



HMUA MINUTES

REGULAR
MEETING OF

September 12, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING SEPTEMBER 12, 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. Jerry DiMaio 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: Counselor Zaiter (over teleconference); Executive Director Corcoran, Deputy Executive Director Pizarro, Sewer Superintendent Pete Tynan 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 August 8, 2023 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio being seconded by Kuster.

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper indicated approval of the August 14, 2023 Emergency Meeting to be the next agenda item. A motion to approve the meeting was made by Jerry Dimaio being second by Kuster.

Ayes: Harper, Juster, 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 are no change orders at this time, but she anticipates additional service replacements for Contract 53W, which will likely be presented at the next board meeting in October.

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1269, and #OEA-1270 in the total aggregate amount of \$237,430.88. The following Resolution #23-7802 was proposed by Kuster who moved its adoption:

Resolution #23-7802

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



Dated:	August 11, 2023	OEA-1269	SL-19	\$127,770.89
Dated:	August 25, 2023	OEA-1270	SL-20	<u>\$109,659.99</u>
		Total		\$237,430.88

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-309 in the aggregate amount of \$38,474.94. The following Resolution #23-7803 was proposed by John DiMaio who moved its adoption.

Resolution #23-7803

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-309 be formally approved:

REQUISITION #RR-309

Capitol Supply Construction	Mueller Hydrant	\$3,994.90
JR Metal Products	Manhole Risers	3,169.90
North East Technical Sales	Parts	1,122.91
Parking Lot Services	Sealcoat, Crack Seal & Line Painting	5,644.00
Sherwood-Logan & Assoc	VAREC Parts	5,163.23
Water Works Metrology	5/8" Meters	<u>19,380.00</u>
	Total	\$ 38,474.94

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-33 in the aggregate amount of \$166,010.59. The following Resolution #23-7804 was proposed by Kuster who moved its adoption.

Resolution #23-7804

REQUISITION #GF-33

Mott MacDonald	LSL Project	\$ 10,863.00
Waters & Bugbee	LSL Replacement – Payment 2	<u>155,147.59</u>
	Total	\$ 166,010.59

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-340 in the amount of \$5,311.86. The following Resolution #23-7805 was proposed by John DiMaio who moved its adoption.



Resolution #23-7805

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-340 be formally approved:

REQUISITION #ESR-340

Hackettstown MUA	Jade-Construction Monitoring	151.36
Hackettstown MUA	Ryan Homes – Meter & Turn On	1,275.00
Hackettstown MUA	Tilcon-Meter Rental	113.09
Mott MacDonald	River Valley Apartments	1,486.50
Mott MacDonald	Russo HT Urban Renewal	744.00
Mott MacDonald	Woodmont Independence	155.00
Tilcon New York, Inc.	Refund of Meter Rental	<u>\$ 1,386.91</u>
	Total	\$ 5,311.86

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated that the next agenda item was discussion and possible action to renew membership in the New Jersey Utility Authorities Joint Insurance Fund for the three-year period ending January 1, 2027. After a brief discussion, a decision was made to investigate potential other options with HMUA’s Risk Management Consultant.

Vice Chairperson Harper stated the next agenda item was discussion and possible action to approve and adopt a resolution for the late introduction of the Authority Budget for Fiscal Year 2023-2024. The following Resolution #23-7806 was proposed by Kuster who moved its adoption.

Resolution #23-7806

WHEREAS, the Local Authorities Law requires every Authority to transmit three certified copies of the budget to the Director of Local Government Services at least 60 days prior to the end of the current fiscal year; and

WHEREAS, the Town of Hackettstown Municipal Utilities Authority Budget for the fiscal year ended November 30, 2024 was due on October 1, 2023;

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Town of Hackettstown Municipal Utilities Authority that the reason for the late introduction of the Authority Budget for the fiscal year ended November 30, 2024 is that the Authority’s estimated revenues and appropriations were not known at the time the Budget was to be legally introduced.

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 to ratify budget line-item transfers for FY 2022/2023. After a brief discussion, the following Resolution #23-7807 was proposed by John DiMaio who moved its adoption.

Resolution #23-7807

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:

Transfer IN Expense Category	Amount	Transfer OUT Expense Category	Amount
77502 – Retirement PERS & DCRP	+ \$30,000	77202 – Professional Services	- \$30,000
67501 – Retirement PERS & DCRP	+ \$30,000	67201 – Professional Services	- \$30,000
78702 – UI, DI & FLI Insurance	+ \$500	77202 – Professional Services	- \$500
68701 – UI, DI & FLI Insurance	+ \$500	67201 – Professional Services	- \$500
76202 – Insurance NJUA JIF & Otterstedt	+ \$3,000	77202 – Professional Services	- \$3,000
66201 - Insurance NJUA JIF & Otterstedt	+ \$3,000	67201 – Professional Services	- \$3,000
63101 – Water Chemicals	+\$20,000	63301 – Electric and Gas	- \$20,000

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper requested Executive Director Corcoran and Deputy Director Pizarro to proceed with their reports.

Director Corcoran started by saying that on the water side, August system usage was much significantly higher than last year due to ABB using our water for their cooling system. We were actually concerned that there may be a major break until it was determined that ABB was using 350,000 to 400,000 gallons a day.

The water department installed five lengths of water main on Ashley Ave., so there are now only a few left to be installed. The water department also replaced the check valve for Well #8.

Director Corcoran continued to say that the new operator apprentice program is going very well. We have three sewer operators and two water operators that are participating. There was an orientation meeting with the program manager from the NJ Water Association and all of our apprentices are signing up for in-person or online classes.

Director Corcoran stated that she and the managers have been meeting to discuss capital budget items and the operating budget.

Director Corcoran stated that Pete Tynan will be reporting for the sewer department as this will be his last presentation to the board because he is retiring after nearly 41½ years with the HMUA. Director Corcoran stated that he has been a shining example of professionalism and dedication to the HMUA. He will be missed dearly.

Pete Tynan thanked Director Corcoran and the Board members.

Pete stated that the sewer department has been working to re-build a raw sewage pump in the in addition to re-packing a raw sludge pump. Mini camera work was completed at 404 Moore



Street and at Thirty Burgers. In addition, a manhole frame reset was completed the Grand Ave Sidewalk project. The sewer department has been looking for broken cleanouts at the curb and replacing to reduce inflow. Many have been found in the Brook Hollow development and the development up by Setting Sun by Reservoir Rd.

Pete explained that a lot of training has been happening within the sewer department due to the new hires. HMUA also has a program to train and assist with getting them their CDL's.

John DiMaio, Bill Kuster, and the rest of the Board thanked Pete for his time and his dedication, and wished him well in his retirement.

Director Corcoran stated that Deputy Director Chris Pizarro has a few items to address.

Deputy Director Pizarro started by saying that the contractor has completed 57 of the 65 contract locations which includes all installations and plumbing work. We are awaiting restoration and plumbing inspector review of all locations. The contractor is approximately 53% complete by value with about ten locations remaining. We requested potential change orders for five additional locations that have been identified since the contract has been awarded. The contractor also submitted a "delay claim" which we are reviewing before it is brought to the board. A special or emergency meeting may be needed for approval.

Deputy Director Pizarro continued that the 1.0 Tank is still under review by the NJDEP. We are also awaiting some County approvals.

Vice Chairperson Harper thanked Deputy Director Pizarro for his report.

Vice Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report but wished Pete Tynan the best of luck in his retirement.

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 -4:16 P.M.

Kathleen Corcoran
Executive Director & Secretary