



HMUA MINUTES

REGULAR
MEETING OF

October 10, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OCTOBER 10, 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, Kuster, and John DiMaio (over teleconference); Harper (in person).

Also attending: Counselor Zaiter, Accountant Rob McNinch, Engineer Dave Klemm (over teleconference); Executive Director Corcoran, 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 September 12, 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, Kuster, and John DiMaio

Chairperson Lala opened the meeting to public participation and noted that no members of the public announced their presence. Director Corcoran stated that Rob McNinch was in attendance to give an overview of the HMUA's financial status as it relates to the proposed budget. Mr. McNinch stated that the Authority's status is good due to the recent increases in rates, and the Authority may want to consider continuing small rate increases on a regular basis. Director Corcoran stated Mr. McNinch will be evaluating the numbers and making recommendations with regard to changes in user charges and connection fees for next year.

Chairperson Lala stated the next agenda item was discussion and possible action to approve the Authority Budget for Fiscal Year 2023/2024. After some discussion, the following Resolution #23-7808 was proposed by John DiMaio who moved its adoption.

Resolution #23-7808

WHEREAS, the Annual Budget Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2023 and ending November 30, 2024 has been presented before the governing body of the Hackettstown Municipal Utilities Authority at its open public meeting of October 10, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,575,700.00. Total Appropriations, including any Accumulated Deficit, if any, of \$6,075,700.00 and Total Unrestricted Net Position utilized of \$500,000.00; and



WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,584,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof of \$615,000.00; 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 Hackettstown Municipal Utilities Authority, at an open public meeting held on October 10, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2023 and ending November 30, 2024 is hereby approved; 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 Hackettstown Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 14, 2023.

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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala stated the next item on the agenda 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-1271, and #OEA-1272 in the total aggregate amount of \$280,330.70. The following Resolution #23-7809 was proposed by Harper who moved its adoption:



Resolution #23-7809

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

Dated:	September 8, 2023	OEA-1271	SL-21	\$157,296.64
Dated:	September 22, 2023	OEA-1272	SL-22	<u>123,032.06</u>
		Total		\$280,330.70

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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-310 in the aggregate amount of \$26,932.00. The following Resolution #23-7810 was proposed by Kuster who moved its adoption.

Resolution #23-7810

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-310 be formally approved:

REQUISITION #RR-310

Campbell Foundry Company	Manhole Covers	\$1,056.00
Rio Supply, Inc.	1" and 1.5" Meters	<u>25,876.00</u>
	Total	\$26,932.00

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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala stated the next agenda item was to entertain a resolution approving General Fund Requisition #GF-34 in the aggregate amount of \$193,267.31. The following Resolution #23-7811 was proposed by Harper who moved its adoption.

Resolution #23-7811

REQUISITION #GF-34

Mott MacDonald	1.0MG Tank & LSL Project	\$ 15,257.00
Waters & Bugbee	LSL Replacement – Payment 3	<u>178,010.31</u>
	Total	\$ 193,267.31

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

Ayes: Lala, Harper, Kuster, and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-341 in the amount of \$8,082.07. The following Resolution #23-7812 was proposed by Kuster who moved its adoption.



Resolution #23-7812

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-341 be formally approved:

REQUISITION #ESR-341

Hackettstown MUA	Jade-Construction Monitoring	\$	756.82
Mott MacDonald	Jade/Hackettstown Crossings		3,832.50
Mott MacDonald	River Valley Apartments		423.00
Mott MacDonald	Russo HT Urban Renewal		2761.00
Mott MacDonald	Woodmont Independence		<u>308.75</u>
	Total	\$	8,082.07

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

Ayes: Lala, Harper, Kuster, and John DiMaio

Chairperson Lala 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, the following Resolution #23-7813 was proposed by Harper who moved its adoption.

Resolution #23-7813

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2023 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Hackettstown Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.



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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala stated the next agenda item was discussion and possible action to authorize the Purchasing Agent/Executive Director to utilize provisions in the Local Public Contracts Law and Rules to procure proprietary goods for the repairs/upgrades to the existing APG Neuros Turbo Blower Systems at the Water Pollution Control Plant. The following Resolution #23-7814 was proposed by Harper who moved its adoption.

Resolution #23-7814

WHEREAS, as set forth in the Local Public Contracts Law N.J.S.A. 40A:11-2(39) and Rules N.J.A.C. 5:34-9.1(a)(1)(i) and 2(i), the Purchasing Agent requests authorization to procure proprietary goods for the upgrade of the existing APG Neuros turbo blower systems; and

WHEREAS, the Hackettstown Municipal Utilities Authority has a substantial investment of \$394,133 in the highly energy efficient turbo blowers over a period of 12 years that warrants reliance on a specific manufacturer to maintain the value of the investment and continue operation of the turboblowers; and

NOW, THEREFORE, BE IT RESOLVED, the Hackettstown Municipal Utilities Authority shall purchase APG Neuros equipment without a second quote or provide bid specifications with no equivalent systems as none exist; and

BE IT FURTHER RESOLVED by the Authority Board that the Purchasing Agent/Executive Director is hereby authorized to purchase and/or solicit bids in accordance with N.J.S.A. 40A:11-2(39) and N.J.A.C. 5:34-9.1(a)(1)(i) and 2(i) to purchase the goods for the repair and/or upgrade of the existing APG Neuros turboblower systems.

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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala stated the next agenda item was discussion and possible action to authorize APG Neuros to repair and/or replace the existing Turbo Blower #4 NX75-C050 Core. After a brief discussion, the following Resolution #23-7815 was proposed by John DiMaio who moved its adoption.

Resolution #23-7815

WHEREAS, existing Turbo Blower #4 NX75-C050 Core, which is proprietary, needs to be repaired and/or replace by the original manufacturer, APG Neuros; and

WHEREAS, HMUA has solicited a quote from APG Neuros and the work is anticipated to cost up to approximately \$50,000; therefore

BE IT RESOLVED that the HMUA Board authorizes the services of APG Neuros to complete the blower repair and/or replacement in an amount not to exceed \$50,000.



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

Ayes: Lala, Harper, Kuster, and John DiMaio

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

Director Corcoran started by saying that in general the apprenticeship program is going very well three of the apprentices are also working to get their CDL's.

Executive Director Corcoran continued to say that we are looking to enter into two class action suits for PFAS chemicals. 3M and Dupont both have settled class action lawsuits to cover testing and remediation costs. The HMUA has found PFAS in our water and wastewater at low levels and in the sludge at higher levels. We have been required to test our water for the last two years and report to the DEP, and have been below the limits. DEP has been pushing for information on the wastewater side. HMUA and other utilities have been working with AEA to develop a system to report wastewater results to the DEP on an anonymous basis.

On the Sewer side, Pete Tynan officially retired and Mike Brady has been promoted to Sewer Utility Superintendent and Artie Klein has been promoted to Senior Operator. Staff have continued the cleanout repairs in Brook Hollow and Saunders Lane. The sewer dept. replaced the pump at Meadow Lane pump station. In addition, they are working on draining and cleaning the chemical tanks at the treatment plant for potential trial of Delpac for comparison with Aluminum Sulfate. Staff also assisted Allamuchy with a sewer blockage today. The old sewer jet sold on GovDeals for \$34,700.

On the water side, September system usage was lower than last year, but higher than 2021. There were no main breaks since the last meeting and only two service leaks on the customer side. We continue leak detection every night.

The water department staff installed five lengths of water main on Ashley Ave. Our required lead and copper sampling was completed with only one high result out of 30 samples.

We had an energy shut down for NRG and the WFP and Well #9, which went well. Staff also received operational training for the new generator at the WFP.

Deputy Director Pizarro started by saying that the Lead Service Line Project is starting to come to a close for all the contracted work and DEP review of the 1.0 MG tank project should conclude this week.

On the sewer side, design work continues on the natural gas generator at the plant. The existing SCADA system, Bristol Babcock, is no longer supported by the manufacturer and is unable to communicate well with non-Bristol devices. Three SCADA design vendors submitted proposals to update the SCADA system. We recommend that we proceed with PSI Process to complete the design of the system. Because they are reputable and also can do the installation through the coop, we feel that PSI Process is the best option for the HMUA.

The following Resolution #23-7816 was proposed by Kuster who moved its adoption.



Resolution #23-7816

WHEREAS, due to the obsolescence and incompatibility of the existing Bristol Babcock SCADA system, the HMUA has a need to obtain SCADA design services at the WPCP; and,

WHEREAS, three quotations were received for a design to convert the SCADA system to Modbus protocol, ranging in price from \$14,760 to \$27,163; and,

WHEREAS, PSI Process provided a quote of \$15,253.20, which is not the lowest bid, but is a reasonable bid; and

WHEREAS, PSI is a reputable firm that is capable of completing the construction/installation of the SCADA design through the cooperative purchasing contract, avoiding costs associated with public bidding; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes PSI Process to complete the SCADA design at the WPCP in the amount of \$15,253.20.

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

Ayes: Lala, Harper, Kuster and John DiMaio

Chairperson Lala requested Engineer Dave Klemm to proceed with his report. Engineer Klemm started by saying that the 1.0 MG tank project is getting closer, only waiting for comments on the specs to allow us to advertise to bid. He is waiting to get an updated cost from the tank manufacturer.

Chairperson Lala thanked Dave for his report.

Chairperson Lala requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated that he wanted to clarify the class action lawsuits. They have actually reached an amount of settlement and it is just a matter of how they distribute the money once we opt in. HMUA will not be actively involved in any litigation.

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 -4:31 P.M.

Kathleen Corcoran
Executive Director & Secretary