



HMUA MINUTES

REGULAR
MEETING OF

September 13, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING September 13, 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, Jerry DiMaio, John DiMaio and Lala.

Also attending: Counselor John Zaiter, Auditor Rob McNinch, 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 August 9, 2022 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Lala.

Ayes: Kuster, Harper, John DiMaio and Lala
Abstained: Jerry DiMaio

Chairperson Kuster indicated that the next agenda item was approval of the August 9, 2022 Executive Session Meeting minutes. A motion to approve the minutes was made by John DiMaio, being seconded by Lala.

Ayes: Kuster, Harper, John DiMaio and Lala
Abstained: Jerry DiMaio

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

Executive Director Corcoran indicated that Rob McNinch was in attendance and in the interest of his time, we should allow him to do his presentation.

Rob gave a brief overview of the financial highlights of the 2022 budget and the projections for 2023 budget, as shown on the handout provided to the Board. Rob stated that the Authority has put itself in a position where we anticipate excess funds would be left over. He stated the office financials are well controlled and he congratulated Director Corcoran and office staff on a job well done.

Rob exited the meeting at 3:48pm.

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-1243, and #OEA-1244 in the total aggregate



amount of \$254,961.14. The following Resolution #22-3700 was proposed by Harper who moved its adoption:

Resolution #22-3700

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

Dated: August 12, 2022	OEA-1243	SL-19	\$122,387.95
Dated: August 26, 2022	OEA-1244	SL-20	<u>\$132,573.19</u>
		Total	\$254,961.14

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-297 in the aggregate amount of \$29,419.05. The following Resolution #22-3701 was proposed by Harper who moved its adoption.

Resolution #22-3701

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-297 be formally approved:

REQUISITION #RR-297

Enviroolutions LLC	Submersible Mixer	\$ 7,315.00
P3 Generator Services	Generator Rental	\$ 1,325.00
Pumping Services, Inc.	Sub Trash Pump & Labor	\$ 8,862.05
TGM Services	Boiler Repairs	\$ 4,692.00
Treasurer, State of NJ	Short Term Loan – LSL	<u>\$ 7,225.00</u>
	Total	\$ 29,419.05

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund #GF-23 in the amount of \$9,844.00. The following Resolution #22-3702 was proposed by Lala who moved its adoption.

Resolution #22-3702

BE IT RESOLVED, that the following General Fund Requisition #GF-23 be formally approved:

REQUISITION #GF-23

Mott MacDonald	Lead Service Line Replacement Program	\$ 8,844.00
NJDOT	LSL Project-Permit	<u>\$ 1,000.00</u>
	Total	\$ 9,844.00

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala



Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-328 in the amount of \$7,331.39. The following Resolution #22-3703 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3703

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-328 be formally approved:

REQUISITION #ESR-328

Hackettstown MUA	Homestead/Stolen Meter	\$	250.00
Hackettstown MUA	Woodmont/Const. Monitor	\$	1,846.64
Mott MacDonald	Jade Hackettstown Assoc	\$	3,990.25
Mott MacDonald	Kaplan-Woodfield Dev	\$	<u>1,244.50</u>
	Total	\$	7,331.39

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to secure the services of ASCO Power Services, Inc in an amount up to \$20,000 to Furnish and install transfer controllers, switch equipment, harness, etc. for replacement of damaged transfer switches due to a lightning strike at the WPCP. Director Corcoran provided an explanation of the situation. After a brief discussion, the following Resolution #22-3704 was proposed by Lala who moved its adoption.

Resolution #22-3704

WHEREAS, a lightning strike at the WPCP damaged the automatic switch systems between the generators; and

WHEREAS, R & J Control investigated the situation and advised that this is very specialized and the work would need to be completed by the original manufacturer, Automatic Switch Company (ASCO), which is proprietary; and

WHEREAS, HMUA has solicited a quote from ASCO Power Services, Inc. and the work is anticipated to cost up to approximately \$20,000; therefore

BE IT RESOLVED that the HMUA Board authorizes the services of ASCO Power Services, Inc. to complete the repair work in an amount not to exceed \$20,000.

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was to entertain a Resolution to ratify budget line item transfers for FY 2021/2022. After a brief discussion, the following Resolution #22-3705 was proposed by John DiMaio who moved its adoption.

Resolution #22-3705

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action for the Executive Director to transfer funds between the



individual Expense Accounts as listed below: Water Operations – Retirement PERS & DCRP (67501) is increased by \$12,000. Sewer Operations – Retirement PERS & DCRP (77502) is increased by \$12,000. Water Operations – Health Benefits (67901) is decreased by \$12,000. Sewer Operations – Health Benefits (77902) is decreased by \$12,000. Water Operations – UI, DI & FLI Insurance (68701) is increased by \$540. Sewer Operations – UI, DI and FLI Insurance (78702) is increased by \$540.00. Water Operations – Health Benefits (67901) is decreased by \$540.00. Sewer Operations – Health Benefits (77902) is decreased by \$540.00.

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to approve the release of the Performance Bond for Woodfield Section 3A Development. The following Resolution #22-3706 was proposed by Lala who moved its adoption.

Resolution #22-3706

WHEREAS, the Woodfield Section 3A project is completed and Kaplan has completed all requirements under the HMUA Rules and Regulations to the satisfaction of HMUA and its engineer, and

WHEREAS, an acceptable Maintenance Bond has been provided; therefore

BE IT RESOLVED that HMUA Board hereby authorizes release of the Performance Bond for the Woodfield Section 3A development.

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

Chairperson Kuster stated the next agenda item was discussion and possible action to approve the Fiscal Year 2022/23 Budget. After some discussion regarding procedures for salary determination, the following Resolution #22-3707 was proposed by Harper who moved its adoption.

Resolution #22-3707

WHEREAS, the Annual Budget and Capital Budget for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2022 and ending November 30, 2023 has been presented before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of September 13, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,422,000, Total Appropriations, including any Accumulated Deficit if any, of \$5,922,000 and Total Unrestricted Net Position utilized of \$500,000; and



WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,577,042.; Total Unrestricted Net Position planned to be utilized of \$182,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on September 13, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2022 and ending November 30, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 11, 2022.

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

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and Lala

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

Executive Director Corcoran started by stating that as far as the developers, Woodmont continues with construction. Victoria Mews is on the fast track and intends to start on water and sewer facilities in three to four weeks.

On the sewer side, Corcoran stated that they continue to perform routine mainline camera work. They assisted DPW with manhole risers on Washington Street, and replaced the manhole frame on Reese Avenue. In addition, the mini camera was used at 4 Mitchell Road which revealed roots at curb. DPW cut down the tree and HMUA will install a cleanout at root intrusion point by the curb. Sewer staff also repaired a broken cleanout at 14 Dorset Drive.



Director Corcoran continued by stating that the sealwater tank and pumps at the ATB were re-piped, scraped and painted. Staff also repacked raw sludge pump #3. She also stated that staff met with a Coop Contractor to discuss the replacement of the ATB and IPS roof, and quotes were requested.

There was an issue at the Meadow Lane Pump station. It was determined that JCP&L had too much voltage coming into the station, and the issue was resolved.

The Coop Contractor, Rand Plumbing, is getting ready to install the gas piping across the WPCP site, which will allow us to make the various conversions at each of the buildings.

Corcoran stated that she met with Tom McAndrew, the Executive Director of Washington Township MUA. She mentioned the agreement with Allamuchy for use of our jetting and flushing services. He is interested in a similar arrangement and will discuss with his board. I wanted to run this by the HMUA board to see if there were any concerns. Corcoran stated that Pete and Mike are agreeable to this arrangement if approved. There was some discussion regarding the potential profits versus wear and tear. The Board members indicated support for an agreement with Washington Twp. MUA.

On the water side, Corcoran stated that the August water usage was a little higher compared to last year and 2020; however, we had a very dry and hot month of August. We had 1.79 inches of rain in August 2022 compared to 6.45" in 2021 and 6.62" in 2020.

Corcoran continued that the water utility continues leak detection by putting the leak correlators out every night. They also dug up and repaired 4 curb boxes, and completed 115 markout requests in August. Corcoran stated that the water utility has been setting meters at 700 Grand Ave and doing inspections.

Corcoran stated that staff are currently handing out bottles for lead and copper sampling, required at 30 locations.

As far as the Lead Service Line Replacement Project, we had a preconstruction meeting at our offices, with the contractor with NJDEP and NJDOT attending virtually. NJDOT is taking a hard line with regard to construction in the right of way on Main Street and Mountain Ave. They are requiring night work (between 9pm and 5am). She stated that she hopes they will be willing to relax this requirement due to the fact that we have to be in customer homes and other obvious reasons. An on-site meeting with NJDOT will be requested.

With regard to the 1.0 MG Tank project, she stated that the water main extension permit has been issued by NJDEP. The cultural resources survey is scheduled for next week.

Chairperson Kuster thanked Director Corcoran and asked if there were any other questions for her from the board. Harper asked if there were any issues with the water table impacting HMUA water supply. Kathy stated that, unlike some other water utilities, all our well tests appear to be fine as far as water levels, and there is no need to impose restrictions.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report. However, he discussed that the Employee Handbook covers employee performance reviews.

Chairperson Kuster inquired whether to enter executive session to discuss salary increases and



the board decided to defer discussion to the October meeting.

Lastly, Chairperson Kuster stated that he finds electronic meetings difficult, as it is hard to hear people, people often talk over other people. Kuster stated that he prefers in person meetings. He asked that the Board consider returning to in person meetings, with some members/professionals attending on speaker phone, where necessary.

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

Time – 4:45 P.M.

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