



HMUA MINUTES

REGULAR MEETING AND  
OPEN PUBLIC HEARING OF

December 12, 2023

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING AND OPEN PUBLIC HEARING OF DECEMBER 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. 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: Jerry DiMaio, John DiMaio and Accountant Rob McNinch (over teleconference); Harper (in person).

Also attending: Counselor Zaiter (over teleconference), Executive Director Corcoran, Deputy Executive Director Pizarro 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 November 14, 2023 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio being seconded by Harper.

Ayes: Harper

Abstained: 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 he would open the meeting for the public hearing to hear testimony and to discuss proposed changes to water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

Director Corcoran introduced Robert McNinch of Wielkottz & Company to discuss his analysis of the connection fees. Mr. McNinch stated that his firm calculated the connection fees as per the statutes N.J.S.A. 40:14B-21 and 22 and calculated the appropriate connection fees to be \$5,433 for sewer and \$5,633 for water.

Vice Chairperson Harper stated the next agenda item was discussion and possible action to adopt changes to water and sewer connection fees listed in the rate schedule in Sections VII of the HMUA Rules and Regulations. The following Resolution #23-7824 was proposed by John DiMaio who moved its adoption

Resolution #23-7824

WHEREAS, the HMUA is subject to statutory requirement under N.J.S.A. 40:14B to calculate water and sewer connection fees on an annual basis; and



WHEREAS, the HMUA Board has reviewed the proposed changes to the water and sewer connection fees listed in the rate schedule in Section VII of the Rules and Regulations which were publicly noticed as required by law; therefore,

BE IT RESOLVED, the HMUA hereby adopts the changes to the water and sewer connection fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations, as per the public notice.

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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper 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.

Vice Chairperson Harper stated that the next agenda item was a request for authorization to amend the Authority's Employee Handbook. Director Corcoran explained that the proposed change to the Employee Handbook is to conform with Municipal Excess Liability Joint Insurance Fund Employment Practices Risk Control Program.

After a brief discussion, the following Resolution #23-7825 was proposed by John DiMaio who moved it adoption.

**Resolution #23-7825**

WHEREAS, the Authority's Employee Handbook needs to be updated from time to time to keep up with current laws and to protect the interests of the Authority with regard to Municipal Excess Liability Joint Insurance Fund deductibles; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes the Executive Director to make modifications to the Employee Handbook as presented to the Board Members.

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

Ayes: Harper, 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-1275, and #OEA-1276 in the total aggregate amount of \$302,292.17. The following Resolution #23-7826 was proposed by Jerry DiMaio who moved its adoption:

**Resolution #23-7826**

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

Dated:	November 3, 2023	OEA-1275	SL-25	\$182,416.28
Dated:	November 17, 2023	OEA-1276	SL-26	<u>119,875.89</u>
		Total		\$302,292.17



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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-312 in the aggregate amount of \$18,763.00. The following Resolution #23-7827 was proposed by John DiMaio who moved its adoption.

Resolution #23-7827

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-312 be formally approved:

REQUISITION #RR-312

Precision Electric Motor Works	ABS Pump Cleaning & Repairs	\$7,685.00
Protective Measures Security	Fire Sprinkler Repairs	<u>11,078.00</u>
	Total	\$18,763.00

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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving General Fund Requisition #GF-36 in the aggregate amount of \$10,488.58. The following Resolution #23-7828 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-7828

REQUISITION #GF-36

Mott MacDonald	Lead Service Line Project	\$ 2,925.00
Township of Independence	1.0MG Tank-Escrow Deposit	\$ 5,000.00
Waters & Bugbee	LSL Replacement – Payment 5	<u>2,563.58</u>
	Total	\$ 10,488.58

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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-343 in the amount of \$2,769.72. The following Resolution #23-7829 was proposed by John DiMaio who moved its adoption.

Resolution #23-7829

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-343 be formally approved:

REQUISITION #ESR-343

Hackettstown MUA	Woodmont – Meter Rental	\$ 793.72
Mott MacDonald	Jade/Hackettstown Crossings	<u>1,976.00</u>
	Total	\$ 2,769.72



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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Interlocal Agreement for Sewer Cleaning and Inspection Services with the Township of Allamuchy. The following Resolution #23-7830 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-7830

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Allamuchy desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Township of Allamuchy for costs as specified on “Attachment A” to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect January 1, 2024 and expire December 31, 2024. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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

Ayes: Harper, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Interlocal Agreement for Sewer Cleaning and Inspection Services with the Washington Township Municipal Utilities Authority. The following Resolution #23-7831 was proposed by John DiMaio who moved its adoption.

Resolution #23-7831

WHEREAS, the Hackettstown Municipal Utilities Authority and the Washington Township MUA desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Washington Township MUA for costs as specified on “Attachment A” to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect January 1, 2024 and expire December 31, 2024. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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

Ayes: Harper, Jerry DiMaio and John DiMaio



Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving Interlocal Agreement for Sewer Cleaning and Inspection Services with the Township of Oxford. The following Resolution #23-7832 was proposed by Jerry DiMaio who moved its adoption.

Resolution #23-7832

WHEREAS, the Hackettstown Municipal Utilities Authority and the Township of Oxford desire to enter into a Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. Agreement for Sewer Cleaning and TV Inspection Services; and,

WHEREAS, these services will be provided to the Township of Oxford for costs as specified on "Attachment A" to the Agreement; therefore,

BE IT RESOLVED, that the Executive Director is authorized to sign said Uniform Shared Services Agreement for Sewer Cleaning and TV Inspection Services, which will take effect January 1, 2024 and expire December 31, 2024. It is understood that either party may terminate this contract at any time for any reason by providing at least thirty (30) days written notice to the other party.

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

Ayes: Harper, 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 referencing Hackettstown Crossings saying that things are moving fast. The Residences at Bilby NJ which is now called Vermella is fully approved by the HMUA. They are ready to submit the NJDEP permit applications.

Director Corcoran continued to say that we had a surprise inspection by PEOSH (Public Employee OSHA) on Tuesday of last week. They were looking for policy manuals, and procedures for protective measures with focus on the WPCP. We met for a good portion of the day and we were able to produce quite a few documents. We do take safety very seriously and do a lot of training. But for certain there will be things that will be written up and there will be equipment/hazards that we will have to spend money correcting.

On the water side, in the same week, we had a combined USEPA/NJDEP inspection of all the water facilities and most of the paperwork and manuals that we have for the wells and treatment systems. Overall, the inspection went well.

November system usage was very close to last year but higher than 2021. The water utility continues daily leak detection. The Ashley Ave. water main was bacteria tested and everything passed, so that line is ready for new service connections. They also shut down the main on Old Bergen Street to accommodate the Hackettstown Crossings Project.

Corcoran stated that Mott MacDonald completed the Annual Facilities Inspection. In addition, the LSL Project is moving ahead with ordering materials. They plan to continue the work again in Mid-January when there will be less interference with holiday decorations.

The 1.0 MG Tank project is moving forward. MM is preparing a site plan submittal to Warren



County. The County is requiring us to comply with their driveway details for county roads for this project, even though the property will be owned by the County in the future.

Corcoran stated that Chris Pizarro will report on the Sewer Utility.

Deputy Director Pizarro started by saying that the Sewer Utility staff performed routine scheduled maintenance and routine mainline camera work throughout the collection system. Mini camera work was also performed at one location on College View Drive. Routine jetting was also performed throughout the system and pump station cleaning with the jet vac. Three sewer risers were replaced, multiple cleanouts and two laterals were repaired.

Sewer staff assisted Allamuchy with cleaning a chemical tank, as per the interlocal agreement, and also assisted Oxford with a pump station emergency.

At the WPCP, the staff installed a new digester hot water pump and rebuilt the flocculation motor on the drive for clarifier #1. Three sewer staff continue to train under the NJWA apprentice program and one staff member is training for their CDL road test.

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 John DiMaio and followed by a unanimous voice vote.

Time –4:03 P.M.

---

Kathleen Corcoran  
Executive Director & Secretary