



HMUA MINUTES

REGULAR
MEETING OF

July 12, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING July 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 accordance with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Kuster, Harper and Jerry DiMaio.

Also attending: Counselor John Zaiter, Engineer Dave Klemm, Executive Director Kathleen Corcoran, Deputy Director Rich 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 June 14, 2022 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Harper and Jerry DiMaio

Abstain: Kuster

Chairperson Kuster indicated that the next agenda item was approve of the June 14, 2022 Executive Session Meeting minutes. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper.

Ayes: Harper and Jerry DiMaio

Abstain: Kuster

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-1238 and #OEA-1239 in the total aggregate amount of \$228,759.29. The following Resolution #22-3685 was proposed by Harper who moved its adoption:

Resolution #22-3685

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

Dated: June 3, 2022	OEA-1238	SL-14	\$118,145.87
Dated: June 17, 2022	OEA-1239	SL-15	<u>\$110,613.42</u>
		Total	\$228,759.29



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

Ayes: Kuster, Harper, and Jerry DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-295 in the aggregate amount of \$27,227.67. The following Resolution #22-3686 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3686

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-295 be formally approved:

REQUISITION #RR-295

Dell Marketing L.P.	Dell Latitude Rugged	\$ 2,345.88
DeMaio Electrical Company	AFP #10 & 11	\$ 13,356.79
P3 Generator Services	Generator Rental	\$ 1,325.00
Raybern Utility Solutions	100W ERT's	\$ 10,200.00
	Total	\$ 27,227.67

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund #GF-21 in the amount of \$11,440.00. The following Resolution #22-3687 was proposed by Harper who moved its adoption.

Resolution #22-3687

BE IT RESOLVED, that the following General Fund Requisition #GF-21 be formally approved:

REQUISITION #GF-21

Mott MacDonald	Lead Service Line Replacement	\$11,440.00
	Total	\$11,440.00

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-326 in the amount of \$20,074.71. The following Resolution #22-3688 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3688

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-326 be formally approved:

REQUISITION #ESR-326

A Brilliant Solution, LLC	Refund of Meter Rental	\$ 1,189.98
Hackettstown MUA	Brilliant/Meter Rental	\$ 310.02
Hackettstown MUA	Woodmont/Const. Meter	\$ 771.96



Mott MacDonald	Jade Hackettstown Assoc	<u>17,802.75</u>
	Total	\$ 20,074.71

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster stated the next agenda item was a discussion and possible action to purchase and install a replacement pressure reducing valve assembly at Vienna Hills in Independence. The following Resolution #22-3689 was proposed by Harper who moved its adoption.

Resolution #22-3689

WHEREAS, the existing large pressure reducing valve at Vienna Hills in Independence is in need of repair every six months with expensive replacement parts; and

WHEREAS, it is prudent to replace the large pressure reducing valve with an alternative model that is more robust and requires less maintenance and replacement parts; therefore

BE IT RESOLVED that Executive Director Corcoran is hereby authorized to purchase the new pressure reducing valve in the amount of \$22,765.00.

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster stated the next agenda item is discussion and possible action to award contract #53W the Lead Service Line Replacement Construction Project. Executive Director Corcoran stated that seven bids were received with the low bid at \$497,005.00 and the highest at \$848,600.00. However, the bid amount for mobilization was \$52,615.00, which exceeded the maximum allowable amount of \$15,000.00. Waters and Bugbee agreed to reduce their bid by the excess, thereby reducing their bid to \$459,390.00. The Engineer recommended award based on apparent capabilities to complete the work, prior project experience and references, and attorney Zaiter also recommended award. After a brief discussion, the following Resolution #22-3690 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3690

WHEREAS, subsequent to proper advertisement, seven (7) sealed proposals for Contract 53W were received and read aloud at a public bid opening on June 22, 2022 at 10am at the HMUA Jacob Garabed Administration Building site; and

WHEREAS, it has been determined that the lowest responsible bid was received from Waters & Bugbee of Hamilton, New Jersey for the revised bid price of \$459,390.00; therefore,

BE IT RESOLVED, Contract 53W for the Lead Service Line Replacement Contract be awarded to Waters & Bugbee of Hamilton, New Jersey and the Executive director is hereby authorized to execute the necessary contract documents.

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

Ayes: Kuster, Harper and Jerry DiMaio



Chairperson Kuster stated the next agenda item is discussion and possible action to approve and adopt the 2020-21 Fiscal Year Audit Corrective Action Plan.

The following Resolution #22-3691 was proposed by Harper who moved its adoption.

Resolution #22-3691

WHEREAS by Resolution #22-3691, the Board Members of Hackettstown Municipal Utilities Authority (HMUA) have certified that they have received the 2021 annual audit and have personally reviewed the audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

WHEREAS, the Audit includes Comments and Recommendations requiring action by the Authority; and

WHEREAS, N.J.S.A. 5:31-7.6(i) requires “a corrective action plan, in the form of a Resolution to be adopted by the members of the governing body with respect to Comments and Recommendations made in the audit, shall be filed forthwith with the Division within 45 days of receipt of the annual audit”; and

WHEREAS, a corrective action plan addressing these Comments and Recommendations has been prepared by the Executive Director of the Authority; and

WHEREAS, the Board Members of the Authority have reviewed this 2021 Correction action plan. (attached hereto).

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority the following:

The Board Members hereby approve and adopt the 2021 Audit Corrective Action Plan.

The Secretary of the Authority is hereby directed to promptly submit to the Director of the Division of Local Government Services this Correction Action Plan, accompanied by a certified true copy of this Resolution.

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster stated that the next agenda item was discussion and possible action to grant tentative and final approval to Jade Hackettstown Associates, LLC for a 66 unit residential complex at Block 21, Lot 18.02 in the Town of Hackettstown. After a brief discussion, the following Resolution #22-3692 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3692

WHEREAS, Jade Hackettstown Associates, LLC has requested Tentative and Final Approval for water and sewer utility service for a new 66 residential complex, known as Hackettstown Crossing (formerly Victoria Mews), on Block 21, Lot 18.02 in the Town of Hackettstown, New Jersey; and



WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated June 12, 2022 with noted contingencies; now therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval to Jade Hackettstown Associates, LLC, with contingencies as noted in the June 12, 2022 letter referenced, for the 66 unit residential complex (Block 21, Lot 18.02) project in the Town of Hackettstown, NJ.

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

Ayes: Kuster, Harper and Jerry DiMaio

Chairperson Kuster requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran started by

Executive Director Corcoran stated that the Woodmont Development water and sewer mains are complete. We have continued to bill Woodmont for our full time inspection. As we just discussed, Victoria Mews is moving along. Regarding the Liongate project behind the Wawa on Mountain Ave., we received a notice of application to amend the prior site plan and subdivision approvals, to construct three five story buildings with 140 units.

On the sewer side, Corcoran stated that staff removed a broken manhole riser at Washington and Little Street. Mansfield DPW has been helping sewer staff with equipment to cut brush along areas of the fence at the WPCP. The jet hose reel assembly was repaired at Doheny's. In addition, they removed a broken valve on the telescopic pipe at primary clarifier 2. They are also continuing with the portable flow meter within areas of collection system.

Corcoran continued stating that the NJDEP yearly plant inspection and effluent testing was completed and all went well. Staff has been working on new laptop and mainline camera software issues, anticipate required upgrades due to the age of the equipment.

On the water side, June's main system usage was a little higher compared to last years and 2020. The total system was still a little lower than previous years. The daily average for June 2022 being 2.110 MGD compared to 2021 usage of 2.185 MGD. There were no main breaks since the last board meeting, keeping it at seven for the year so far.

Director Corcoran continued to say the water utility dug up and repaired nine curb boxes, and repaired three hydrants. They continue to receive a lot of mark out requests; they completed 92 this month. Water utility staff also flushed the hydrants in independence to bring up the chlorine residual, and performed a fire flow test for 105 Bilby Road.

Director Corcoran stated that Engineer Klemm will update the Board on the Lead Service Line Replacement Project and also the 1.0 MG tank design work.

Chairperson Kuster thanked Director Corcoran for her report and requested Engineer David Klemm to proceed with his report.

David Klemm started with an update on the Lead Service Line Project and continued to say that we received a favorable bid from Water & Bugsbee, Inc. of \$459,390.00, as explained earlier by Director Corcoran. Mott MacDonald submitted the authorization to award package to the DEP



on Friday, June 24th and the DEP reviewed the package very quickly. The authorization to award letter was received the following Monday. Klemm stated that contract books will be sent to the contractor for signature and a letter will be sent to DEP confirming the award. The next big step is to schedule the pre-construction meeting with the contractor, NJDEP and the Authority. Dave mentioned that there will be 50 percent principal forgiveness, as we got all approvals within the IBank's 2022 fiscal year. Kathy commented that Mott MacDonald did a great job with this project and really pushed to achieve this goal.

Klemm continued to report on the 1.0MG Tank project that we are still waiting to receive comments on the permit application regarding the Wetlands, BWSE and Planning Documents. He suggested that they may be holding it up due to their request for a cultural resources evaluation. He stated that his firm intends to contact DEP and explain that much of this project is on previously disturbed land, and once there is clarification of requirements, a proposal will be requested from a cultural resources consultant.

With regard to the Chlorination Alternatives Evaluation, Klemm stated he is still waiting to hear back from the Chlorination system manufacturer, Accutab, as to whether they would be willing to provide return/buy back options if the system doesn't perform satisfactorily. He added that we are slow getting a response from the vendor.

The NJPDES Renewal Application was submitted to DEP on June 14, 2022 and we have not received any comments on that, but it was submitted on time.

Lastly, with regard to Victoria Mews, Jade Hackettstown Project, as discussed previously a review comment letter was prepared today with noted contingency items for final approval. The capacity analysis of the downstream sanitary sewer and preparation of flow metering and sewer capacity report was completed June 17, 2022.

Chairperson Kuster and Executive Director Corcoran thanked David Klemm for his report.

Chairperson Kuster 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 Jerry DiMaio, seconded by Harper and followed by a unanimous voice vote.

Time – 4:10 P.M.

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