



HMUA MINUTES

REGULAR
MEETING OF

May 14, 2024

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING MAY 14, 2024

JACOB GARABED ADMINISTRATION BUILDING & VIRTUAL MEETING

The meeting was called to order by Chairman 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: Harper (in person); Lala, Kuster, Jerry DiMaio, and John DiMaio (over teleconference).

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

Chairperson Lala led a salute of the United States Flag.

Chairperson Lala indicated approval of the April 9, 2024 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

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

Chairperson Lala opened the meeting to public participation and noted that no members of the public announced their presence.

Chairperson Lala stated the next agenda item was to entertain a resolution approving the Operations Expense Account Requisitions #OEA-1286, and #OEA-1287 in the total aggregate amount of \$255,935.23. The following Resolution #24-7866 was proposed by Harper who moved its adoption:

Resolution #24-7866

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

Dated:	April 5, 2024	OEA-1286	SL-10	\$ 72,699.06
Dated:	April 19, 2024	OEA-1287	SL-11	<u>\$183,236.17</u>
		Total		\$255,935.23

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

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

Chairperson Lala stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-317 in the aggregate amount of \$89,088.31. The following Resolution #24-7867 was proposed by Jerry DiMaio who moved its adoption.

Resolution #24-7867

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-317 be formally approved:



REQUISITION #RR-317

Grainger	Sewage Ejector Pump	\$ 1,638.31
Hayes Pump, Inc.	Ind. Booster Replacement Pump	11,576.00
Nielsen Ford of Morristown	2024 Ford Transit	43,314.00
Precision Electric Motor Works	Repair of Motor/Gearbox/WPCP	1,585.00
Rio Supply, Inc.	5/8" Meters/Rubber Washers	<u>30,975.00</u>
	Total	\$ 89,088.31

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

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

Chairperson Lala stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-39 in the amount of \$14,698.68. The following Resolution #24-7868 was proposed by Harper who moved its adoption.

Resolution #24-7868

BE IT RESOLVED, that the following General Fund Requisition #GF-39 be formally approved:

REQUISITION #GF-39

Mott MacDonald	LSL Replacement Project	2,925.00
Waters & Bugbee	LSL Replacement-Pmt. #7	<u>11,773.68</u>
	Total	\$ 14,698.68

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

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

Chairperson Lala stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-348 in the amount of \$1,473.75. The following Resolution #24-7869 was proposed by Kuster who moved its adoption.

Resolution #24-7869

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-348 be formally approved:

REQUISITION #ESR-348

Hackettstown MUA	NVR, Inc. – Meter Setting Fees	\$ 1,380.00
Mott MacDonald	St. Fra Willow Grove	<u>93.75</u>
	Total	\$ 1,473.75

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

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

Chairperson Lala stated the next agenda item was discussion and possible action to entertain a resolution adopting Technology Risk Management standards meeting NJMEL JIF’s Cyber Risk Management Plan’s BASIC security level requirements. Deputy Director Pizarro explained that



the NJ Cyber Risk Management Fund has issued a revised Security Framework for 2024. The HMUA has achieved the Basic and Intermediate levels of security and our deductible is reduced to \$20,000 with no coinsurance (up to \$90,000 in savings). The following resolution #24-7870 was proposed by Harper who moved its adoption.

Resolution #24-7870

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utilities Authorities (NJUA) JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the NJUA JIF, the Hackettstown Municipal Utilities Authority enjoys cyber liability insurance coverage to protect the Hackettstown Municipal Utilities Authority from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Basic, Intermediate, and Advanced security standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Hackettstown Municipal Utilities Authority; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Hackettstown Municipal Utilities Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Hackettstown Municipal Utilities Authority's Cyber Insurance Policy, administered through the NJUA JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the Hackettstown Municipal Utilities Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Basic Security level of the NJ MEL Cyber Risk Management Plan;

- | | |
|------------------------------|----------------------------|
| Information Backup | Password Management |
| Security Patches and Updates | Email Warning |
| Defensive Software | Incident Response Plan |
| Security Awareness Training | Technology Practice Policy |
| Government Cyber Membership | |

AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.



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

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

Chairperson Lala stated the next agenda item was discussion and possible action to entertain a resolution adopting Technology Risk Management standards meeting NJMEL JIF's Cyber Risk Management Plan's INTERMEDIATE security level requirements. The following resolution #24-7871 was proposed by Kuster who moved its adoption.

Resolution #24-7871

WHEREAS, the Hackettstown Municipal Utilities Authority is a member of the New Jersey Utilities Authorities (NJUA) JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the NJUA JIF, the Hackettstown Municipal Utilities Authority enjoys cyber liability insurance coverage to protect the Hackettstown Municipal Utilities Authority from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Basic, Intermediate, and Advanced security standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Hackettstown Municipal Utilities Authority; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Hackettstown Municipal Utilities Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Hackettstown Municipal Utilities Authority's Cyber Insurance Policy, administered through the NJUA JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED that the Hackettstown Municipal Utilities Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Intermediate Security level of the NJ MEL Cyber Risk Management Plan;

- | | |
|------------------------------|----------------------------|
| Information Backup | Password Management |
| Security Patches and Updates | Email Warning |
| Defensive Software | Incident Response Plan |
| Security Awareness Training | Technology Practice Policy |
| Government Cyber Membership | |



AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

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

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

Chairperson Lala requested Director Corcoran to proceed with her report.

Director Corcoran began by stating that Hackettstown Crossing continues townhouse construction, along with the new Dunkin. Vermella is working to obtain their performance bond and other contingency items, and will start construction soon. Another Dunkin has applied for final approval, to be located on 57 in Mansfield on the site that was previously Tony's Luncheonette.

On the water side, April water usage was slightly higher than 2023 and a lot higher than 2022. We had one main break at the town pool and one service leak on Main Street. Continuing the leak detection by putting the correlators out each night.

Director Corcoran continued to report that two of our water apprentices completed the OSHA 10-hour course and CPR first aid. Eight houses were shut off for repairs to be made. Three ditches were paved from main breaks, and one concrete sidewalk was replaced. We also recently completed our annual fire hydrant flushing program, and found no issues.

Director Corcoran stated that Deputy Director Chris Pizarro will report on the sewer side.

Deputy Director Pizarro continued that sewer staff continued replacement and repair of clean outs in the Hidden Hill development and inspection of the Route 46 DOT building disconnect. Notable WPCP tasks included brush trimming and removal, installation of Process Unit ID signage, installation of a new ATB sump pump, and installation of a rebuilt final clarifier floc drive unit.

Deputy Director Pizarro continued to report that staff has been troubleshooting issues with the influent screen washer/compactor and determined it needs a new motor. The motor is on order and covered under the manufacturer warranty. The sewer jet is also in the shop for repairs and we anticipate getting it back later this week. Sewer Utility staff training continues including safety training, NJ Water Apprentice training and CDL training. The Sewer Utility also hosted a plant tour for students from County College of Morris.

Chairperson Lala requested Engineer Klemm to proceed with his report.

Consulting Engineer Klemm reported on the status of the 1.0 MG tank project, stating that a response submittal to Warren County will be finalized shortly, and various developer reviews.

Chairperson Lala requested Counselor Zaiter to proceed with his report. Counselor Zaiter commented that the proposed agreement amendment for the cell phone tower lease will be reviewed with Director Corcoran over the next week.

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 –3:56 P.M.

Kathleen Corcoran
Executive Director & Secretary