



HMUA MINUTES

REGULAR
MEETING OF

November 14, 2023

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING NOVEMBER 14, 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 and Kuster (over teleconference); Harper (in person).

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

Chairperson Lala led a salute of the United States Flag.

Chairperson Lala indicated approval of the minutes of the October 10, 2023 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Kuster being seconded by Harper.

Ayes: Lala, Harper, and 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 item on the agenda was discussion and possible action regarding any project change orders. Executive Director Corcoran stated that during the construction of Contract 53W Lead Service Line Replacement Project, six previously unknown galvanized service lines were discovered. The HMUA and Mott MacDonald were able to negotiate a change order with Waters and Bugbee for the addition of these six galvanized service line replacements into Contract 53W. The Contract Modification CM-002 is for a total of \$84,940.87 including negative Contract Allowance Items that will not be used. Director Corcoran recommended approval of CM-002. The following Resolution #23-7817 was proposed by Kuster who moved its adoption.

Resolution #23-7817

WHEREAS, during the construction of Contract 53W Lead Service Line Replacement Project, six previously unknown galvanized service lines were discovered, and

WHEREAS, the Hackettstown MUA desires to remove all galvanized service lines within the water system to comply with NJ P.L. 2021, Ch. 183, and

WHEREAS, the HMUA and Mott MacDonald were able to negotiate with the Contractor, Waters and Bugbee, for Contract Modification CM-002 for the addition of these six galvanized service line replacements into Contract 53W in the amount of \$84,940.87,



therefore,

BE IT RESOLVED that the Hackettstown Board members authorize the Executive Director to approve Contract Modification CM-002 in the amount of \$84,940.87 for the addition of six galvanized service lines into Contract 53W – Lead Service Line Replacements.

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

Ayes: Lala, Harper and Kuster

Chairperson Lala stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1273, and #OEA-1274 in the total aggregate amount of \$394,540.42. The following Resolution #23-7818 was proposed by Harper who moved its adoption:

Resolution #23-7818

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

Dated:	October 6, 2023	OEA-1273	SL-23	\$249,106.08
Dated:	October 20, 2023	OEA-1274	SL-24	<u>100,434.34</u>
		Total		\$394,540.42

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

Ayes: Lala, Harper, and Kuster

Chairperson Lala stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-311 in the aggregate amount of \$45,350.37. The following Resolution #23-7819 was proposed by Kuster who moved its adoption.

Resolution #23-7819

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-311 be formally approved:

REQUISITION #RR-311

Arborcare Tree Service	Removal and Trimming Trees	\$7,700.00
Envirodyne Systems Inc.	Winsmith Gear Drive	27,745.96
Genserve LLC	Repairs On Meadow Ln Pump Station	5,618.41
Rio Supply, Inc.	2” Ultrasonic Meter	886.00
William Stothoff Company	Emergency Pump Repair on Well 8	<u>3,400.00</u>
	Total	\$45,350.37

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

Ayes: Lala, Harper, and Kuster

Chairperson Lala stated the next agenda item was to entertain a resolution approving General Fund Requisition #GF-35 in the aggregate amount of \$9,825.37. The following Resolution #23-7820 was proposed by Harper who moved its adoption.



Resolution #23-7820

REQUISITION #GF-35

Mott MacDonald	Lead Service Line Project	\$	5,850.00
Waters & Bugbee	LSL Replacement – Payment 4		<u>3,975.37</u>
	Total	\$	9,825.37

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

Ayes: Lala, Harper, and Kuster

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-342 in the amount of \$4,544.96. The following Resolution #23-7821 was proposed by Kuster who moved its adoption.

Resolution #23-7821

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-342 be formally approved:

REQUISITION #ESR-342

Hackettstown MUA	Jade-Construction Monitoring	\$	2,603.46
Hackettstown MUA	Ryan Homes – Meters/Turn On Fees		1,275.00
Mott MacDonald	Russo HT Urban Renewal		<u>666.50</u>
	Total	\$	4,544.96

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

Ayes: Lala, Harper, and Kuster

Chairperson Lala stated that the next agenda item was discussion and possible action to hire a firm to furnish and install a replacement pump, motor and appurtenances at Well #8. Director Corcoran explained that the well seized up and must be replaced. One quote was received that is just below the bid threshold. After a short discussion, the following Resolution #23-7822 was proposed by Kuster who moved its adoption.

Resolution #23-7822

WHEREAS, HMUA Well #8 pump, motor and appurtenances require replacement, and

WHEREAS, one quote was received from William Stothoff Co. in the amount of \$43,500 and additional quotes have been solicited, and

NOW THEREFORE BE IT RESOLVED, that the board members authorize the Executive Director to award the job to the lowest qualified bidder for an amount not to exceed \$43,500.

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



Ayes: Lala, Harper, and Kuster

Chairperson Lala stated the next agenda item was discussion and possible action to adopt the FY 2023/2024 budget. Director Corcoran explained that the budget that was introduced and approved by the Board at the October 10, 2023 meeting was approved by the DCA. Director Corcoran confirmed that there were no changes to the budget since the last meeting. The following Resolution #23-7823 was proposed by Harper, who moved its adoption.

Resolution #23-7823

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2023 and ending November 30, 2024 has been presented for adoption before the governing body of the Town of Hackettstown Municipal Utilities Authority at its open public meeting of November 14, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption 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 presented for adoption 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.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Hackettstown Municipal Utilities Authority, at an open public meeting held on November 14, 2023 that the Annual Budget and Capital Budget/Program of the Town of Hackettstown Municipal Utilities Authority for the fiscal year beginning December 1, 2023 and ending November 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Ayes: Lala, Harper and Kuster

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



Director Corcoran started by referencing Hackettstown Crossings saying that things are moving fast. They closed off Bergen Street so the residents now have to drive through the new development. The Dunkin Donuts is under review and that should be constructed quickly. The apprenticeship program is going well.

On the water side, October system usage was lower than last year, but higher than 2021. There was one large main break on Brookside in Diamond Hill. We continue leak detection every night.

The water department staff installed three lengths of water main on Ashley Ave., which completes the water main installation. One service was installed for testing. Once the test results are confirmed acceptable, the other services will be installed.

Deputy Director Pizarro started by saying that the Sewer Utility staff performed routine camera work throughout the collection system as well as jetting. They assisted the DPW with two blockages at the town museum and the library. The staff continues development of an SOP for operating the main line camera. Several cleanouts were repaired in the Hidden Hill section to reduce inflow. WPCP operations were normal during this period and routine scheduled maintenance was completed throughout the plant.

The chemical storage tank was drained cleaned and one storm catch basin was repaired. The WPCP hosted two plant tours for CCM and Hackettstown High School and both were successful. There are three Sewer Utility Staff that are training under the NJWA Apprentice Program and one staff person working on CDL road test driving.

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. The Lead Service Line Project was discussed earlier with the contractor completing all the original work.

Dave Klemm continued to discuss the evaluation of the of the generator at the WPCP. MM received additional information on the remote radiator alternative which is allowing MM to complete the evaluation. The annual facilities inspection is scheduled for Monday, Nov. 20th.

Chairperson Lala thanked Dave for his report.

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 Lala and followed by a unanimous voice vote.

Time –4:04 P.M.

Kathleen Corcoran
Executive Director & Secretary