



HMUA MINUTES

REGULAR
MEETING OF

December 13, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING DECEMBER 13, 2022

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 3:30 P.M over teleconference to promote the necessary social distancing to avoid the spread of COVID-19 and other emerging viruses. 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 John DiMaio.

Also attending: Counselor John Zaiter, Accountant Robert McNinch, Executive Director Corcoran, Recording Secretary Lasch.

Chairperson Kuster led a salute of the United States flag.

Chairman Kuster stated he would open the meeting for the public hearing to hear testimony and to discuss proposed changes to water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

Director Corcoran introduced Robert McNinch of Wielkotz & Company to discuss his analysis of the connection fees. Mr. McNinch stated that his firm calculated the connection fees as per the statutes N.J.S.A. 40:14B-21 and 22 and calculated the appropriate connection fees to be \$5,515 for sewer and \$5,737 for water.

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt changes to water and sewer connection fees and other fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations. The following Resolution #22-3723 was proposed by Harper who moved its adoption:

Resolution #22-3723

WHEREAS, the HMUA is subject to a statutory requirement under N.J.S.A. 40:14B to calculate water and sewer connection fees on an annual basis; and

WHEREAS, the HMUA Board has reviewed and proposed changes to the water and sewer connections fees listed in the rate schedule in Section VII of the Rules and Regulations which were publicly noticed as required by law; therefore,

BE IT RESOLVED, the HMUA here by adopts the changes to the water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations, as per the public notice.

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster indicated that the next agenda item was approval of the November 8, 2022 Regular Meeting minutes. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.



Ayes: Kuster, Harper and John DiMaio

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 to appoint a new Deputy Executive Director. The following Resolution #22-3724 was proposed by Harper who moved its adoption:

Resolution #22-3724

WHEREAS, there was a need to fulfill the position of Deputy Executive Director; and
WHEREAS, interviews were conducted and the Executive Director determined that Christopher Pizarro was the best candidate for the position, therefore
BE IT RESOLVED, that the Executive Director is hereby authorized to appoint Christopher Pizarro as the new Deputy Executive Director.

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1249 and #OEA-1250 in the total aggregate amount of \$255,529.75. The following Resolution #22-3725 was proposed by John DiMaio who moved its adoption:

Resolution #22-3725

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

Dated: November 4, 2022	OEA-1249	SL-25	\$100,082.71
Dated: November 18, 2022	OEA-1250	SL-26	<u>\$155,447.04</u>
		Total	\$255,529.75

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-300 in the aggregate amount of \$30,979.12. The following Resolution #22-3726 was proposed by Harper who moved its adoption.

Resolution #22-3726

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-300 be formally approved:

REQUISITION #RR-300

Capitol Supply	Curb Boxes & Lids	\$	1,693.32
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EPM Power & Water Solutions	Remote Automation Part	\$ 1,497.25
JR Metal Products	Manhole Risers	\$ 3,102.90
P3 Generator Services	Generator Rental	\$ 1,325.00
Patch Management Inc.	Spray Patch & Crack Seal	\$ 7,550.19
Pumping Services, Inc.	Sub Trash Pump & Labor	\$ 4,317.38
Raybern Utility Solutions	Temetra Network Setup	\$ 7,930.00
Tri State Environmental	Confined Space System	\$ 3,563.08
	Total	\$ 30,979.12

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund #GF-26 in the amount of \$6,367.26. The following Resolution #22-3727 was proposed by John DiMaio who moved its adoption.

Resolution #22-3727

BE IT RESOLVED, that the following General Fund Requisition #GF-26 be formally approved:

REQUISITION #GF-26

Mott MacDonald	Lead Service Line & 1.0MG Tank	\$ 3,356.00
Richard Grubb & Assoc	1.0MG Tank-Project Auth NJ HPO	\$ 3,011.26
	Total	\$ 6,367.26

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-331 in the amount of \$7,070.21. The following Resolution #22-3728 was proposed by Harper who moved its adoption.

Resolution #22-3728

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-331 be formally approved:

REQUISITION #ESR-331

Hackettstown MUA	Jade/Sewer Inspections	\$ 4,975.00
K-Land 51, LLC	Return of Escrow	\$ 1,202.71
Mott MacDonald	Jade Hackettstown Assoc.	\$ 661.00
Mott MacDonald	Russo/Residences at Bilby	\$ 231.50
	Total	\$ 7,070.21

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Interlocal Agreement for Sewer Cleaning and Inspection Services with Washington Township Municipal



Utilities. The following Resolution #22-3729 was proposed by John DiMaio who moved its adoption.

Resolution #22-3729

WHEREAS, the Hackettstown Municipal Utilities Authority and Washington Township Municipal Utilities Authority desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to Washington Township MUA for costs as specified on “Attachment A” to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect January 1, 2023 and expire December 31, 2023. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution adopting a Technology Risk Management Standards meeting NJMEL JIF’s Cyber Risk Management Plan’s Tier 1 requirements. The following Resolution #22-3730 was proposed by Harper who moved its adoption.

Resolution #22-3730

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utilities Authorities (NJUA) JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the NJUA JIF, the Hackettstown Municipal Utilities Authority enjoys cyber liability insurance coverage to protect the Hackettstown Municipal Utilities Authority from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Hackettstown Municipal Utilities Authority; and



WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Hackettstown Municipal Utilities Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Hackettstown Municipal Utilities Authority's Cyber Insurance Policy, administered through the NJUA JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the Hackettstown Municipal Utilities Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

- | | |
|------------------------------|----------------------------|
| Information Backup | Password Management |
| Security Patches and Updates | Email Warning |
| Defensive Software | Incident Response Plan |
| Security Awareness Training | Technology Practice Policy |
| Government Cyber Membership | |

AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution adopting a Technology Risk Management Standards meeting NJMEL JIF's Cyber Risk Management Plan's Tier 2 requirements. The following Resolution #22-3731 was proposed by Harper who moved its adoption.

Resolution #22-3731

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utilities Authorities (NJUA) JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the NJUA JIF, the Hackettstown Municipal Utilities Authority enjoys cyber liability insurance coverage to protect the Hackettstown Municipal Utilities Authority from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and



WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Hackettstown Municipal Utilities Authority; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Hackettstown Municipal Utilities Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Hackettstown Municipal Utilities Authority's cyber insurance policy, administered through the NJUA JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the Hackettstown Municipal Utilities Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 2 of the NJ MEL Cyber Risk Management Plan;

- | | |
|---------------------------|---------------------------------|
| Server Security | Remote Access - VPN |
| Access Privilege Controls | Leadership Expertise |
| Technology Support | IT Business Continuity Planning |
| System and Event Logging | Banking Controls |
| Protected Information | |

AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

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

Ayes: Kuster, Harper and John DiMaio

Chairperson Kuster stated the next agenda item was to entertain a resolution adopting a Technology Risk Management Standards meeting NJMEL JIF's Cyber Risk Management plan's tier three requirements. The following Resolution #22-3732 was proposed by John DiMaio who moved its adoption.

Resolution #22-3732

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utilities Authorities (NJUA) JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the NJUA JIF, the Hackettstown Municipal Utilities Authority enjoys cyber liability insurance coverage to protect the Hackettstown Municipal Utilities Authority from the potential devastating costs associated with a cyber related claim; and



WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Hackettstown Municipal Utilities Authority; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Hackettstown Municipal Utilities Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Hackettstown Municipal Utilities Authority's cyber insurance policy, administered through the NJUA JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the Hackettstown Municipal Utilities Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 3 of the NJ MEL Cyber Risk Management Plan;

Network Segmentation	Remote Access - MFA
Password Integrity	System and Event Logging Review
Third-Party Risk Management	

AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

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

Ayes: Kuster, Harper and John DiMaio

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

Executive Director Corcoran stated that the generator at the WFP has finally been delivered and installed. We are waiting for Foley to do the final testing and then it will be completed.

Mott MacDonald completed the annual inspection report and the draft is under review.

We have been having issues with our current lab, so decided not to invite them for 2023 lab services quotes. We had three other labs that we requested quotes from, hoping to get one that have had a good experience with in the past. Unfortunately we had one bidder that only bid on water, not sewer, so we had to discard those bids. We went back out to bid to the three labs and those bids are due on the 19th. However, she stated that service should start at the beginning of the year, which is before our next meeting.



Kuster commented that we would not want to be without that service and suggested that we do a motion now authorizing the Executive Director to act on behalf of the Board in signing an agreement that is in the best interest of the HMUA prior to January 1, 2023.

Kuster stated that he would entertain a motion to authorize the Executive Director to sign an agreement with the low bidder laboratory on behalf of the HMUA that is in the best interest of the HMUA prior to January 1, 2023. Harper made the motion and John DiMaio seconded the motion.

Ayes: Kuster, Harper and John DiMaio

On the sewer side, Director Corcoran stated that the preliminary draft NJPDES Permit has been issued. One of the really good things in this new permit is that they removed the requirement to monitor for chlorine. This has been in the permit for the treatment plant for a long time. The best thing is that the arsenic and mercury limits have been removed. If you remember this was a nightmare with the arsenic limit of 0.017 and mercury limit also very low. Luckily, the last 54 samples for those two metals were non-detect, so NJDEP has removed those limits. We are only required to sample twice a year. I believe the reason that we had significant arsenic and mercury results in the past was due to the HMUA accepting landfill leachate from Warren County. Corcoran stated that she wrote a letter and had the HMUA removed from the Warren County Landfill's NJPDES permit as HMUA had been included as an alternate discharge location for their leachate.

Director Corcoran continued to report that there was a dip in the sewer on Airport Road that is approximately 10 feet down. We decided to do some investigating to see if we need to repair it and our camera got stuck. As a result, we now need to dig to get the camera out and fix the line. We are currently getting quotes from the ESCNJ Co-op for repair of the line and removal of the camera from the line. The prices have not come in yet, but it will be a rather large project. There is a telephone pole right there and it will involve private property access. Corcoran stated that they are still investigating different alternatives.

Corcoran continued to say that unfortunately the washer/compactor is still down so they need to hand rake and bag the influent screenings. We are currently still waiting for parts.

The sewer utility replaced two manhole risers on 100 block of High Street while the train crossing was being repaired. They had an NJDEP plant lab audit in October and passed with no issues. They had a power outage on December 6, from 7:45pm to 12:40pm, which was pretty long. They took apart the raw sewage pump #3 to repack it. They jetted areas of the collection system as needed. They finally received a portion of the piping needed for the installation of the gas line across the site. They are working with TGM to install the conversion equipment and the biogas flare conversion kit on the rooftop in the digester building.

We had an NJDEP underground storage tank inspection at both the treatment plant and the WFP. Two separate inspections, but the same day. We passed but we are trying to get away from the USTs. We are just getting by with our equipment to monitor them. Now that we have the generator at the WFP, we can work on removing the WFP tank. As soon as we get the gas line across the treatment plant we can remove all the USTs there also. We are hoping to do one big storage tank removal project under a co-op, hopefully within the next year.



On the water side, Corcoran stated that the November system usage was a higher compared to last years but almost identical to 2020. There was one main break since the last board meeting, on Mountain Avenue near Safelite. For that main break, we needed to hire a company to provide a crash truck and DOT certified crew. We also worked with an outside paving company to expedite the repair. Overall, it was done in one day and was a very smooth project.

The water utility has continued leak detection by putting the correlators out every night. In addition, they dug up and repaired 5 curb boxes. Utility staff also completed 67 mark outs. HMUA staff continues to install a new 6" water main on Ashley Avenue. They have been cutting brush and branches at the wells and other facilities to clean up for winter. Staff replaced 12 meters for the meter replacement program and repaired chlorinators at wells 4 & 7.

We began our entry level driver training for CDL. The Federal Government changed the requirements for obtaining a CDL and it requires behind the wheel driving along with written testing and instruction. Nancy, our office manager, found that we could do this through the Moorestown Co-op. The co-op became certified by DOT and they can now designate sites for agencies to do their own CDL training (\$750 initial fee, \$500/person). Joe King is designated to do behind the wheel training for HMUA employees and Nancy has taken on the theory training, saving HMUA from costs of approximately \$3,000 to \$4,000 per person for off-site training. The co-op has approved the Miller Street Firehouse parking lot for behind the wheel training.

The water utility repaired a fire hydrant that was hit by a car on Ketcham Road.

Director Corcoran continued by stating that a formal site plan application has been submitted to Independence planning board for the 1.0MG tank project and we are waiting a completeness determination. She hopes to attend their January meeting to present the site plan and hopefully get approval. She further stated that DEP is finalizing the wetlands permit and RGA, the cultural resources firm, is finalizing the application for project authorization to New Jersey HPO.

Lastly, Kathy stated that she was done with her report and reminded everyone that the HMUA holiday party is December 16 at Bea McNally's at 6pm.

Chairperson Kuster thanked Kathy for her report and asked if there was any report of the Consulting Engineer. Kathy stated that she included all relevant engineering news in her 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 John DiMaio, seconded by Harper and followed by a unanimous voice vote.

Time – 4:22 P.M.

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