



HMUA MINUTES

REGULAR
MEETING OF

March 8, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING March 8, 2022

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Vice Chairperson Harper at 3:30 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 accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Vice Chairperson William Harper, Jerry DiMaio, and Ciro Lala.

Also attending: Counselor John Zaiter, Consulting Engineer Dave Klemm, Executive Director Kathleen Corcoran and Recording Secretary Lasch.

Vice Chairperson Harper led a Salute of the United States Flag.

Vice Chairperson Harper indicated that the next agenda item was approval of the February 8, 2022 Annual Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Lala.

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper opened the meeting to public participation and noted that no members of the public announced their presence.

Vice Chairperson Harper stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there were no change orders.

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1230 and #OEA-1231 in the total aggregate amount of \$261,744.04. The following Resolution #22-3656 was proposed by Jerry DiMaio who moved its adoption:

Resolution #22-3656

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

Dated: February 11, 2022	OEA-1230	SL-06	\$151,118.33
Dated: February 25, 2022	OEA-1231	SL-07	<u>\$110,625.71</u>
		Total	\$261,744.04

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

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-291 in the aggregate amount of \$95,631.72.



The following Resolution #22-3657 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3657

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-291 be formally approved:

REQUISITION #RR-291

DeMaio Electrical Co, Inc.	Contract 51S AFP #7	\$ 63,225.91
Evonik Active Oxygens, LLC	PAA & Equipment Lease	\$ 8,250.00
Fisher Electrical Contractors	UV Panel	\$ 928.63
Foley, Incorporated	Generator Rental	\$ 2,100.00
Jack Doheny Companies	Replace Boom Assembly	\$ 4,936.35
Jet Vac Equipment	Envirosight Camera Repair	\$ 2,455.13
Key Tech	UV System/Concrete Field	\$ 691.00
Mott MacDonald	Professional Engineering	\$ 10,888.00
Prime Lube	55 Gallon shell Omala	\$ 2,156.70
	Total	\$ 95,631.72

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

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving General Fund #GF-17 in the amount of \$3,224.00. The following Resolution #22-3658 was proposed by Lala who moved its adoption.

Resolution #22-3658

BE IT RESOLVED, that the following General Fund Requisition #GF-17 be formally approved:

REQUISITION #GF-17

Mott MacDonald	1.0 MG Water Tank/Water Main	<u>\$3,224.00</u>
	Total	\$3,224.00

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

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-322 in the amount of \$26,295.48. The following Resolution #22-3659 was proposed by Lala who moved its adoption.

Resolution #22-3659

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-322 be formally approved:

REQUISITION #ESR-322

Moudro Corp	Return of Escrow Monies	\$ 16,932.41
HMUA	Meter Rental/Clearview	\$ 250.00
HMUA	Cons. Monitor/Woodmont	\$ 2,482.37



Mott MacDonald	Jade-Victoria Mews	\$ 6,146.00
R & J Control, Inc.	HOGS/Generator Maintenance	<u>\$ 484.70</u>
	Total	\$ 26,295.48

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

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was discussion and possible action to award contract #Orthopolyphosphate-22 for the supply of orthopolyphosphate blend chemical. The following Resolution #22-3660 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3660

WHEREAS, subsequent to the proper advertisement, two (2) sealed proposals for Orthopolyphosphate Blend chemical were received and read aloud at a public bid opening on February 23, 2022 at 11:00 AM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest responsive and responsible bid was received from George S. Coyne Chemical Co. Inc. of Croydon, PA for the bid price of \$0.8288 per wet pound of Orthopolyphosphate Blend for a one (1) year contract; therefore,

BE IT RESOLVED, Contract #Orthopolyphosphate-22 is awarded to George S. Coyne Chemical Co. Inc. of Croydon, PA and the Executive Director hereby authorized to execute the necessary contract documents.

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

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper stated the next agenda item was discussion and possible action to award Contract #AS-22 for Liquid Aluminum Sulfate. The following Resolution #22-3661 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3661

WHEREAS, subsequent to the proper advertisement, one (1) sealed proposal for Liquid Aluminum Sulfate was received and read aloud at a public bid opening on February 23, 2022 at 11:00AM at the HMUA Jacob Garabed Administration Building; and,

WHEREAS, it has been determined that the lowest bid was received from USALCO for the bid price of \$1.4358 per gallon; therefore,

BE IT RESOLVED, Contract #AS-22 for Liquid Aluminum Sulfate is awarded to USALCO of Baltimore, Maryland and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Ayes: Harper, Jerry DiMaio, and Lala

Vice Chairperson Harper requested the Executive Director Corcoran to proceed with her report. Executive Director Corcoran started by saying that there is nothing new to report with regard to developers.



Executive Director Corcoran reported that the sewer utility performed scheduled jetting within the collection system and mainline camera work. They were called to check on blockages at 100 Oak Street, 51 Edinborough Court, 400 Church Street and 14 Brantwood. All blockages were on the homeowner side. Tree King trimmed more of the fence line at WPCP.

Executive Director Corcoran continued to say that the PAA continues to work well for disinfection. Dave Klemm will give an update on the UV project.

Several operators attended an Asset Management Class and seminar discussing PFAS, referred to as the “Forever Chemical”. The NJDEP is looking at removing PFAS in wastewater and possible upcoming discharge limits. Board member packets included some PFAS test data from our wells. A lot of utilities are already required to treat on the water side; however as of now, HMUA is in compliance with limits without treatment.

On the sewer side, this is a very hot issue with the AEA and a lot of sewer utilities are very concerned about having to treat for PFAS. There may also be limits placed on sludge. AEA utilities are banding together and have formed a subcommittee, of which Director Corcoran is a participant. One major goal is for wastewater treatment facilities to not be perceived as the “polluters” by NJDEP, but as receivers of pollutants that we did not produce and protectors of public health. So far a few of the larger utilities have tested. Landfill leachate is a clear significant PFAS discharger. Director Corcoran plans to test our influent and effluent to see where we land. Treatment is anticipated to be difficult to achieve and will likely require granular activated carbon, reverse osmosis, or AIX (anion exchange). CDM-Smith did a report to evaluate the anticipated cost impacts, which Director Corcoran will forward to anyone interested.

On the water side, Director Corcoran reported that we have two employees that have been training for the CDL test. Matthew Stone passed his CDL test and Robert Mohr will take the test in the coming weeks.

February usage was less compared to last years and pre Covid 2019, with the daily average for February 2022 being 1.866 MGD compared to 2021 usage of 1.987 MGD. The water utility had one main break since the last board meeting and six for the year. Leak detection continues with the deployment of correlators every night. The water utility dug up and repaired four curb boxes. Director Corcoran continued to report that the water utility repaired a broken spring hanger on the dump truck. Online safety classes continue to be taken by the staff. The water utility also completed 47 mark out requests. They rebuilt a 2” valve in the Ketcham Road PRV location and repaired the air relief valve at the Mount Olive pump station. They also unloaded a chlorine delivery and secured a leaking cylinder, which was sent back to the supplier.

Director Corcoran continued to report that the 1.0 tank design work has continued and permit applications have been submitted. Planning documents were submitted to the IBank today and a pre-planning meeting is scheduled for March 23. The application includes both the tank and the LSL replacement projects. She stated that Dave Klemm would report more on this project.

Certified letters were sent on February 21 to the properties determined to have LSL’s. We received approximately seven inquiries. Frequently asked questions have been posted on our website along with additional information about pipe materials. Curb boxes have been located and marked for the galvanized service lines to assist in the ease of the field visits by Mott



MacDonald and our staff. Director Corcoran stated that she has been working with Jersey Water Works LSL collaboration group to develop a model ordinance for accessing private property, and state legislation on road opening moratoriums. I included a draft ordinance for the Town of Hackettstown and also a draft Right of Entry form. I recommend that this be forwarded to the Town Council for consideration and customization by the Town.

Executive Director Corcoran continued to report that the GASB 75 numbers were finally released for the DCA the day after our last meeting. The audit was finalized including those numbers and a copy was included in Board Member packets.

Director Corcoran provided additional information related to the Board's consideration of relief for a high usage bill that 3-2 Hastings Square received. She explained that HMUA had noticed high usage and notified the owner of the property. She immediately investigated the usage and found that one of the realtors that had been showing the unit for rental had used the bathroom and the toilet got stuck and was running. The owner had a plumber rectify the situation right away. The owner asked for relief due to the fact that the unit has been empty since Covid started and she has had no income. At the last meeting, the board discussed methods to provide relief based on the most recent audit and the actual operation costs that HMUA incurred to provide water and sewer service. Director Corcoran stated she discussed the methodologies with John Zaiter and Robert McNinch and all agreed that this methodology is valid. She recommended this methodology with the decision of whether to provide relief under the full discretion of the Board.

In the case of 3-2 Hastings Square, the amount charged for water was \$759.75 and 36% (\$273.51) would be forgiven resulting in an amount due for water \$486.24. The amount charged for sewer was \$1,217.76 and 25% (\$304.44) would be forgiven resulting in an amount due for sewer \$913.32, bringing the grand total (water & sewer) to \$1,399.56. A motion was made by Jerry DiMaio to forgive the stated amount as a one-time credit. The motion was seconded by Lala, who moved its adoption.

Ayes: Harper, Jerry DiMaio and Lala

Vice Chairperson Harper thanked Director Corcoran for her report and requested Consulting Engineer Klemm to proceed with his report.

Consulting Engineer Klemm reported on the status of the 1.0 MG water Storage Tank project. Klemm further reported on a status update of the WPCP UV Disinfection System Upgrade project. Klemm also discussed particulars regarding the LSL replacement program. All projects are moving along well.

Vice Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Vice Chairperson Harper asked whether anyone had business of a general nature to discuss with no response. Vice Chairperson Harper declared a motion to adjourn would be in order and was so moved by Jerry DiMaio, seconded by Lala and followed by a unanimous voice vote.

Time – 4:28 P.M.

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