



HMUA MINUTES

REGULAR  
MEETING OF

April 12, 2022

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING April 12, 2022

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster 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: Kuster, Harper and Lala.

Also attending: Counselor John Zaiter, Executive Director Kathleen Corcoran, Deputy Director Richard Tuttle and Recording Secretary Lasch.

Chairperson Kuster led a Salute of the United States Flag.

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

Ayes: Harper and Lala

Abstained: Kuster

John DiMaio entered the meeting at 3:32pm.

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

Chairperson 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.

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1232 and #OEA-1233 in the total aggregate amount of \$476,270.67. The following Resolution #22-3662 was proposed by Lala who moved its adoption:

Resolution #22-3662

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

Dated: March 11, 2022	OEA-1232	SL-08	\$139,409.69
Dated: March 25, 2022	OEA-1233	SL-09	<u>\$336,860.98</u>
		Total	\$476,270.67

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal



& Replacement Fund Requisition #RR-292 in the aggregate amount of \$143,722.06. The following Resolution #22-3663 was proposed by Harper who moved its adoption.

Resolution #22-3663

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-292 be formally approved:

REQUISITION #RR-292

DeMaio Electrical Co, Inc.	Contract 51S AFP #8	\$ 120,511.06
Evonik Active Oxygens, LLC	PAA & Equipment Lease	\$ 6,000.00
Howard Burd & Sons	Asphalt Road Repair	\$ 3,880.00
Key Tech	UV System/Cylinder Test	\$ 95.00
Mott MacDonald	Professional Engineering	\$ <u>13,236.00</u>
	Total	\$ 143,722.06

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund #GF-18 in the amount of \$2,967.75. The following Resolution #22-3664 was proposed by John DiMaio who moved its adoption.

Resolution #22-3664

BE IT RESOLVED, that the following General Fund Requisition #GF-18 be formally approved:

REQUISITION #GF-18

Mott MacDonald	1.0 MG Water Tank/Water Main	<u>\$2,967.75</u>
	Total	\$2,967.75

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-323 in the amount of \$5,100.16. The following Resolution #22-3665 was proposed by Harper who moved its adoption.

Resolution #22-3665

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-323 be formally approved:

REQUISITION #ESR-323

HMUA	Woodmont/Cons. Meter	\$ 1,210.91
Mott MacDonald	Jade-Victoria Mews	\$ 3,497.50
Mott MacDonald	Quick Chek	232.70
Mott MacDonald	Woodmont	\$ <u>159.00</u>
	Total	\$ 5,100.16

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



Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize Kathleen Corcoran to act as authorizing representative to represent the HMUA in all matters relating to the 1.0 Million Gallon Storage Tank, Water Main Replacement and Lead Service Line Replacement Projects undertaken pursuant to the NJ Environmental infrastructure loans to be executed with the NJDEP and New Jersey Water Bank. The following resolution #22-3666 was proposed by John DiMaio who moved its adoption.

Resolution #22-3666

WHEREAS, It is a formality and an IBank requirement to have an authorizing representative appointed through resolution to represent the HMUA in all Matters relating to the 1.0 Million Gallon Storage Tank, Water Main Replacement and Lead Service Line Replacement Projects; and

WHEREAS, this will enable the NJ Environmental Infrastructure loans to be executed with the NJDEP and New Jersey Water Bank; therefore,

BE IT RESOLVED, that the Board has agreed to authorize Kathleen Corcoran to act as the authorizing representative to represent the HMUA in all matters relating to the 1.0 Million Gallon Storage Tank, Water Main Replacement and Lead Service Line Replacement Projects, Contracts #52W-A, #52W-B and #53W, respectively.

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

Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize advertisement and receipt of bids for Contract 53W – Lead Service Line Project. The following resolution #22-3667 was proposed by Harper who moved its adoption.

Resolution #22-3667

WHEREAS, as a public community water system, HMUA is required by law to replace all lead service lines within ten years; and

WHEREAS, galvanized service lines are considered to be lead service lines in the State of New Jersey, and the HMUA service area has approximately 65 galvanized service lines on private property; and

WHEREAS, HMUA has hired Mott MacDonald to complete contract documents for the replacement of the galvanized service lines; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority hereby authorizes the advertisement and receipt of bids for Contract 53W – Lead Service Line Replacement Project.

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

Ayes: Kuster, Harper, John DiMaio, and Lala



Chairperson Kuster stated the next agenda item was discussion and possible action to purchase 65 water meter pits. The following resolution #22-3668 was proposed by Harper who moved its adoption.

Resolution #22-3668

WHEREAS, the HMUA intends to install meter pits as part of the Lead Service Line Replacement Project; and

WHEREAS, due to supply chain issues, meter pits have recently been on backorder; and

WHEREAS, it may be in HMUA's best interest to pre-purchase meter pits for installation by the project contractor in order to minimize potential project delays; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority hereby authorizes the purchase of 65 meter pits for the Lead Service Line Replacement project for a price not to exceed \$42,000.

The Resolution was seconded by Lala and upon roll call vote carries:

Ayes: Kuster, Harper, John DiMaio and Lala

Chairperson Kuster 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. However, we received a will-serve letter request from Liongate's engineer for three proposed 5-story buildings with 140 units at the property behind the WaWa on Mountain Ave.

Executive Director Corcoran reported that the sewer utility performed scheduled jetting within the collection system and mainline camera work. They also drained and cleaned the chemical storage tanks at the ATB that previously held ferric chloride so that they could order an extra load of alum at last year's much lower price.

A manhole lid flipped over on High Street and the sewer utility was able to secure it. The sewer utility set up mini camera lines at 1803 Scarlett/424 Hurley/212 Willow Grove Street. They also installed new packing on a raw sludge pump.

The sewer utility borrowed a chipper from the DPW and chipped all the brush along the WPCP fence line.

The sewer utility passed the NJDEP water proficiency testing for lab certification renewal.

There was a blockage at 37 Winding Hill Drive and the result was a wiffleball bat jammed down the cleanout.

The tour of the WPCP for CCM that was scheduled for April 9 was cancelled due to weather.

Lastly on the sewer side, Director Corcoran stated the UV project is substantially complete, and they had the initial startup today. There was a need to increase the length of electrical conductor/grounding wires into the Amin Building from what was indicated on the drawings. This will be covered under the project allowance.

On the water side, March usage was less compared to last years, with the daily average for March 2022 being 1.881 MGD compared to 2021 usage of 2.068 MGD. The water utility had one main break since the last board meeting and seven for the year so far. Leak detection



continues with the deployment of correlators every night. Four curb boxes were dug up and repaired.

The water utility continues to work on the chlorine pilot study at Well #6. Generator batteries were changed at the Independence Pump Station. Director Corcoran continued to report that the water utility rebuilt a PRV for Independence. Flow tests were performed for 300 Stiger Street and Hackettstown Hospital. Online safety classes were attended along with the JIF Safety breakfast. The water utility also completed 125 mark out requests and witnessed large meter testing at Hackettstown Community Hospital and Paragon Village.

Director Corcoran stated that the 1.0 tank design work has been moving along. Permit applications and planning documents were submitted to the NJ IBank. A preplanning meeting was held with the NJDEP/IBank on March 23. It was recommended that the LSL replacement project be handled separately, so that was initiated immediately and we expect to submit the actual application and plans/specs by April 15. The goal is to get the LSL project in the IBank's current funding year which will require project certification by June 30, 2022. After attending webinars on the NJDEP draft proposed intended use plan for distribution of funds, it seems much less likely that HMUA would qualify for principal forgiveness if the LSL replacement project gets pushed to the IBank's next funding year.

With regard to the LSL replacement project, Director Corcoran stated HMUA staff assisted Mott MacDonald in visiting all the LSL locations. We have been calling and tagging doors for the few homes that we had yet to get inside to take pictures and assess construction requirements. At this point we have only two homes that we have been unable to access. The Town of Hackettstown is introducing the ordinance that will mandate LSL replacements, and a public hearing is to be held at the May 12 meeting, when we anticipate final adoption.

With regard to the WQAA, Director Corcoran stated that HMUA is required to submit a three year capital improvement report to the NJDEP by April 19. It is a cumbersome on-line form and we have been working to gather all the information required for that submittal.

Corcoran continued to state that Governor Murphy lifted the interest and penalties moratorium on March 15. However, we are now required by law to offer payment plans to people who are in arrears for the COVID period (March 9, 2020 to March 15, 2022). We sent 213 letters in English and Spanish offering them the payment plan and notifying them that they can also apply for assistance through the Low Income Household Water Assistance Program. This program will provide up to \$1,500 per household for household income at or below 60% of State MHI (6,439 a month for a family of four). We have scrambled with our billing company to come up with a way to separate out the COVID period balance from regular billing. To date we have had about nine customers request a payment plan for those arrearages. Director Corcoran commended Nancy Lasch for doing a fantastic job coordinating all of this with Edmunds and handling all of the mailings.

Chairperson Kuster thanked Director Corcoran for her report and requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Chairperson Kuster asked whether anyone had business of a general nature to discuss with no response. Chairperson Kuster declared a motion to adjourn would be in order and was so moved



by John DiMaio, seconded by Lala and followed by a unanimous voice vote.

Time – 4:16 P.M.

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