin O'Brien, 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 November 9, 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 Lala

Chairman Kuster indicated that the next agenda item was the approval of the November 9, 2021 Executive Session minutes. A motion to approve the Executive Session minutes was made by Jerry DiMaio, being seconded by Lala.

Ayes: Kuster, Harper, Jerry DiMaio and Lala

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 that there was a change order request in the amount of \$18,210.00 for Mott MacDonald with regard to the alignment change on the 1.0 MG tank project due to an NJDEP Green Acres issue. Corcoran deferred to David Klemm and Kevin O'Brien to explain the situation. It was explained that the original proposed 14" main alignment along the existing HMUA access road to Old Allamuchy Road would have to cross a sliver of land owned by Warren County. HMUA only has roadway access rights across that property, not utility construction rights. HMUA was working with the County to obtain an easement for utility rights when it was discovered that the property was also encumbered by NJDEP Green Acres. At this point in time, Mott MacDonald had completed a significant amount of design plans and profiles for the roadway alignment. Building on the Green Acres encumbered portion of land is not allowed unless there is an existing easement. Legal and engineering experts agreed that Green Acres would have to allow for a new easement and that could take years, and ultimately not be approved. Being that HMUA does have an existing easement with the County over Green Acres encumbered lands for the existing two 10" mains, it was determined that the most expeditious and less risky alternative was to change the alignment of the 14" main to follow the existing easement through County



property to Old Allamuchy Road. David Klemm commented that it was good that we caught it now and not later when the project was under review by NJDEP. Kuster commented that he would like to be alerted to potential changes before they occur and that he expects that in the future, he is not presented with change orders after the fact. Klemm apologized for the late presentation of the requested change order. Director Corcoran acknowledged the concern about future additional charges. She further stated that this alignment change was really not an option. She stated that she reviewed the breakdown of hours provided by Mott MacDonald and confirmed that they are valid.

The following Resolution #21-3624 was proposed by Harper who moved its adoption:

Resolution #21-3624

WHEREAS, Mott MacDonald is the design engineer working on the plans and profiles of the 14” water main from the 1.0 MG tank to Old Allamuchy Road with an alignment along the existing access road, as directed by HMUA; and,

WHEREAS, the alignment crosses Warren County owned property which was recently determined to be encumbered by NJDEP Green Acres with no existing HMUA utility easement; and,

WHEREAS, it was determined that the best alternative would be to utilize the existing HMUA utility easement across Warren County property to Old Allamuchy Road, requiring additional design work by Mot MacDonald; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes a change order in the amount of \$18,210.00 to Mott MacDonald for additional design work provided on the 1.0 MG tank project.

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairman Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1223 and #1224 in the total aggregate amount of \$281,881.12. The following Resolution #21-3625 was proposed by Jerry DiMaio who moved its adoption:

Resolution #21-3625

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

Dated: November 5, 2021	OEA-1223	SL-25	\$138,164.06
Dated: November 19, 2021	OEA-1224	SL-26	<u>\$143,717.06</u>
		Total	\$281,881.12

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-288 in the aggregate amount of \$161,850.20. The following Resolution #21-3626 was proposed by Harper who moved its adoption.

Resolution #21-3626



BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-288 be formally approved:

REQUISITION #RR-288

Capitol Supply Construction	Water Dist Supplies	\$ 1,956.94
Core & Main	Water Dist Supplies	\$ 25,500.00
DeMaio Electrical Company	Contract 51S	\$ 10,072.21
Evonik Active Oxygens, LLC	Treatment Plant Supplies	\$ 6,750.00
Foley, Incorporated	Generator	\$ 65,774.45
Komline-Sanderson	Treatment Plant Equipment	\$ 1,104.00
Mid Atlantic Storage Systems	Storage Tank Recondition	\$ 31,040.00
Montaque Tool & Supply Co.	Wacker Rammer	\$ 2,299.00
Mott MacDonald	UV System Replacement	\$ 8,481.60
T. Slack Environmental	WPCP-Annual Compliance	\$ 4,972.00
TGM Services	WPCP-Site Conv. Material	\$ 3,900.00
	Total	\$ 161,850.20

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairman Kuster stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-14 in the amount of \$80,684.25. The following Resolution #21-3627 was proposed by Jerry DiMaio who moved its adoption.

Resolution #21-3627

BE IT RESOLVED, that the following General Fund Requisition #GF-14 be formally approved:

REQUISITION #GF-14

Mott Macdonald	1.0 MG Water Tank/Main	\$ 66,009.25
NJ DEP	Highlands Water Protection	\$ 750.00
Treasurer, State of NJ	Bureau Water Sys. Engineering	\$ 12,000.00
Upper Delaware Soil	Site Plans-C3	\$ 925.00
New Jersey DEP	Section 1 – Freshwater Wetlands	\$ 1,000.00
	Total	\$ 80,684.25

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-319 in the amount of \$14,706.68. The following Resolution #21-3628 was proposed by Harper who moved its adoption.

Resolution #21-3628

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-319 be formally



approved:

REQUISITION #ESR-319

Hackettstown MUA	Meter Rental CHG/Sea	\$ 237.71
Hackettstown MUA	Constr. Monitor/Woodmont	\$ 5,104.18
Mott MacDonald	GTI NJ, LLC	\$ 7,415.00
Mott MacDonald	Woodmont at Independence	\$ 32.50
R & J Control, Inc.	HOGS/Generator Repair	\$ 655.00
Sea Spray Pressure Washing	Refund: Meter Rental	\$ 1,262.29
	Total	\$ 14,706.68

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report. Jerry DiMaio made a motion to confirm the Board's receipt of the Annual Facilities Inspection Report as prepared by Mott MacDonald.

Harper seconded the motion and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to retain a firm to conduct Laboratory Services.

Executive Director Corcoran explained that quotes were requested from three different laboratories; however, the Authority only received two quotations back, with the lower quote provided by ALS. She stated that HMUA had contracted with ALS a couple years ago and the services were satisfactory.

The following Resolution #21-3629 was proposed by Harper who moved its adoption.

Resolution #21-3629

WHEREAS, due to the need to obtain accurate laboratory data for submission to regulatory authorities and the implications of the Safe Drinking Water Act and Clean Water Act, the Hackettstown Municipal Utilities Authority has a need to retain professional Certified Laboratory Services; and,

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

WHEREAS, ALS Environmental of Middletown, PA has submitted the lowest quotation indicating they will provide the laboratory services in the amount of \$24,564.50; and,

WHEREAS, ALS Environmental has completed and submitted a Business Entity Disclosure Certification which certifies that ALS Environmental has not made any reportable contributions to a political or candidate committee in the town of Hackettstown in the previous one year, and that the contract will prohibit ALS Environmental from making any reportable contribution in the coming year; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the laboratory



services by ALS Environmental in the amount of \$24,564.50.

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

Ayes: Kuster, Harper, Jerry DiMaio, and Lala

Chairman Kuster stated that the next agenda item was discussion and possible action to purchase a Final Clarifier Winsmith Reducer from Envirodyne Systems, Inc. (ESI)

After a brief discussion, the following Resolution #21-3630 was proposed by Jerry DiMaio, who moved its adoption.

Resolution #21-3630

WHEREAS, the Final Clarifier¹ Winsmith gear drive assembly is leaking oil between gear drive reservoirs and the Authority has determined that a new Winsmith Reducer will be required; and

WHEREAS, Envirodyne Systems Inc. is the sole source for OEM parts for all clarifier equipment ESI supplied to Hackettstown MUA and will cost \$22,995.82 plus shipping; therefore,

BE IT RESOLVED, that the Executive Director is hereby authorized to execute the necessary documents for the purchase of a new Winsmith Reducer.

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

Ayes: Kuster, Harper, Jerry DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to award Engineering Services for Phase 2- Lead Service Line Replacement Program. Director Corcoran explained the need for these services and the approach to maintaining compliance with the recently enacted Lead and Copper Rule Revisions. After some discussion, the following Resolution #21-3631 was proposed by Harper who moved its adoption.

Resolution #21-3631

WHEREAS, the Hackettstown MUA has a need for Engineering Services for Phase 2 of the Lead Service Line Replacement Program; and

WHEREAS, Mott MacDonald can provide assistance with:

1. NJ Infrastructure Bank Funding Assistance.
2. Assistance with Development of Customer Communication Materials.
3. Develop a Project Plan, and Prepare Plans and Specifications.
4. Assistance during Bidding; therefore,

BE IT RESOLVED, that the Executive Director is hereby authorized to execute a contract with Mott MacDonald in the not to exceed amount of \$226,400 for Phase 2 of the Lead Service Line Replacement Program.

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

Ayes: Kuster, Harper, Jerry 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 just received its NJDEP permit. Woodmont Independence started the sewer construction and HMUA has been providing full-time onsite inspection services, which is being billed to Woodmont. Woodfield Section III is still working on final punch list items. Director Corcoran continued to say that she met with representatives of Victoria Mews and that project appears to be moving forward. Residences at Bilby Road is proposed to be sold and the new owner is looking to make some changes to the design. Kuster commented that the Mayor and Council approved the sale.

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. Flushing was recently performed on Main Street, which is done every 4-6 months. The sewer utility re-piped and installed two new sump pumps in the AB 3rd level. An NJDEP Air Pollution permit inspection was performed and the utility was informed that it has been required to send a yearly report to the EPA with regard to the WPCP boilers since 2014. The State inspection that was done in 2017 did not notify us of this deficiency. The sewer utility is currently working on correcting the situation and a response to the air permit deficiency. The sewer utility responded to two blockages at 106 Lafayette Street and 120 Main Street; both were on the customer side.

Director Corcoran continued that the UV upgrade project started on October 18th. The PAA for disinfection is working well. The concrete tank demolition is finally completed and the work on the new concrete has begun.

On the water side, Director Corcoran reported that November water usage dropped off significantly compared to last year's usage and pre-Covid 2019 with the daily average for November 2021 being 1.824 MGD compared to 2020 usage of 2.030 MGD. This equates to nearly 200,000 gallon difference or 10%. 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 is finishing up the service line inventory. At present, we have found 0 galvanized on our side and 68 known galvanized customer side service lines that we will have to replace.

The water utility recently started a trial pellet chlorination system at Well #6 but had an issue with the pump in the system so that has been placed on hold until the issue is resolved.

Director Corcoran continued to say that the Water Utility has replaced concrete sidewalks, top soiled and seeded locations where we have dug up to inspect service line materials, and they blacktopped four ditches.

The 1.0 MG tank design work has continued and we had a site visit with three representatives from the Highlands Council and a Mott MacDonald permitting expert. The visit went very well and the application is being submitted this week.

Director Corcoran stated that an offer was made to Richard Tuttle for the Deputy Director position,



contingent upon acceptable background check and references. Dan from Jersey Professional Management will be checking his references. Director Corcoran stated she held a second interview and meetings with Mr. Tuttle and the managers, and with Kuster and Harper. The meetings went well, and Mr. Tuttle has already accepted the offer. He is expected to start January 18, 2022. Kuster mentioned that he was pleased with Mr. Tuttle.

Chairman Kuster thanked Director Corcoran for her report.

Chairperson Kuster requested Consulting Engineer Dave Klemm to proceed with his report.

Consulting Engineer Klemm reported that they are ready to submit NJDEP permit applications and Highlands Exemption application in mid-December following receipt of the application fees. A virtual meeting with the Highlands Council was held on Wednesday, November 3, 2021 and as requested by the Highlands Council, an onsite follow-up meeting was held at the 1.0 MG tank with the Highlands Council on December 3, 2021. Klemm continued to say that they will be submitting the Planning Documents to the NJDEP for the IBank loan in January, 2022. Klemm also commented that the UV project is moving along.

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 – 7:12 P.M.

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