



HMUA MINUTES

REGULAR
MEETING OF

January 14, 2020

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING January 14, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:27 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 and Harper.

Also attending: Peter Paftinos, Counselor John Zaiter, Executive Director Corcoran, Deputy Director Biank, Consulting Engineer Klemm, Superintendent Volkert and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the December 10th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster indicated approval of minutes of the December 10th Executive Session to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper.

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster opened the meeting to public participation and noted there were members of the public present.

Peter Paftinos approached the Board and thanked them for their time. He noted that two board members were not in attendance and indicated he would prefer to discuss his situation when all board members are present. He thanked the Board and exited the meeting.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project Change Orders. Executive Director Corcoran stated that there were no Change Orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account Requisitions #OEA-1173 and #OEA-1174 in the total aggregate amount of \$229,076.01. The following Resolution #20-3442 was proposed by Jerry DiMaio who moved its adoption:

Resolution #20-3442

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

Dated:	December 06, 2019	OEA-1173	SL-01	\$133,777.71
Dated:	December 20, 2019	OEA-1174	SL-02	<u>95,298.30</u>
			Total	\$229,076.01



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

Ayes: Kuster, Jerry DiMaio, and Harper voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-265 in the aggregate amount of \$41,284.52. The following Resolution #20-3443 was proposed by Harper who moved its adoption.

Resolution #20-3443

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-265 be formally approved:

REQUISITION #RR-265

Core & Main	Water Distribution Equipment	\$	12,340.13
ESRI, Inc.	ArcGIS Software		1,900.00
Jack Doheny Companies, Inc.	Sewer Jet Repair		11,708.34
Komline-Sanderson	Treatment Plant Equipment		2,706.00
Kustom Control Solutions	Remote Keypad Communication		2,543.55
Warren County Soil	Contract 49W/Soil Disposal		775.00
Water Works	Water Meters w/Ert's		<u>9,311.50</u>
	Total	\$	41,284.52

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

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Construction Aid Fund requisition #CAF-417 in the amount of \$1,474.00. The following Resolution #20-3444 was proposed by Jerry DiMaio, who moved its adoption.

Resolution #20-3444

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-417 be formally approved:

REQUISITION #CAF-417

Eurofins Test America	Laboratory Analysis	\$	<u>1,474.00</u>
	Total	\$	1,474.00

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

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-296 in the amount of \$1,000.00. The following Resolution #20-3445 was proposed by Harper who moved its adoption.

Resolution #20-3445

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-296 be formally approved:

REQUISITION #ESR-296

Mott MacDonald	Residences at Bilby Rd	\$	<u>1,000.00</u>
	Total	\$	1,000.00

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



Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to acknowledge receipt of the Annual Facilities Inspection Report. Projects Engineer Klemm provided a brief overview of the Report and concluded by stating that the Authority's facilities are well maintained and capably operated. Upon completion of a brief discussion, Harper made a motion to confirm the Board's receipt of the Annual Facilities Inspection Report as prepared by Mott MacDonald. Jerry DiMaio seconded the motion.

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster stated the next agenda item was discussion and possible action to purchase a new digester air compressor.

After some discussion, the following Resolution #20-3446 was proposed by Jerry DiMaio, who moved its adoption.

Resolution #20-3446

WHEREAS, the Hackettstown Municipal Utility Authority has the need to replace its digester air compressor and has received two quotes; and

WHEREAS, the Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500 and has solicited quotations; and

WHEREAS, JDV Equipment Corporation of Dover, NJ has submitted the lowest quotation indicated they will provide the services in the amount of \$21,227.22; and

WHEREAS, JDV Equipment Corporation has completed and submitted a Business Entity Disclosure Certification which certifies that JDV Equipment Corporation has not made any reportable contributions to a political or candidate committee in the Town of Hackettstown in the previous one year, and that the contract will prohibit JDV Equipment Corporation from making any reportable contribution in the coming year; therefore

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes JDV Equipment Corporation to provide the replacement digester air compressor at a cost of \$21,227.22.

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

Ayes: Kuster, Jerry DiMaio and Harper voting yea.

Chairperson Kuster requested Executive Director and Deputy Director to proceed with their reports.

Executive Director Corcoran began by stating new regulations for NJ Domestic Violence Policy Act and DOT Drug and Alcohol Clearinghouse for CDL's. She has been working to comply with the new DOT CDL requirements and get up to speed with the Clearinghouse policies. Kathy also stated that they may need to hire a third party consultant to handle some of this for them. She confirmed that they will have more information in the near future and this will likely require Employee Handbook and procedural changes.

Kathy continued by updating the Board on developers.



- Heath Village West - continues construction, and should be ready for final inspections and authorization for operation in the near future.
- Quick Check - HMUA approval in place; no recent activity.
- Woodmont – HMUA approval in place; no recent activity.
- Residences at Bilby Rd. – Ongoing exchange between HMUA and developer engineers for tentative approval application.

On the Sewer Utility side, Kathy stated they hired a new operator to replace Ed Poyer, who will retire at the end of March. She confirmed that the new employee is working out very well to date.

Kathy also stated that the Authority had its yearly fire inspection. The inspection noted that CO alarms were required in various areas and signage was needed for the solar power system, all of which has been addressed.

Kathy continued by stating that the Sewer Utility continues to work with APG Neuros. They have determined that the main blower control PLC needs to be replaced, so they have been working to determine the most cost effective way to undertake the replacement.

Kathy also stated that there have been some issues with reportable DMR results for BOD from the contract lab, ALS, which has put us out of compliance with NJPDES permit. We continue to work with another lab to verify results until ALS can supply reportable results. A meeting is being held tomorrow with ALS management to discuss their efforts to resolve these issues.

Kathy also stated they continue to look at UV manufacturers and plan to make a determination in the near future and put out RFP for engineering design services.

Kathy confirmed that Frank is heading up the work for the UV gate and drain valve construction project along with the conversion to natural gas project at the WPCP. She deferred to Frank to report on those projects.

Frank stated that there will be a meeting on February 5th with three contractors for the work on the UV gate and drain valve project. He also stated he is working with Elizabethtown Gas for the easement alignment requirements and stream crossings. He confirmed that he is also working on obtaining the easements for the gas lines.

Kathy then stated that Bud is present at this meeting, so she deferred to Bud to discuss the Water Utility. At this point, Bud stated that M&M Mars has installed the new water main from the wet tap to just outside the valve vault. They have passed the pressure test and the bacterial test. He confirmed that he has asked them for a time frame as to when the new main would be connected in the valve vault.

Bud also stated they continue to leak detect with the loggers and they ended the year with three main breaks, one on Christmas Eve, in addition to six service line leaks.

Bud continued by stating they have put plastic covering on the spoils pile at the WFP to try to keep the moisture out.

Bud also stated that there are proposed new USEPA and NJDEP lead and copper rules that mostly effect lead. He stated one big possible change is the addition of a trigger level of 0.10 µg/L which will trigger additional planning, monitoring, and treatment requirements. One other



thing they are looking to change is the notification time when the action level is exceeded on an individual sample, which currently is 30 days, to 24 hours. He confirmed that, as far as he knows, the Authority has no lead service lines. Bud stated that Kathy, Frank and he have attended numerous webinars and training classes on this topic.

Kathy thanked Bud for his report. She stated that there are many more requirements associated with the proposed rules, including significant consequences if the lead action level is exceeded, in addition to lead service line inventory requirements and potential replacement requirements. Kathy stated she will keep the Board apprised of these requirements and potential impacts on HMUA as the final rules are developed.

Kathy stated the removal/disposal of the soil stockpile is currently out for bid with a pre-bid meeting scheduled for January 22nd.

Kathy also stated that there appear to be some issues with the effectiveness of the orthophosphate, requiring us to add more chemical in order to maintain desired residuals in our system. This issue is being investigated by Mott MacDonald.

Kathy stated that a PDF of the annual facilities inspection completed by Mott MacDonald was included in the meeting packet. Bound hard copies are also available.

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.

Chairperson Kuster asked whether anyone had business of a general nature to discuss. Kuster stated that the Town has reappointed Bill Harper to a new 5-year term on the Board, effective February 1, 2020. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Harper, seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time – 8:35 P.M.

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