



HMUA MINUTES

REGULAR  
MEETING OF

January 8, 2019

ADMINISTRATION BUILDING  
424 Hurley Drive  
Hackettstown, NJ



REGULAR MEETING January 8, 2019

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:01 P.M. Chairperson Kuster 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 accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz.

Also attending: Robert McNinch, Counselor John Zaiter, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

Project Engineer David Klemm entered meeting.

Chairperson Kuster stated he would open the meeting for the public hearing to hear testimony and to discuss proposed changes to water and sewer charges.

At this point, Court Stenographer Rita Gardner began taking notes. See attached transcript.

Chairperson Kuster stated that discussion and possible action to adopt the Water and Sewer Rate Schedules to be the next agenda item.

The following Resolution #19-3356 was proposed by Kunz who moved its adoption.

Resolution #19-3356

WHEREAS, the Hackettstown Municipal Utilities Authority has not increased general water and sewer rates since 2015 and has previously adopted several rate decreases in 1999 and 2002; and,

WHEREAS, during the last several months, the Hackettstown Municipal Utilities Authority hired a professional to evaluate several different options to develop the proposed rate schedules and has further reviewed comments received regarding the notices published in two newspapers and also forwarded to the municipalities served by the HMUA; therefore,

BE IT RESOLVED, that the Hackettstown Municipal Utilities Authority hereby adopts the attached Rates and Fees; and,

BE IT FURTHER RESOLVED, that the Schedule of Water Utility Service Charges and the Schedule of Sewer Utility Service Charges shall become effective with the February 1, 2019 Billing and that all other Fees and Charges shall remain the same; and

BE IT FURTHER RESOLVED, that effective with the February Billing in 2020 thru 2024 there will be additional rate increases of 2% each year for the Water and Sewer Utility Service Charges, with all other fees and charges remaining the same.

This Resolution was seconded by Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz voting yea.



At this point, the Court Stenographer exited the meeting.

Chairperson Kuster indicated approval of minutes of the December 11<sup>th</sup> Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by John DiMaio with Kuster, John DiMaio and Harper voting yea and Jerry DiMaio and Kunz abstaining.

Chairperson Kuster indicated approval of minutes of the December 11<sup>th</sup> Executive Session to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Kunz with Kuster, John DiMaio and Harper voting yea and Jerry DiMaio and Kunz abstaining.

Chairperson Kuster opened the meeting to public participation and noted there were no members of the public present.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project Change Orders. Executive Director Corcoran stated that they received one Change Order today from Suburban Consulting. After a brief discussion, it was decided to hold this item to later in the meeting.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account Requisitions #OEA-1147 and #OEA-1148 in the total amount aggregate amount of \$272,507.02. The following Resolution #19-3357 was proposed by Jerry DiMaio who moved its adoption:

Resolution #19-3357

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

|        |                   |          |       |                   |
|--------|-------------------|----------|-------|-------------------|
| Dated: | December 07, 2019 | OEA-1147 | SL-01 | \$154,504.61      |
| Dated: | December 21, 2019 | OEA-1148 | SL-02 | <u>118,002.41</u> |
|        |                   |          | Total | \$272,507.02      |

This Resolution was seconded by Kunz and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-253 in the aggregate amount of \$35,465.63. The following Resolution #19-3358 was proposed by John DiMaio who moved its adoption.

Resolution #19-3358

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-253 be formally approved:

REQUISITION #RR-253

|            |                      |                     |
|------------|----------------------|---------------------|
| E.H. Wachs | VALVE TURNER/TRAILER | <u>\$ 35,465.63</u> |
|            | Total                | \$ 35,465.63        |

This Resolution was seconded by Harper and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow



Subaccount Requisition #ESR-285 in the amount of \$2,917.80. The following Resolution #19-3359 was proposed by Kunz who moved its adoption.

Resolution #19-3359

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-285 be formally approved:

REQUISITION #ESR-285

|                |                       |    |                 |
|----------------|-----------------------|----|-----------------|
| Mott MacDonald | LIONGATE (WaWa)       | \$ | 1,028.00        |
| Mott MacDonald | WOODMONT INDENPEDENCE |    | <u>1,889.80</u> |
|                | Total                 | \$ | 2,917.80        |

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz voting yea.

Chairperson Kuster stated the next agenda item was the report of the Office Manager.

Debbie began by stating that the normal practice for December is not to do collections due to the holidays, so only Robo-Calls were made. Collections will begin again in January. She did confirm that the Rob-Calls are working out very well.

Debbie also stated the Authority will be receiving bids on February 7<sup>th</sup> for CP-718 and water meters, which will be presented at the February Board Meeting for approval.

Debbie continued by stating that the total credit card payments for the fiscal year were \$462,372.69 which shows that more and more people are using the online site.

Debbie also stated the meter replacement project is going very well. Out of the three routes, Route 2 is completely done and is now all radio reads. Route 1 only has approximately 47 left and Route 3 has about 310. Debbie stated she hopes to have all Routes completed by the end of the summer.

Debbie concluded by stating she just wanted to remind everyone that received the Dependent Verification Letter from the State to please complete it. It is very important that this gets done, because the State has indicated that if not completed, dependents will be dropped as of March 1<sup>st</sup>. She also stated that she has informed everyone at the Authority how important it is that they get this done. She also stated that if anyone needs help she would be more than happy to assist.

Chairperson Kuster requested Executive Director Corcoran to proceed with her report.

Executive Director Corcoran began by stating that this week or next she will begin the adversitment for the Deputy Director. She confirmed she will be placing the ad with many of the water and sewer organizations and with the newspaper. John DiMaio also suggested that they place it in NJSLOM.org.

Kathy continued by stating that Jim Kopeski passed his W-1 test and is looking to take additional courses and achieve level 2 licenses. Also, Joe King passed his W-3 test, which is the highest level required for HMUA water facilities.

Kathy also stated that an inspection was performed by NJDEP on the underground storage tanks at the WFP and WPCP. The WFP tank passed with no technical issues. The WPCP received a citation for not being in compliance with the new regulations for auto fills and level sensors, but Pete has been working on this and is trying to schedule this work to be done. She also confirmed



that the estimate cost is approximately \$20,000.

Kathy also stated that they have purchased the Mason Dump Truck from the Town and the staff seems to be very happy with it. She also stated that the DPW was nice enough to letter the side of the truck for HMUA.

Kathy stated that the annual facilities inspection has been completed by MM and a PDF was included in the meeting packet. Bound hard copies are also available.

With regard to developer projects, the Heath Village West project is moving ahead with construction. WaWa construction is complete and we are working with their engineer for completion of acceptable as-built drawings.

Kathy also stated the nitrification system diffusers are on order and scheduled for delivery on March 11<sup>th</sup>. This will put the project on schedule for spring construction.

Kathy continued by stating the second round of PAA jar testing had promising results and Mott MacDonald will soon provide data and recommendations for the next steps, which will involve full scale testing.

Kathy also stated the sewer utility staff has been working to clean out the digester overflow piping, which has been having issues with struvite accumulation. They also are working on repairing the inlet washer/compactor.

Kathy confirmed that the water valve exerciser was delivered and training has taken place with regards to operation, software and integration to GIS.

Kathy also stated that there were two main breaks in December, one on the 23<sup>rd</sup> on Roosevelt and another on the 29<sup>th</sup> on Old Allamuchy Rd.

Kathy also stated that they continue to do leak detection and the total diversion numbers are looking very good for the month.

Kathy stated she heard from the County that the signed contract has been received from the property owner. She confirmed they are setting up a conference call with the attorneys to discuss an agreement between the parties and the steps moving forward.

Kathy concluded by stating the CVS will be opening Main Street to do the required disconnections required by the Authority. They have set up a pre-con meeting for January 25<sup>th</sup>. Kathy confirmed that this work needs to be done before the NJDOT paving project planned for the spring.

Upon the completion of the Executive Director's report, Chairperson Kuster requested Projects Engineer Klemm to proceed with his report. (See Attached)

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he had nothing further to add.

At this point, it was suggested that the Board convene into Executive Session.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #19-3360 was proposed by John DiMaio who moved its adoption. The motion to convene into Executive Session was seconded by Kunz. Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz.



Resolution #19-3360

BE IT RESOLVED, on this 8<sup>th</sup> day of January by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Litigation and Client Communications in Executive Session.

It is not possible, at this time, for the Authority to determine when and under what circumstances the above referenced item, which is to be discussed in Executive Session, can be publicly disclosed.

THEREFORE, BE IT RESOLVED, on this 8<sup>th</sup> day of January, 2019 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:00 PM.

Kunz moved to end Executive Session and re-enter Regular Session, said motion being seconded by Jerry DiMaio and all indicating approval at 8:50 PM. No formal action was taken during Executive Session.

After discussions concerning Potential Litigation, John Zaiter and David Klemm exited the Executive Session.

Upon returning from Executive Session, a motion was made by Kunz to acknowledge receipt of the request for Contract Amendment #1 from Suburban Consulting Engineers and to table the amendment request. This motion was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper and Kunz.

Chairperson Kuster asked whether anyone had business of a general nature to discuss. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Kunz, seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time – 8:55 P.M.

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Kathleen Corcoran, PE, PP, PMP  
Executive Director & Secretary