



HMUA MINUTES

REGULAR  
MEETING OF

January 10, 2022

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING JANUARY 10, 2022

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairman William Kuster at 3:00 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, and Jerry DiMaio.

Also attending: Counselor John Zaiter, Accountant Robert McNinch, Executive Director Kathleen Corcoran, and Recording Secretary Lasch.

Chairman Kuster led a Salute of the United States Flag.

Chairman Kuster stated he would open the meeting for the public hearing to hear testimony and to discuss proposed changes to water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

Director Corcoran introduced Robert McNinch of Wielkocz & Company to discuss his analysis of the connection fees. Mr. McNinch stated that his firm calculated the connection fees as per the statutes N.J.S.A. 40:14B-21 and 22 and calculated the appropriate connection fees to be \$5,454 for sewer and \$5,729 for water. This is a reduction from last year due in large part to the increased total EDU's from apartment building developments.

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt changes to water and sewer connection fees and other fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations. The following Resolution #22-3632 was proposed by Harper who moved its adoption:

Resolution #22-3632

WHEREAS, the HMUA is subject to a statutory requirement under N.J.S.A. 40:14B to calculate water and sewer connection fees on an annual basis; and

WHEREAS, the HMUA Board has reviewed and proposed changes to the water and sewer connections fees listed in the rate schedule in Section VII of the Rules and Regulations which were publicly noticed as required by law; therefore,

BE IT RESOLVED, the HMUA here by adopts the changes to the water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations, as per the public notice.

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

Ayes: Kuster, Harper and Jerry DiMaio



Chairman Kuster indicated that the next agenda item was the approval of the December 14, 2021 Regular Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper.

Ayes: Kuster, Harper and 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 that there were no change orders.

Chairman Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1225, #OEA-1226 and #OEA-1227 in the total aggregate amount of \$385,043.41. The following Resolution #22-3633 was proposed by Harper who moved its adoption:

Resolution #22-3633

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

Dated: December 14, 2022	OEA-1225	SL-01	\$131,876.11
Dated: December 17, 2022	OEA-1226	SL-02	\$101,663.10
Dated: December 31, 2022	OEA-1227	SL-03	<u>\$151,504.20</u>
		Total	\$385,043.41

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

Ayes: Kuster, Harper, and Jerry DiMaio.

Chairman Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-289 in the aggregate amount of \$64,267.60. The following Resolution #22-3634 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3634

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-289 be formally approved:

REQUISITION #RR-289

Town of Hackettstown	Construction Permit	\$ 1,461.00
DeMaio Electrical Company	Contract 51S	\$ 11,515.00
Eastcom Associates, Inc.	Radio Detection Kit	\$ 4,528.00
Foley Incorporated	Emergency Generator	\$ 2,100.00
Mott MacDonald	Lead Service Planning	\$ 4,425.00
Mott MacDonald	UV system Replacement	\$ 3,230.00
Simmons Transport	Independence Tank Project	\$ 12,240.00
Town of Hackettstown	Outstanding Road Paving	<u>\$ 16,118.60</u>
	Total	\$ 64,267.60

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



Ayes: Kuster, Harper, and Jerry DiMaio

Chairman Kuster stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-15 in the amount of \$24,457.00. The following Resolution #22-3635 was proposed by Harper who moved its adoption.

Resolution #22-3635

BE IT RESOLVED, that the following General Fund Requisition #GF-15 be formally approved:

REQUISITION #GF-15

Mott Macdonald	1.0 MG Water Tank/Main	\$ 24,457.00
	Total	\$ 24,457.00

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

Ayes: Kuster, Harper, and Jerry DiMaio

Chairman Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-320 in the amount of \$1,825.53. The following Resolution #22-3636 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3636

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-320 be formally approved:

REQUISITION #ESR-320

Fedex	Woodmont – Letter of Credit	\$ 33.39
Hackettstown MUA	Constr. Monitor/Woodmont	\$ 1,680.14
Mott MacDonald	Woodmont at Independence	\$ 112.00
	Total	\$ 1,825.53

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

Ayes: Kuster, Harper, and Jerry 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. Woodmont Independence sewer construction is approximately 50% complete. 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. Victoria Mews, behind CVS, submitted a tentative approval application. The Residences at Bilby Road is scheduled to close on purchase by Ed Russo this week.

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 located a buried manhole for a possible new apartment building project at 3 Route 57. The sewer department was called to the House of the Good Shepherd for a high level pump station



condition. With assistance of water operations, they completed a sanitary line repair in the Administration Building.

Director Corcoran continued to say that the sewer utility took apart and cleaned an 8 inch valve at the ATB due to struvite build up. They are scheduling personnel to take state exam with a computer supplied by JLM. Director Corcoran continued to report that the sewer utility worked through the NJDEP Air Permit inspection violation and EPA reporting requirements that were just recently brought to our attention.

Lastly, DeMaio started working on UV Upgrade on October 18<sup>th</sup>. The PAA for disinfection is working well. The concrete demolition is finally complete so they are now working on pouring the new concrete work.

On the water side, Director Corcoran reported that December water usage was less compared to last year and pre-Covid 2019, with the daily average for December 2021 being 1.831 MGD compared to 2020 usage of 1.935 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. The 2021 diversion was 737,435 million gallons which is down from 2020 which was 790,544 million gallons, 53,109 million gallons less diverted for 2021. Leak detection continues with the deployment of correlators every night.

The water utility finished the service line inventory and Mott MacDonald completed the GIS application, so we now have an ESRI mapping tool on our website for customers or the public to look up individual service line materials.

The water utility dug up and repaired five curb boxes and one main line valve box. A fire flow test was performed for 700 Grand Ave. The pump and motor at the Independence Booster Station was removed and sent out to be rebuilt. Two yard hydrant sample points were repaired. As mentioned earlier, a sewer line was repaired in the AB building. A new cubical was built in the Engineering room to accommodate our part time engineer and to make room for our new Deputy Director.

The 1.0 Tank design work continues and the permit applications have been submitted. Currently we are working on the planning document for the IBank, which will incorporate the lead service line replacement project.

Richard Tuttle, the new Deputy Director will start next week on January 18<sup>th</sup>.

We are still waiting for the GASB 75 release from the DCA in order for the auditors to finalize the FY 19/20 audit.

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 – 3:27 P.M.

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