



HMUA MINUTES

REGULAR  
MEETING OF

August 9, 2022

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING August 9, 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, John DiMaio and Lala.

Also attending: Counselor John Zaiter, 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 July 12, 2022 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Lala.

Ayes: Kuster, Harper, John DiMaio, Lala

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 that there was a proposed change order to Mott MacDonald's contract for the 1.0 MG Tank and Water Main design project for the cultural resources survey required by the NJDEP. A proposal was submitted by Richard Grubb Associates (RGA) to complete the work as a subconsultant to Mott MacDonald for a time and material not to exceed fee of \$18,351. RGA is a DBE, MBW, SBE certified firm. Corcoran stated that the work is required, and the actual billed amount will hopefully be much less as the scope has the potential to be significantly reduced once the archaeology experts visit the site. She recommended approval. After some discussion, a motion was made by Harper, being seconded by John DiMaio.

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1240, #OEA-1241 and #OEA-1242 in the total aggregate amount of \$401,623.13. The following Resolution #22-3693 was proposed by John DiMaio who moved its adoption:

Resolution #22-3693

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

Dated: July 1, 2022	OEA-1240	SL-16	\$147,195.92
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Dated: July 15, 2022	OEA-1241	SL-17	\$139,515.52
Dated: July 29, 2022	OEA-1242	SL-18	<u>\$114,911.69</u>
		Total	\$401,623.13

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

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-296 in the aggregate amount of \$7,060.56. The following Resolution #22-3694 was proposed by Harper who moved its adoption.

Resolution #22-3694

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-296 be formally approved:

REQUISITION #RR-296

Campbell Foundry	Manhole Frames	\$	588.00
Grainger	Discharge Pump	\$	1,721.16
Jack Doheny Companies, Inc.	Rotec Replacement	<u>\$</u>	<u>4,751.40</u>
	Total	\$	7,060.56

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

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund #GF-22 in the amount of \$22,349.87. The following Resolution #22-3695 was proposed by Lala who moved its adoption.

Resolution #22-3695

BE IT RESOLVED, that the following General Fund Requisition #GF-22 be formally approved:

REQUISITION #GF-22

Mott MacDonald	Lead Service Line Replacement/1.0 MG Tank	\$13,379.75
Rogut McCarthy LLC	LSL Project-Professional Bond Counsel Svcs.	<u>\$ 8,970.12</u>
	Total	\$22,349.87

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

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-327 in the amount of \$11,757.80. The following Resolution #22-3696 was proposed by John DiMaio who moved its adoption.

Resolution #22-3696

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-327 be formally approved:



REQUISITION #ESR-327

Hackettstown MUA	Jade/W&S Filing Fees	\$	2,000.00
Hackettstown MUA	Woodmont/Const. Monitor	\$	393.55
Mott MacDonald	Jade Hackettstown Assoc	\$	<u>9,364.25</u>
	Total	\$	11,757.80

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

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to purchase and install natural gas distribution piping at the WPCP site through the ESCNJ State Approved Coop JOC Contract ESCNJ21/22-30. Corcoran stated that this contractor, Rand Plumbing, has the capability to install 4" diameter polyethylene piping and will allow us to do this work without bidding. She stated that we had received another bid from a local non-Coop contractor that was approximately the same cost; however that would cost more due to required design and public bidding. Corcoran recommended hiring Rand Plumbing for the project. The following Resolution #22-3697 was proposed by Harper who moved its adoption.

WHEREAS, the HMUA plans to convert WPCP facilities from oil to natural gas and Elizabethtown Gas has worked to bring natural gas service down Seber Road and onto the WPCP site; and

WHEREAS, the HMUA has received a quote from Rand Plumbing under ESCNJ State Approved Coop JOC Contract ESCNJ21/22-30 in the amount of \$88,285.46 to complete the gas line installation throughout the WPCP site without public bidding; therefore,

BE IT RESOLVED that Executive Director Corcoran is hereby authorized to execute the contract with Rand Plumbing to complete the gas line installation work in the amount of \$88,285.46.

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

Ayes: Kuster, Harper, John DiMaio, Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to approve on-line auction of surplus equipment and vehicle. The following Resolution #22-3698 was proposed by John DiMaio who moved its adoption.

Resolution #22-3698

WHEREAS, the HMUA has excess/unused equipment and a vehicle that it desires to sell on the GovDeals on-line auction (list attached) platform; therefore

BE IT RESOLVED that HMUA Board hereby authorizes the sale of the listed items in the GovDeals on-line auction.

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

Ayes: Kuster, Harper, John DiMaio, Lala

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

Executive Director Corcoran started by stating that both utilities performed the required power



reduction at the WFP wells and pump station site for 1 hour to maintain our agreement with NRG.

On the sewer side, Corcoran stated that they purchased and installed replacement pump #1 at the WFP sewer pump station. In addition, the sewer utility assisted with the mini camera at 37 Saxton, 104 Hamilton Drive, 13 Elmwood Drive and 113 West Valleyview to determine cause of blockages.

There was a major power surge at the WPCP on July 18<sup>th</sup>, which burned out the ASCO transfer switch control panels on the AB and ATB generator tie in switches. She stated that she anticipates an expensive and complex restoration of these controls.

The sewer utility also dug in the road and repaired the service line at 13 Elmwood Drive (10 feet deep). They also changed out a faulty manhole riser on East Stiger Street (dead end by Fourth street) & reset a manhole frame to grade on Washington Street prior to repaving by the Town.

Due to check valve malfunction, the utility used the sewer jet to shuttle wastewater from the WFP pump station until fixed. They also performed routine flushing on the collection system using the jet.

On the water side, Corcoran stated that the July main system usage was a little higher compared to last years and 2020; however, we had a very dry and hot month of July. We had 1.07 inches of rain in July 2022 compared to 8.29" in 2021 and 6.26" in 2020. We have had 0 main breaks since the last board meeting, keeping it at 7 main breaks for the year so far.

Corcoran continued that the water utility continues leak detection by putting the leak correlators out every night. They also dug up and repaired 7 curb boxes, and completed 75 mark out requests in July. The water utility also repaired/rebuilt chemical pumps for Well #9.

Corcoran also reported that she was just notified that we will actually receive approximately 77% principal forgiveness (\$557,623) out of our total short term loan amount of \$722,542 for the Lead Service Line Replacement Project. This is because according to the State Revolving Fund Intended Use Plan, if Water Infrastructure Transfer Act (WIFTA) principal forgiveness funds remain uncommitted to projects on June 30, 2022, the principal forgiveness share for all qualifying SFY 2022 LSLR projects will be raised until any remaining WIFTA funds are exhausted. A reallocation has resulted in a 77.175% principal forgiveness for this project.

As for the 1.0 tank design work, Corcoran stated that the permit applications and planning document were submitted to IBank. She stated that we need to get cultural resources work completed as it seems to be holding up the permitting process.

Corcoran further stated that she received a request for relief of a high water bill at 265 Main Street. The bill was \$1,347.46, and as soon as the owner received the bill, the owner immediately searched the building and located a very leaky toilet in his tenant's apartment. He was unable to hear the leaks due to air conditioning units. As soon as he located the leak, he immediately fixed it. Corcoran stated that the board has previously determined a methodology that can be used, if/when it determines that relief should be provided at its discretion. The methodology is based on the most current year's audit, where income minus expenses is calculated to determine what excess amount could be justified to be refunded as per the Board's



discretion. Corcoran stated that, in this case, the methodology would result in a refund of \$498.67, should the Board decide to provide relief.

A motion was made by Lala to provide relief in the amount of \$498.67 to the owner of 265 Main Street, being seconded by John DiMaio.

Ayes: Kuster, John DiMaio and Lala

Abstain: Harper

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter suggested that the Board go into Executive Session.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #22-3699 was proposed by Harper who moved its adoption.

Resolution #22-3699

BE IT RESOLVED, on this 14th day of June, 2022 by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss potential litigation matters in Executive Session.

It is not possible, at this time, for the Authority to determine when and under what circumstances the above referenced item to be discussed in Executive Session can be publicly disclosed.

THEREFORE, BE IT RESOLVED, on the 9th day of August, 2022 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 4:00PM.

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

Ayes: Kuster, Harper, John DiMaio, Lala

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 4:04 PM. No formal action was taken during Executive Session.

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 Lala, seconded by Harper and followed by a unanimous voice vote.

Time – 4:05 P.M.

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