



HMUA MINUTES

ANNUAL
MEETING OF

FEBRUARY 13, 2024

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



ANNUAL MEETING FEBRUARY 13, 2024

JACOB GARABED ADMINISTRATION BUILDING & VIRTUAL MEETING

The meeting was called to order by Vice Chairperson Harper at 3:30 P.M. 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.

Executive Director Corcoran acknowledged receipt of the resolution adopted by the Town of Hackettstown appointing John DiMaio to the Authority for a term of office expiring on February 1, 2029.

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, (in person) Deputy Director Pizarro (over teleconference) and Recording Secretary Lasch (in person).

Vice Chairperson Harper led a salute of the United States Flag.

Vice Chairperson Harper indicated approval of the January 9th, 2024 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 and Jerry DiMaio
Abstained: John DiMaio

Vice Chairperson Harper indicated that the election of officers for the ensuing year would be the next order of business and appointed Counselor Zaiter as Acting Chairperson to conduct the election.

Upon hearing the request for nominations for the office of Chairperson for the Board Year 2024/2025, Harper nominated Ciro Lala. John DiMaio seconded the nomination. No further nominations were received. There being only one nomination, Lala was proposed as Chairperson.

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Counselor Zaiter then declared nomination for the office of Vice Chairperson to be in order. John DiMaio nominated Harper. Jerry DiMaio seconded the nomination. No further nominations were received. There being only one nomination, Harper was proposed as Vice Chairperson.

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

Vice Chairperson Harper stated the next agenda item was discussion and possible action to appoint the Risk Management Consultant.

After a brief discussion, the following Resolution #24-7836 was proposed by John DiMaio who moved its adoption:



Resolution #24-7836

WHEREAS, the Hackettstown Municipal Utilities Authority has previously joined the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and,

WHEREAS, the bylaws of said Fund require that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and,

WHEREAS, the Authority has negotiated a reduced fee in the amount of \$4,000, which represents reasonable compensation for the services required for the duration of one year; and,

NOW, THEREFORE, be it resolved, the Hackettstown Municipal Utilities Authority does hereby appoint Otterstedt Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; therefore,

BE IT FURTHER RESOLVED, that the Governing Body hereby authorizes and directs the execution of the Risk Management Consultant's Agreement annexed hereto.

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

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

Vice Chairperson Harper then indicated that appointment of the Authority's Auditor is the next agenda item. Director Corcoran recommended continuation of services by Wielkocz & Company. After a brief discussion, the following Resolution #24-7837 was proposed by Kuster who moved its adoption.

Resolution #24-7837

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of an Auditor as a non-fair and open contract pursuant to the provision of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of Wielkocz & Company as the Authority's Auditor and retaining them to perform audits and other support services in accordance with their December 27, 2023 proposal is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 11, 2025, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the NJ Herald pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio



The next agenda item was the discussion and possible action to appoint the Authority's Counselor. Director Corcoran recommended John Zaiter as Authority Counselor. After a brief discussion, the following Resolution #24-7838 was proposed by Kuster who moved its adoption:

Resolution #24-7838

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Counselor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of the firm Broschious, Fischer & Zaiter as the Authority's Counselor and retaining them to render legal services to the Authority in accordance with their proposal dated January 4, 2024 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 11, 2025, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the NJ Herald pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

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

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

The next item was the discussion and possible action to appoint the Authority's Consulting Engineer as noted by Vice Chairperson Harper. Director Corcoran recommended continuation of Mott MacDonald as Consulting Engineer.

The following Resolution #24-7839 was proposed by Jerry DiMaio who moved its adoption:

Resolution #24-7839

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Consulting Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of Mott MacDonald as the Authority's Consulting Engineer and retaining them to render engineering service to the Authority in accordance with their proposal dated January 30, 2024 is herewith authorized without public bidding.



2- The term of said appointment shall be to February 11, 2025 or until their successor has been appointed and qualified.

3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the NJ Herald pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

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

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

Vice Chairperson Harper stated the next agenda item was discussion and possible action to appoint the Executive Director, Secretary and Treasurer. The following Resolution #24-7840 was proposed by Jerry DiMaio who moved its adoption:

Resolution #24-7840

WHEREAS, N.J.S.A. 40:14b-18 provides that the positions of Executive Director, Secretary and Treasurer of a Municipal Utilities Authority are appointed positions; and,

WHEREAS, the members of the Authority are desirous of appointing Kathleen Corcoran to fill the positions of Executive Director, Secretary and Treasurer; therefore,

BE IT RESOLVED, that Kathleen Corcoran is hereby appointed Executive Director, Secretary and Treasurer of the Town of Hackettstown Municipal Utilities Authority; and,

BE IT FURTHER RESOLVED that the term of said appointment shall be to February 11, 2025 or until her successor has been appointed and qualified.

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

Ayes: Harper, Kuster, 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 were no change orders.

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1280, and #OEA-1281 in the total aggregate amount of \$276,227.29. The following Resolution #24-7841 was proposed by John DiMaio who moved its adoption:

Resolution #24-7841

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

Dated:	January 12, 2024	OEA-1280	SL-04	\$ 97,840.51
Dated:	January 26, 2024	OEA-1281	SL-05	<u>\$178,386.78</u>
		Total		\$276,227.29

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 Renewal & Replacement Fund Requisition #RR-314 in the aggregate amount of \$23,151.04. The following Resolution #24-7842 was proposed by Kuster who moved its adoption.

Resolution #24-7842

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-314 be formally approved:

REQUISITION #RR-314

Detection Instruments Corp.	Logger & Acrustate Software	\$	5,291.04
ESRI, Inc.	ArcGIS Software:02/01/24-01/31/25		2,090.00
Harrington Construction Co.	Brookside Main Break/Paving		9,070.00
TGM Services	WPCP ATB & Admin Bldg.		<u>6,700.00</u>
	Total	\$	23,151.04

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

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

Vice Chairperson Harper stated the next agenda item was to entertain a resolution approving General Fund #GF-37 in the amount of \$1,540.00. The following Resolution #24-7843 was proposed by Jerry DiMaio who moved its adoption.

Resolution #24-7843

BE IT RESOLVED, that the following General Fund Requisition #GF-37 be formally approved:

REQUISITION #GF-37

County of Warren Planning Dept.	Water Tank Replacement Project	<u>\$</u>	<u>1,540.00</u>
	Total	\$	1,540.00

This Resolution was seconded by John 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-345 in the amount of \$2,295.50. The following Resolution #24-7844 was proposed by Kuster who moved its adoption.

Resolution #24-7844

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-345 be formally approved:



REQUISITION #ESR-345

Hackettstown MUA	NVR – Meter Setting/Inspections	\$	2,260.00
Mott MacDonald	Russo HT Urban Renewal LLC	\$	<u>35.50</u>
	Total	\$	2,295.50

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 approval of the proposed Annual Meeting Schedule for the period of March 2024 through February 2025. After a brief discussion, the following Resolution #24-7845 was proposed by Jerry DiMaio who moved its adoption:

Resolution #24-7845

BE IT RESOLVED: by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- The following schedule for the regular meetings of the Authority for the period commencing March 14, 2023 and concluding February 11, 2025 is hereby adopted:

March 12, 2024
April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024
January 14, 2025
February 11, 2025

- 2- All regular meetings will be held at the Jacob Garabed Administration Building at 424 Hurley Drive at 3:30 P.M. on the meeting dates above.
- 3- In order to promote the necessary social distancing to avoid the spread of COVID-19 and other viruses, meetings of the HMUA will also be held virtually at 3:30PM on the meeting dates above.
- 4- A copy of the meeting schedule shall be prominently posted in the Jacob Garabed Administration Building lobby and also be published in the official newspapers of the Authority.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

The next agenda item as noted by Vice Chairperson Harper was the discussion and possible action



to designate the official newspapers for the Authority. The following Resolution #24-7846 was proposed by John DiMaio who moved its adoption:

Resolution #24-7846

WHEREAS, the Authority desires to designate official newspapers in which to publish official public notices;

NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that the Express Times, Daily Record and New Jersey Herald are the official newspapers of the Authority.

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 discussion and possible action to readopt the Cash Management Plan. The following Resolution #24-7847 was proposed by Kuster who moved its adoption:

Resolution #24-7847

WHEREAS, it is in the best interests of the Hackettstown Municipal Utilities Authority to earn additional revenue through the investment and prudent management of its cash receipts; and,

WHEREAS, N.J.S.A. 40A:5-14 requires each local government unit to readopt the Cash Management Plan; therefore,

BE IT RESOLVED, the Board Members of the Town of Hackettstown Municipal Utilities Authority hereby readopts the Cash Management Plan as presented.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was discussion and possible action to designate depositories for Authority Revenue Funds. After a brief discussion, the following Resolution #24-7848 was proposed by Jerry DiMaio who moved its adoption:

Resolution #24-7848

WHEREAS, the Authority desires to designate a financial institution as the depository for Authority revenues; and,

WHEREAS, said revenues are to be transferred from the depository to the Trustee, currently U.S. Bank, for deposit into the Revenue Fund and subsequent distribution and investment in other Funds as designated by HMUA's Bond Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hackettstown Municipal Utilities Authority does herein formally authorize and direct the Authority revenues be deposited into an interest bearing account in First Hope Bank, said bank being designated as the official depository of Authority revenues and further authorizes the Chairperson or Executive Director to direct the Trustee to make investments in securities as previously approved by the Authority



or to authorize transfers to other Authority accounts.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper stated the next agenda item was discussion and possible action to designate depositories of the Authority's Construction Aid Fund. The following Resolution #24-7849 was proposed by Kuster who moved its adoption:

Resolution #24-7849

WHEREAS, there exists a continuing need for the Town of Hackettstown Municipal Utilities Authority to reinvest funds which have been deposited in financial institutions; and,

WHEREAS, the Authority desires to designate a financial institution as the depository for the Construction Aid Fund and to designate additional financial institutions for investment of funds so the Authority can obtain the most favorable investment rates;

NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that:

1. The Authority does herein formally designate First Hope Bank as the official depository for the Construction Aid Fund.
2. The Authority also formally designates Ameriprise Financial, Bank of America, Chase Bank, Edward Jones, First Hope Bank, M&T Bank, Fulton Bank, State of New Jersey Cash Management Fund, PNC Bank, Raymond James Financial Services, TD Bank, U.S. Bank, Valley National Bank, and Wells Fargo Bank as financial institutions which the Chairperson or Executive Director are authorized to make deposits and transfer funds for investment in the Securities as previously approved by the Authority.

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 discussion to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA purchasing manual. Director Corcoran recommended that Thomas Carroll be designated as the Purchasing Agent and Nancy Lasch as Assistant Purchasing Agent. The following Resolution #24-7850 was proposed by Kuster who moved its adoption:

Resolution #24-7850

WHEREAS, it is necessary to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA Purchasing Manual; and

WHEREAS, the Authority is desirous of designating Thomas Carroll, QPA, as Purchasing Agent and Nancy Lasch as Assistant Purchasing Agent;

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Thomas Carroll is designated as HMUA's Purchasing Agent and Nancy Lasch is designated as



HMUA's Assistant Purchasing Agent.

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

Ayes: Harper, Kuster, Jerry DiMaio and John DiMaio

Vice Chairperson Harper noted the next agenda item was discussion and possible action to designate the Public Agency Compliance Officer. Director Corcoran suggested designation of Deputy Director Pizarro as Public Agency Compliance Officer. The following Resolution #24-7851 was proposed by John DiMaio who moved its adoption:

Resolution #24-7851

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall designate an individual to serve as its Public Agency Compliance Officer; and

WHEREAS, the members of the Authority are desirous of designating Christopher Pizarro to serve as its Public Agency Compliance Officer; therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Christopher Pizarro is designated as HMUA's Public Agency Compliance Officer.

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 discussion and possible action to authorize the check signers of all authority checks. After some discussion, the following Resolution #24-7852 was proposed by John DiMaio who moved its adoption:

Resolution #24-7852

WHEREAS, the Authority has avoided the cost of new check stamps each year by utilizing prior stamps as long as the Board member on the stamp continues as an Authority Board Member; therefore,

BE IT RESOLVED, William Harper, Jr. and Executive Director Kathleen Corcoran will continue as the Authority's check signers.

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 Director Corcoran to proceed with her report.

Director Corcoran began by stating the water utility is still waiting for the USEPA to issue their inspection report. January system usage was higher compared to 2022, and much higher than 2021. There was one main break (Stiger St.) and two service leaks since the last board meeting.

The water utility continues to put the leak correlators out every night. Staff dug up and repaired two curb boxes, completed 98 mark-outs and replaced 5 old meters. Staff also completed five JIF safety classes. The fuel level switch was replaced at Independence booster station using in-house personnel, saving \$985.00 in installation costs.



With regard to the lead service line replacement project, the construction is scheduled to continue on approximately February 26th through March 7th, 2024.

For the new 1.0 tank project, the application for subdivision and site plan was submitted to Warren County.

Corcoran continued that she also received a request from Warren Cty. Dept. of Public Safety requesting placement of equipment on the new water tank to provide better radio communication coverage for police, fire and EMS. This would require installation of a candelabra on top to mount three antennas and some space on grounds to put a shelter for 4-5 racks of equipment.

On the sewer side, Corcoran stated that she was approached by Vanguard Energy Partners about a Remote Net Metering Program that could reduce energy bills at the WPCP. Recent legislation was passed revising the criteria for the remote net metering program established by BPU. Vanguard would like to install a solar project on the property next to the WPCP. Vanguard will be further investigating this possibility.

Deputy Director Pizarro continued that sewer staff completed several safety classes. Staff also installed a new shaft sleeve and packing on Raw Sewage Pump #2. They also took apart Raw Sewage Pump #3 check valves and received a quote for repairs.

Staff continued inspections of sewer in easements and assisted Hackettstown DPW with a storm drain on 3rd Street. In addition, staff have started painting some indoor piping at the WPCP.

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 –4:07 P.M.

Kathleen Corcoran
Executive Director & Secretary