



HMUA MINUTES

REGULAR
MEETING OF

July 11, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING JULY 11, 2023

JACOB GARABED ADMINISTRATION BUILDING & VIRTUAL MEETING

The meeting was called to order by Chairperson Lala 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: Lala, Jerry DiMaio, Kuster and John DiMaio (over teleconference); and Harper (in person).

Also attending: Counselor Zaiter and Executive Director Corcoran (over teleconference); and Deputy Executive Director Pizarro and Recording Secretary Lasch (in person).

Chairperson Lala led a salute of the United States Flag.

Chairperson Lala indicated approval of the minutes of the June 13, 2023 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper being seconded by John DiMaio.

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

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

Chairperson Lala 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 Lala stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1264, #OEA-1265 and #OEA-1266 in the total aggregate amount of \$369,963.82. The following Resolution #23-7786 was proposed by Harper who moved its adoption:

Resolution #23-7786

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

Dated:	June 2, 2023	OEA-1264	SL-14	\$148,857.00
Dated:	June 16, 2023	OEA-1265	SL-15	\$100,892.73
Dated:	June 30, 2023	OEA-1266	SL-16	<u>\$119,214.09</u>
		Total		\$369,963.82

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

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

Chairperson Lala stated the next agenda item was to entertain a resolution approving Renewal &



Replacement Fund Requisition #RR-307 in the aggregate amount of \$5,026.00. The following Resolution #23-7787 was proposed by Harper who moved its adoption.

Resolution #23-7787

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-307 be formally approved:

REQUISITION #RR-307

ASCO Power Services, Inc.	Maintenance Svcs. at WPCP	\$	2,356.00
Longo Electrical-Mechanical	Oil Samples/Oil Analysis Report		1,820.00
Rio Supply, Inc.	2" Ultrasonic Meter		<u>850.00</u>
	Total	\$	5,026.00

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

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

Chairperson Lala stated the next agenda item was to entertain a resolution approving General Fund Requisition #GF-31 in the aggregate amount of \$15,089.25. The following Resolution #23-7788 was proposed by John DiMaio who moved its adoption.

Resolution #23-7788

REQUISITION #GF-31

Mott MacDonald	1.0 MG Tank	\$	<u>15,089.25</u>
	Total	\$	15,089.25

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

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

Chairperson Lala stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-338 in the amount of \$1,625.50. The following Resolution #23-7789 was proposed by Harper who moved its adoption.

Resolution #23-7789

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-338 be formally approved:

REQUISITION #ESR-338

Mott MacDonald	Lion Gate at Musconetcong	\$	<u>1,625.50</u>
	Total	\$	1,625.50

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

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

Chairperson Lala stated the next agenda item was discussion and possible action to grant Final Approval to Mansfield Dev., LLC for proposed Popeyes restaurant at Block 1104, Lots 9 & 10 in Mansfield Township. Director Corcoran explained that the applicant is anxious to begin



construction. The documents are complete and acceptable, but there are some outstanding items yet to be submitted. She recommends granting final approval contingent upon the outstanding items listed in Mott MacDonald's June 22, 2023 review letter.

Resolution #23-7790

WHEREAS, Mansfield Dev., LLC has requested Final Approval for water and sewer utility service for a proposed Popeyes restaurant at Block 1104, Lots 9 & 10 in Mansfield Township, New Jersey; and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated June 22, 2023 with noted contingencies; now therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein grants Final Approval to Mansfield Dev., LLC, with contingencies as noted in the June 22, 2023 letter referenced, for the Popeyes restaurant project in Mansfield Township, NJ.

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

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

Chairperson Lala stated the next agenda item was discussion and possible action to Discussion and possible action to grant final approval to Russo HT Urban Renewal, LLC for proposed Vermella Hackettstown Apartment Complex (prior Residences at Bilby Road project) on Block 45, Lots 1.01 and 2 in the Town of Hackettstown. Director Corcoran explained the status of the project and that additional connection fees are due as the project has expanded. The following Resolution #23-7791 was proposed by Harper who moved its adoption.

Resolution #23-7791

WHEREAS, Russo HT Urban Renewal, LLC has requested Final Approval for water and sewer utility service for a proposed Vermella Hackettstown Apartment Complex on Block 45, Lots 1.01 and 2 in the Town of Hackettstown; and

WHEREAS, the application and project plans have been reviewed by Mott MacDonald and determined to be in accordance with the Authority's Rules and Regulations as per their letter dated July 7, 2023 with noted contingencies; and

WHEREAS, the applicant is aware that additional connection fees are due that must be paid prior to issuance of Final Approval and Permit to Construct; now therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein grants Final Approval to Russo HT Urban Renewal, LLC, for the Vermella Hackettstown Apartment Complex with contingencies as noted in the July 7, 2023 letter referenced, and payment of final connection fees due.

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

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



Chairperson Lala stated the next agenda item was discussion and possible action to amend the Employee Handbook. Director Corcoran explained that the reimbursement for safety boots has been \$100/year for 10+ years, and she recommends increasing that amount to \$150/year based on research completed by Deputy Director Pizarro. After some discussion, the following Resolution #23-7792 was proposed by Kuster who moved its adoption.

Resolution #23-7792

WHEREAS, the HMUA is responsible to provide reimbursement for operator safety boots; and

WHEREAS, the \$100/year reimbursement has been determined through research to be inadequate to cover costs for quality boots for one year due to inflation; therefore

BE IT RESOLVED, that HMUA Board hereby increases the reimbursement amount for operator safety boots to \$150/year. During initial employment period, employees shall be reimbursed up to 50% of the annual reimbursement, with the remainder reimbursed after successful completion of initial employment period.

BE IT FURTHER RESOLVED, the HMUA Employee Handbook shall be modified to reflect changes to the safety boot reimbursement policy.

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

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

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

Director Corcoran stated that on the sewer side, in-house personnel replaced a 4-inch valve at the digester. In anticipation of the DPW paving projects, they ran the mainline camera on roads to be paved. In addition, they installed new manhole riser and lid on Deerfield Dr. They also assisted three customers with the mini camera and installed a new inverter on the camera van. They continue to respond to various pump station alarms with power outages from thunder storms.

On the water side, Director Corcoran reported that June system usage was significantly higher compared to last year and 2021. We have had no main breaks since the last board meeting, and two service leaks. Keep in mind it was extremely dry with little to no rain.

Continuing leak detection by putting the leak correlators out every night. Personnel dug up and repaired 2 curb boxes in addition to locating 15 curb boxes. Personnel completed 100 mark outs, some of which were very large areas, and were able to install three lengths of water main on Ashley Ave. The DPW was able to assist with cleaning & sweeping the office parking lot and bin area in preparation for surface sealcoating.

With regard to the 1.0 MG tank and water main project, Director Corcoran stated that Mott MacDonald uploaded the final drawing set to the IBank for review and authorization to advertise for bidding. She deferred to Deputy Director Pizarro to provide an update on the lead service line project.

Director Corcoran stated that Deputy Director Pizarro will provide updates on the lead service



line project.

Deputy Director Pizarro started by saying that on July 11th a meeting was held at HMUA that included the HMUA staff, the engineer, the contractor and the contractor's plumber to discuss the upcoming Lead Service Line (LSL) Project. The Contractor plans to begin site work in early August and to be completed by October. The Contractor stated they would submit a Change Order request for the two additional sites added after bid for approval at the next meeting. The Contractor is also developing a Change Order request to address the additional pressure reducing valve and hot water heater expansion tanks required by the plumbing code at some locations.

The annual NJDEP reporting for Lead Service Lines is in progress. The LSL Inventory and LSL Progress Report have been submitted and the LSL Project Plan Update will be submitted shortly.

At the Water Pollution Control Facility the design for the natural gas generator continues. On July 10th Mott MacDonald's HVAC inspector was onsite to inspect the proposed work, existing equipment and exhaust/supply fan layout.

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

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

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

Time –3:52 P.M.

Kathleen Corcoran
Executive Director & Secretary