



HMUA MINUTES

REGULAR
MEETING OF

MAY 9, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MAY 9, 2023

JACOB GARABED ADMINISTRATION BUILDING & VIRTUAL MEETING

The meeting was called to order by Vice Chairperson Harper at 3:30 P.M. in person and over teleconference to promote the necessary social distancing to avoid the spread of COVID-19 and other 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: Harper (in person); Kuster, Jerry DiMaio and John DiMaio (over teleconference).

Also attending: Consulting Engineer Klemm, Counselor Zaiter (over teleconference); Executive Director Corcoran and Recording Secretary Lasch (in person).

Vice Chairperson Harper led a salute of the United States Flag.

Vice Chairperson Harper indicated approval of the minutes of the April 11, 2023 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kuster, being seconded by John DiMaio.

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

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

Vice Chairperson Harper stated the next agenda item was discussion and possible action regarding any project change orders. Executive Director Corcoran stated there is a project change order by Mott MacDonald for \$11,500 and deferred to Dave Klemm to explain the request. Dave started by recapping the discussion at the last board meeting regarding additional services required for the 1.0 MG tank. The design proposal assumed Independence Twp. would complete a courtesy review and no zoning use variance would be required for this project. In August, plans were submitted to the planning board and at that time, Independence requested a presentation of the project. The project was presented to the planning board at their October meeting and they requested a formal submission for site plan approval and variances. All forms and plan sets were submitted for their review and their engineer had various comments regarding waivers and contingencies that would be required in addition to the variances. The April meeting, testimony by Kevin O'Brien and Director Corcoran satisfied the planning board as far as the required approvals. Mott MacDonald is currently finalizing the submission and expect the approval resolution from the planning board this month. Executive Director Corcoran asked if the \$11,500 covered all work still to be completed with regard to Independence Twp. Dave responded with a yes.

Vice Chairperson Harper indicated a motion would be in order for approval of the change order requested by Mott MacDonald. A motion to approve the change order was made by Jerry DiMaio.



Resolution #23-3771

WHEREAS, Mott MacDonald was awarded a contract for Design and Bid Phase Services for the 1.0 MG Tank and Water Main Replacement Project; and

WHEREAS, the design phase required significant additional time and effort in the amount of \$11,500 to obtain the required approvals from the Independence Twp. Planning Board; now therefore

BE IT RESOLVED, that the HMUA Board approves a change order in the amount of \$11,500 to the Design and Bid Phase Services Contract with Mott MacDonald.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1260, and #OEA-1261 in the total aggregate amount of \$245,078.09 The following Resolution #23-3772 was proposed by Kuster who moved its adoption:

Resolution #23-3772

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

Dated:	April 7, 2023	OEA-1260	SL-10	\$132,570.18
Dated:	April 21, 2023	OEA-1261	SL-11	<u>\$112,507.91</u>
		Total		\$245,078.09

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-305 in the aggregate amount of \$38,513.46. The following Resolution #23-3773 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-3773

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-305 be formally approved:

REQUISITION #RR-305

GE Digital LLC	Upgrade IFIX Program	\$	2,822.36
Oswald Enterprises, Inc.	Jet Vac Cleaning TV Insp.		9,450.00
Sciens Building Solutions	New Panel for Fire Alarm Sys		9,900.00
Sherwood-Logan & Assoc	VAREC Gas Safety Equipment		6,686.10
TGM Services	Install Gas Piping		7,639.00
Vanguard Energy Partners	Solar Array Maintenance – WPCP		<u>2,016.00</u>
	Total	\$	38,513.46



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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving General Fund Requisition #GF-29 in the aggregate amount of \$1,553.75. The following Resolution #23-3774 was proposed by Kuster who moved its adoption.

Resolution #23-3774

REQUISITION #GF-29

Richard Grubb & Associates	1.0MG Tank-Project Auth.	\$ 1,553.75
	Total	\$ 1,553.75

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-336 in the amount of \$7,308.00. The following Resolution #23-3775 was proposed by Kuster who moved its adoption.

Resolution #23-3775

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-336 be formally approved:

REQUISITION #ESR-336

Hackettstown MUA	Jade-Suburban Testing Labs	\$ 3,217.00
Hackettstown MUA	Lion Gate at Musconetcong-W/S	\$ 2,000.00
Mott MacDonald	Jade Hackettstown Assoc	\$ 1,451.00
Mott MacDonald	Mansfield Development LLC	\$ 159.00
Mott MacDonald	Quick Chek	\$ 410.00
Mott MacDonald	River Valley Apartments	\$ 71.00
	Total	\$ 7,308.00

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was discussion and possible action to authorize a construction phase services contract for the proposed 1MG water storage tank and water main replacement project. After a brief discussion, the following Resolution #23-3776 was proposed by Kuster who moved its adoption.

Resolution #23-3776

WHEREAS, the HMUA will require Construction Phase Services for the 1.0 MG Tank and Water Main Replacement Project; and



WHEREAS, Mott MacDonald has submitted a proposal in the cost not to exceed amount of \$334,800; now therefore

BE IT RESOLVED, that the HMUA Board approves award of the proposed Construction Phase Services to Mott MacDonald.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was discussion and possible action to purchase a new Final Clarifier Winsmith Gear Reducer. The following Resolution #23-3777 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-3777

WHEREAS, the Final Clarifier No. 2 Winsmith gear drive assembly is nearing the end of its useful life and the Authority has determined that a new Winsmith Reducer will be required; and

WHEREAS, Envirodyne Systems Inc. is the sole source for OEM parts for all clarifier equipment ESI supplied to Hackettstown MUA and will cost \$27,354.96 plus shipping; therefore,

BE IT RESOLVED, that the Executive Director is hereby authorized to execute the necessary documents for the purchase of a new Winsmith Reducer.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was discussion and possible action to modify the Fiscal Year 2022/23 Capital Budget. After a brief discussion, the following Resolution #23-7778 was proposed by Kuster who moved its adoption.

Resolution #23-7778

WHEREAS, the Authority's Fiscal year 202/23 Capital Budget for the year ending November 30, 2023 was adopted on the 11th day of October 2022; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the Fiscal Year 2022/23 Capital Budget shall be approved and adopted by Resolution of the Authority, passed by not less than majority of the full membership.

THEREFORE, BE IT RESOLVED, that the following amendments be made to the Fiscal Year 2022/23 Capital Budget of the Hackettstown Municipal Utilities Authority for its year ended November 30, 2023 to accommodate purchase of a new sewer/vector truck and the delivery of a new generator that was anticipated and encumbered in the prior fiscal year:



	<u>FROM</u>	<u>TO</u>
Funding Sources:		
<u>Water</u>		
Unrestricted net Position Utilized	\$ 182,000	\$ 470,000
Total Proposed Water Capital	\$10,226,542	\$2,760,000
<u>Sewer</u>		
Unrestricted net Position Utilized	\$ -0-	\$ 288,000
Total Proposed Sewer Capital	\$8,124,000	\$8,412,000

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran started by stating Hackettstown Crossing continued construction on its initial phases and received planning board approval for its final section 2C so that is being reviewed for tentative approval. Lion Gate Apartments also applied for tentative approval and are proposing 140 – 145 apartments in three buildings. Woodmont continues construction with water and sewer work basically complete along with testing. We are waiting for complete as-built drawings, GIS and the maintenance bond to release the performance guarantee.

Ray Rice has expressed an interest in building 175 townhouses on Newburgh Road across from Esna Drive. He may have an issue with the NJDEP requiring a WQMP amendment as only a part of the property is shown to be in the sewer service area, even though sewers are constructed outside of that boundary under an approved TWA permit.

Director Corcoran continued to say that we received reimbursement of \$11,753.00 from JIF for the lightning strike at the WPCP about six months ago. We continue to participate in the Low-Income Housing Water Assistance Program (LIHWAP). Governor Murphy just passed legislation requiring all water and sewer utilities to participate because a lot of them were resisting. HMUA participated from the beginning. Now there are new requirements that require all bill mailings from April through September to include a LIHWAP flyer, and utilities must send lists to the DCA of delinquent accounts every 14 days. Because we use postcard mailings, this requires us to print the bills with the flyers and stuff envelopes to send this out. This adds significantly to effort and cost of the office staff. There are many problems with this program and a lot of email chain chatter among the utilities about all the problems. Regardless, we do our best to comply. The Federal funds must be distributed through LIHWAP before the September 30th deadline and the unused funds will then have to be returned to the Federal Government. Harper asked if we were receiving any funds to do the mailings. Director Corcoran replied with a no.

On the water side, Director Corcoran reported that March water usage was slightly higher than last year and 2021. There was one main break since the last board meeting at Roosevelt Ave in Independence. We continue leak detection with the deployment of correlators every night. Water staff installed three lengths of main on Ashley Ave. The water allocation permit is still under review by NJDEP, but the permit should be issued any day. They have been doing a lot of



spring cleaning; cutting back, topsoil and seeding areas from winter work, replacing sidewalks and paving ditches where we had to dig during winter months.

Hydrant flushing has begun and will continue until May 19th. We are holding a public hearing at 6 pm on May 24th to satisfy NJDEP/I-Bank requirements for the loan for the 1.0 MG Tank and Water Main Project.

Executive Director Corcoran continued to say that on the sewer side that they conducted a County College of Morris class tour with about 18 students in attendance. They are also doing sidewalk and ditch repair and raking and seeding from the gas line installation work at the WPCP. They completed the waste gas burner change over to natural gas for the pilot instead of methane gas. They assisted DPW with the camera on a storm line. 2.19 tons of grit was removed from the Division Box at the WPCP. TGM and ICA are currently working on the boiler conversion set up at the AB. We have asked Mott MacDonald to confirm the loadings and recommended generator sizing and HVAC requirements for the replacement of natural gas unit in the AB.

Director Corcoran asked if there were any questions and stated that Dave Klemm would update on the status of the design projects.

Dave started by saying that the 1.0 MG Tank project that since the last board meeting, Mott MacDonald has been finalizing plans to address the planning board contingency items, which should go out this week. RGA submitted the cultural resources monitoring plan on April 6th, it was accepted by DEP on April 11th and is now being reviewed by the Jersey Historic Preservation Office. Mott MacDonald is also currently preparing an updated set of plans to submit to the IBank, which will trigger a review of the plans and specs by the DEP. Once we get NJDEP comments and address them, we can advertise the project.

With regard to the Lead Service Line Project, Mott MacDonald continues to review shop drawing submittals and will meet with the contractor later this month to coordinate start of construction. They are waiting for delivery of meter setters to start the onsite work.

Vice Chairperson Harper thanked Dave for his report.

Vice Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Vice Chairperson Harper asked whether anyone had business of a general nature to discuss, with no response.

Vice Chairperson Harper declared a motion to adjourn would be in order and was so moved by Jerry DiMaio and followed by a unanimous voice vote.

Time –4:08 P.M.

Kathleen Corcoran
Executive Director & Secretary