



HMUA MINUTES

REGULAR
MEETING OF

October 11, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OCTOBER 11, 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, Executive Director Kathleen Corcoran, 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 September 13, 2022 Regular Meeting minutes. A motion to approve the minutes was made by Harper, being seconded by Lala.

Ayes: Kuster, Harper, Jerry DiMaio, John DiMaio and 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 there were no change orders.

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1245 and #OEA-1246 in the total aggregate amount of \$229,011.04. The following Resolution #22-3708 was proposed by Jerry DiMaio who moved its adoption:

Resolution #22-3708

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

| | | | |
|---------------------------|----------|-------|---------------------|
| Dated: September 9, 2022 | OEA-1245 | SL-21 | \$113,922.33 |
| Dated: September 23, 2022 | OEA-1246 | SL-22 | <u>\$115,088.71</u> |
| | | Total | \$229,011.04 |

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 approving Renewal & Replacement Fund Requisition #RR-298 in the aggregate amount of \$7,162.51. The following Resolution #22-3709 was proposed by Jerry DiMaio who moved its adoption.



Resolution #22-3709

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-298 be formally approved:

REQUISITION #RR-298

| | | |
|------------------------------|------------------|--------------|
| MyTana Manufacturing Company | Cable w/Autofeed | \$ 5,837.51 |
| P3 Generator Services | Generator Rental | \$ 1,325.00 |
| | Total | \$ 29,419.05 |

This Resolution was seconded by Lala 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-24 in the amount of \$7,681.46. The following Resolution #22-3710 was proposed by John DiMaio who moved its adoption.

Resolution #22-3710

BE IT RESOLVED, that the following General Fund Requisition #GF-24 be formally approved:

REQUISITION #GF-24

| | | |
|-----------------------|---------------------------------------|-------------|
| Mott MacDonald | Lead Service Line Replacement Program | \$ 6,564.00 |
| Richard Grubb & Assoc | 1.0MG Tank-Project Auth | \$ 1,117.46 |
| | Total | \$ 7,681.46 |

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 Escrow Subaccount Requisition #ESR-329 in the amount of \$12,602.08. The following Resolution #22-3711 was proposed by Harper who moved its adoption.

Resolution #22-3711

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-329 be formally approved:

REQUISITION #ESR-329

| | | |
|------------------|--------------------------|--------------|
| Fed Ex | K-Land 51 LLC | \$ 75.65 |
| Hackettstown MUA | Woodmont Const. Monitor | \$ 75.68 |
| Hackettstown MUA | Woodmont Meters & ERTs | \$ 2,765.00 |
| Mott MacDonald | Jade Hackettstown Assoc. | \$ 131.00 |
| Mott MacDonald | K-Land 51-Woodfield Dev | \$ 1,044.75 |
| Rio Supply, Inc. | Woodmont/Meters | \$ 8,510.00 |
| | Total | \$ 12,602.08 |

This Resolution was seconded by Lala 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 hire Cultural Resources Consultant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5. After a brief discussion, the following Resolution #22-3712 was proposed by Harper who moved its adoption.

Resolution #22-3712

WHEREAS, the HMUA has the need to contract a Cultural Resource Consultant to meet NJDEP requirements associated with the new water tank and water main; and

WHEREAS, Richard Grubb & Associates, Inc. is a highly specialized firm and can be hired as a non-fair and open contract; and

WHEREAS, HMUA has solicited a quote from Richard Grubb & Associates, Inc. for services not to exceed \$18,351.00 and Richard Grubb & Associates has submitted Business Entity Disclosure Certification; therefore

BE IT RESOLVED, that the HMUA Board authorizes the Executive Director to contract with Richard Grubb & Associates, Inc. to complete the work in an amount not to exceed \$18,351.00.

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 discussion and possible action to procure a new Duperon Auger Gearbox and Support Kit for the proprietary influent screen washer/compactor in the amount of \$30,566.73. After a brief discussion, the following Resolution #22-3713 was proposed by Lala who moved its adoption.

Resolution #22-3713

WHEREAS, the existing influent Duperon automatic screen/washer/compactor is no longer functioning as it requires a new auger gearbox and support kit; and

WHEREAS, the Duperon influent screening system is a proprietary system, and would require replacement of the entire system to obtain quotes from other manufacturers; and

WHEREAS, operators are required to manually rake and collect screenings until the Duperon automatic screen/washer/compactor is back in service; therefore

BE IT RESOLVED, that the HMUA Board authorized the Executive Director to proceed with the purchase of the Duperon auger gearbox and kit for \$30,566.73.

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 rehabilitate the digester waste gas burner with biogas flare system parts using natural gas for a cost not to exceed \$21,665.00. After a brief discussion, the following Resolution #22-3714 was proposed by Harper who moved its adoption.



Resolution #22-3714

WHEREAS, the digester building Varec waste gas burner on the rooftop did not have a flare system to maintain the flame, requiring frequent re-lighting; and

WHEREAS, Elizabethtown Gas has installed a natural gas line from Newberg Road down Esna Drive to the digester building at the WPCP; and

WHEREAS, the rehabilitation parts required to convert the unit to a natural gas flare system is proprietary to Varec and cannot be provided by another vendor or would require replacement of the entire system to obtain a natural gas flare from other vendors; and

WHEREAS, this will be a major safety improvement to have a flare system installed to avoid operators lighting the burner manually with a torch; therefore

BE IT RESOLVED, that HMUA Board hereby authorizes the Executive Director to proceed with the purchase of the Varec natural gas flare rehabilitation for a price not to exceed \$21,665.00.

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 discussion and request to amend the Authority's Employee Handbook. Director Corcoran explained the proposed changes, including clarification that the consumer price index is used to calculate cost of living increases for all employees and salary ranges, and performance evaluations are used to determine a rating for performance increases, where earned. Other changes include clarifications regarding the retirement process, increase in the distance operations employees must live within Hackettstown to 30 minutes, and other minor corrections to the text. The following Resolution #22-3715 was proposed by Lala who moved its adoption.

Resolution #22-3715

WHEREAS, the Authority's Employee Handbook needs to be updated from time to time to keep up with current laws and to protect the interests of the Authority; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the Executive Director to make modifications to the Employee Handbook as provided in draft form to the Board members and as discussed.

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 adopt the Fiscal Year 2022/23 Budget. The following Resolution #22-3716 was proposed by Harper who moved its adoption.

Resolution #22-3716

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2022 and ending November 30, 2023 has been presented for adoption before the governing body



of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of October 11, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption 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 and Total Unrestricted Net Position planned to be utilized as funding thereof of \$182,000; 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 October 11, 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 adopted and shall constitute appropriations for the purposes stated; 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 Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of Division of Local Government Services.

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.



Director Corcoran stated on the wastewater side, they blacktop and manhole repairs on Elmwood Reese Ave, and installed a cleanout at the curb at 4 Mitchell. In addition, they completed some mainline camera work and continued to install the portable flow meter to identify areas of inflow and infiltration.

At the treatment plant, they finished the new pump and piping install on ATB sealwater system. In addition, they removed and took apart the influent washer compactor and have ordered new parts from Duperon. This will require manual raking and collecting influent screenings, and overtime hours until the equipment is back in service.

Corcoran continued that the sewer utility removed 1.05 ton of grit from division box #1, began the 5 year oil change on clarifiers, installed a new belt on sludge thickener #2 and repacked raw sewage pump #3. Corcoran further stated that the Coop contractor (Rand Plumbing) is getting ready to install the natural gas piping across the site.

On the water side, Corcoran stated that the September system usage was a higher compared to last years but very similar to 2020. There were three main breaks since the last board meeting, making it ten main breaks for the year so far. Two of the three were private at the hospital and M&M Mars. The other was a rather large break on Claremont Road we believe was caused by the fire department using a hydrant in Diamond Hill.

The water utility has continued with leak detection by putting the leak correlators out every night. In addition, they dug up and repaired 4 curb boxes, completed 105 mark outs and painted 35 fire hydrants

Corcoran stated that the Lead and Copper sampling is complete for this year, and we passed (0.0052 ppm vs. 0.015 ppm 90th percentile limit).

The water utility repaired a leaking coolant line at Mt Olive Pump station, and rebuilt the chlorine booster pump at Well 6. In addition, they worked with the hospital to shut down and secure water during a main break on their property. In addition, the water utility saw cut Ashley Ave. for water main installation that will be completed by HMUA personnel.

With regard to the Claremont Road water main break, Corcoran continued that she wrote a letter to the mayor stating that the township is responsible for the main break. No response was received from the Township; however, Mansfield has completed the repair of the roadway. They apparently hired Harrington Construction.

With regard to the lead service line project, Corcoran stated that HMUA held an on-site meeting with NJDOT, the contractor, Mott MacDonald and a representative of John DiMaio's office. DOT issued draft permits requiring night work (between 9pm and 5am). It was demonstrated to DOT how we will be able to stay out of the road and detour pedestrian traffic. I was asked to send a letter to NJDOT regarding how we plan to undertake the work. The contractor is having supply chain issues with meter pit components, so construction is not expected to begin until the spring of 2023.

Corcoran continued that she, along with Mott MacDonald, will be participating in an NJDEP round table of utilities discussing their experience in the LSLR project planning, preparation, obstacles, recommendations, etc. Four utilities, varying in size, will be presenting and answering questions.



With regard to the 1.0 tank design work, Corcoran stated that she received the water main extension permit from NJDEP and the cultural resources field work was completed. She stated she was also planning to attend the Independence planning board meeting on Oct. 17th.

Rich Tuttle has retired and moved to Fla. Dan Mason is partially retired, but working to find a replacement at no cost to HMUA through JPM.

Corcoran explained that she forwarded the performance appraisal form that is used every year for performance evaluation, goal setting, comparison of prior year review and determination of merit/performance increases. These forms are signed by employee, supervisor and me and put into their employee file.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report. However, he suggested that the Board convene into Executive Session to discuss personnel matters.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #22-3717 was proposed by Harper who moved its adoption.

Resolution #22-3717

BE IT RESOLVED, on this 11th day of October, 2022 by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss potential personnel 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 11th day of October, 2022 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 4:25 PM.

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

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

Regular Session was re-entered at 5:09 PM.

Chairperson Kuster stated that the Board had a lengthy discussion and said that they are very pleased with Executive Director Corcoran's performance. A motion was made by Lala to award a \$2,000.00 performance increase in addition to the CPI increase, being seconded by Harper.

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

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 John DiMaio and followed by a unanimous voice vote.

Time – 5:13 P.M.

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