



HMUA MINUTES

REGULAR
MEETING OF

April 09, 2019

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING April 09, 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, John DiMaio, Harper and Kunz.

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

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster opened the meeting to hear testimony and to discuss proposed changes to water and sewer connection fees and other fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

The court Stenographer began taking notes. See attached transcript.

Chairperson Kuster stated the next agenda item was discussion and possible action to adopt changes to water and sewer connection fees and other fees listed in the rate schedule in Section VII of the HMUA Rules and Regulations.

The following Resolution #19-3389 was proposed by Harper who moved its adoption.

Resolution #19-3389

WHEREAS, the HMUA is subject to a 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 and the water and sewer connections fees and other 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 connections fees and other 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 John DiMaio and upon roll call vote carried: Ayes: Kuster, John DiMaio, Harper and Kunz voting yea.

The court stenographer and Robert McNinch exited the meeting.

Chairperson Kuster indicated approval of minutes of the March 12th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper with Kuster, John DiMaio and Harper voting yea and Kunz abstaining.

Chairperson Kuster indicated approval of minutes of the March 12th Executive Session 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 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 there were no Change Orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account Requisitions #OEA-1153, #OEA-1154 and #OEA-1155 in the total amount aggregate amount of \$528,263.46.

The following Resolution #19-3390 was proposed by Kunz who moved its adoption:

Resolution #19-3390

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

Dated:	March 01, 2019	OEA-1153	SL-07	\$119,208.38
Dated:	March 15, 2019	OEA-1154	SL-08	276,500.36
Dated:	March 29, 2019	OEA-1155	SL-09	<u>132,554.72</u>
			Total	\$528,263.46

This Resolution was seconded by John DiMaio and upon roll call vote carried: Ayes: Kuster, 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-256 in the aggregate amount of \$144,429.64. The following Resolution #19-3391 was proposed by Harper who moved its adoption.

Resolution #19-3391

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-256 be formally approved:

REQUISITION #RR-256

Fisher Electrical Cont.	Thermal Work-Box-Drive	\$ 6,296.07
Iron Hills Construction Co.	Nitrification Upgrade Comp	133,381.92
JDV Equipment Corp.	Replace Safety Switch	1,667.00
Water Works Supply Company	5/8"x 3/4" Meters w/ ERT's	<u>3,084.65</u>
	Total	\$ 144,429.64

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-288 in the amount of \$3,100.00. The following Resolution #19-3392 was proposed by John DiMaio who moved its adoption.

Resolution #19-3392

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-288 be formally approved:



REQUISITION #ESR-288

Broschious, Fischer & Zaiter
H.M.U.A.

WOODMONT INDEPENDENCE	\$	1,100.00
MOUDRO CORPORATION		<u>2,000.00</u>
Total	\$	3,100.00

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Construction Aid Fund #CAF-415 in the amount of \$353,470.00. The following Resolution #19-3393 was proposed by Kunz who moved its adoption.

Resolution #19-3393

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-415 be formally approved:

REQUISITION #CAF-415

Heath Village	Refund of CAF Funds	\$	<u>353,470.00</u>
	Total	\$	353,470.00

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving General Fund Requisition #GF-06 in the amount of \$44,117.00. The following Resolution #19-3394 was proposed by John DiMaio who moved its adoption.

Resolution #19-3394

REQUISITION #GF-06

Pillari Bros.	Contract 47W – Application #7	\$	10,764.51
Pillari Bros.	Contract 47W – Application #8		<u>33,352.49</u>
	Total	\$	44,117.00

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

Chairperson Kuster stated the next agenda item was discussion and possible action for the purchase of equipment and installation of leak detection replacement equipment at the Water Pollution Control Plant underground storage tanks.

Executive Director Corcoran stated that do to the new rules issued by EPA, all underground oil storage tanks must have appropriate monitoring systems installed. Kathy stated that the estimate cost to replace the systems would be over \$20,000.00. The Board questioned what other options they might have and suggested that the Authority should look into possibly having natural gas run to the property. Kathy stated that Pete did look into this cost and it would exceed \$100,000.00. It was then suggested that we may want to move the tanks above ground. Engineer Klemm stated that he would look into it and get back to the Board at the next meeting. The Board decided to hold this agenda item until next meeting once they have had time to review Engineer Klemm’s recommendations and cost estimate.

Chairperson Kuster stated the next agenda item was discussion and possible action for the purchase of equipment and installation of a 12” insertion valve.



Executive Director Corcoran stated that they have received three quotes for this work and there is no need for Board's approval since it is under \$17,500, but she suggested that Bud explain the purpose of installing this valve.

Bud stated that with the water main break on Seber Road it left a large area in Town with very low water pressure. He explained the break occurred on a 12" cast iron main that was probably installed in 1966 when Well #4 was installed. This main is one of two that leave the Seber Road well field. Well #'s 4, 5 & 7 all pump into this line. He explained that the Seber Rd. line goes to Willow Grove Street and the other feed line goes across the river to Indian Park. The Seber Rd. main is approximately 2,000 feet long and has been placed on the capital project list. Installing a new insertion valve by the entrance to the WFP would greatly decrease the shut down time require for any future issues with this line until a new line can be installed.

Chairperson Kuster stated that he was down on Seber Road following the break and found the staff to be very professional, knowledgeable and courteous. He stated that they all appeared to know exactly what needed to be done.

Bud thanked Chairperson Kuster and continued with his report.

Bud stated they continue to do leak detection and have had one water main break so far this year.

He also stated that Heath Village West had installed the insertion valve along Schooleys Mountain Road as planned. This allowed us to repair the leak on the wet tap for Hasting Square without anyone being out of water.

Bud continued by stating that water utility has taken a section of main on Roosevelt from Route 46 to Harvey Street out of service. He explained that this section of main has had a numerous breaks over the years. He confirmed that they moved all the service lines off the main in preparation for eliminating the main. He stated the main was still in service to accommodate two fire hydrants up until the end of March when another break occurred on the line. They have since relocated both fire hydrants.

Bud also stated Heath Village West has been installing water main for their project. Some of the main has been passed testing, and has now been put into service.

Bud also stated the water utility will begin valve exercising soon. He stated that the 12" and larger valves all need to be done before October of 2019. He confirmed that there are approximately 258 12" valves and larger and 2,053 smaller valves which need to be operated before October of 2021.

Bud concluded by stating the mason dump truck is working out very well and with the salt spreader it has saved a lot of time and work.

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

Executive Director Corcoran began by stating that for the Deputy Director position nine applications were received and one phone call. She confirmed she has conducted three interviews and has scheduled a second interview for one.

Kathy also stated that she they have received the settlement agreement for Heath Village, which has been signed by Heath Village. Kathy stated that she was previously authorized to act on behalf of the Board in this matter, but since she just received the signed agreement, she



suggested that the Board give her formal authorization to sign the agreement once attorney Russo make any final changes and she will release the payment to Heath in accordance with the agreement.

A motion was made by John DiMaio authorizing Executive Director Corcoran to sign the agreement between Heath Village and the HMUA once she has reviewed it. This motion was seconded by Kunz and upon roll call vote carried: Ayes: Kuster, John DiMaio, Harper and Kunz voting yea.

Kathy continued by reviewing the developer projects as follows:

- Wawa Mott MacDonald is reviewing revised As-Built drawings.
- Heath Village West has continued with construction.
- Quick Check we are still waiting for the performance bonds.
- Princess Towers recently submitted an application for Final Approval.
- Woodmont submitted 25% connection fees; awaiting receipt of the Letter of Credit.

Kathy also stated they have received the arsenic treatability test results from NJDEP and Stevens Institute, and the Authority is awaiting the NJDEP to schedule a meeting to review the results.

Kathy continued by stating that one nitrification tank is out of service. They have been experiencing some changes in the quality of the nitrification process, and have had excursions for ammonia for the month. She confirmed that the NJDEP was notified and letters were submitted to NJDEP with plans to best control the process. Kathy stated that the second half of the plant was put into service and they have ordered super bugs to help the nitrification process.

Kathy also stated the Paracetic Acid Plan has been submitted to the NJDEP and they are waiting for a response.

Kathy continued by stating she had a conference call with the County and it was very successful. She is hoping to negotiate a higher price for the property. She confirmed the County agreed to have an appraisal and survey completed for the property. As previously mentioned, the County would still like the tank removed and the cost estimate for that is approximately \$300,000. Once the tank is removed, the Authority or County can plant trees there to meet the requirements of the Highlands Council.

Kathy also stated that due to the break on Seber Road, the Warren County Emergency Call Center received over 250 phone calls for no water or low pressure. Kathy stated that the Authority has started emergency call service with TriCap to avoid this situation from happening again.

Kathy also stated that she and Bud had a workshop with Mott MacDonald to review the Asset Management Plan Draft. She also confirmed that the staff is working very hard to update the GIS system to clarify what is private vs. public, which will reduce the required capital improvements.

Kathy concluded by stating the water main project has been completed except for a few punch list items which will be worked on in the spring. She also stated that the contractor has been requested to provide his accounting actual costs for that line item for possible negotiation under the contract.



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. There being no additional comments or discussion, Chairperson Kuster declared a motion to adjourn would be in order and was so moved by John DiMaio, seconded by Kunz and followed by a unanimous voice vote.

Time – 8:20 P.M.

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

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HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY

Tuesday, April 9, 2019

In re: Public Hearing

Water and Sewer Fees

424 Hurley Drive

Hackettstown, New Jersey 07840

PRESENT: WILLIAM W. KUSTER, JR., Chairperson
KATHLEEN CORCORAN, Executive Director
DAVID KLEMM, Projects Engineer
LEONARD KUNZ, Board Member
WILLIAM HARPER, Board Member
JOHN DiMAIO: Board Member
JOHN M. ZAITER, ESQUIRE

Also present: Rob McNinch, Auditor
Charles Volkert, Water Superintendent

* * *

VERITEXT LEGAL SOLUTIONS

Mid-Atlantic Region

4949 Liberty Lane, Suite 200

Allentown, PA 18106

(610) 434-8588

1 (7:06 p.m.)

2 THE CHAIRMAN: The first item is the public hearing
3 to hear testimony and discuss proposed changes to water and
4 sewer connection fees and other fees listed in the rate
5 schedule in Section VII of the HMUA rules and regulations.

6 MS. CORCORAN: This is a public hearing of the HMUA
7 which was noticed in the Daily Record, on the HMUA website,
8 Facebook page to consider the adoption of changes to the
9 water and sewer and connection fees and other fees listed in
10 the schedule in the Section VII of its rules and regulations.
11 I am going to give you this list to put in the public record
12 that lists out all of the fees that are proposed to be
13 changed and I am going to give the floor to Robert McNinch.

14 MR. McNINCH: As Kathy mentioned tonight, the
15 purpose of this hearing is to consider the adoption to the
16 changes of the water and sewer connection fees as well as
17 miscellaneous application and processing fees. Now, the
18 authority has proposed these rates to help offset some of the
19 upcoming cost of repairs and construction to the
20 infrastructure, both water and sewer system. We will point
21 out that rates have not been updated in some time. Myself
22 and Kathy went back to try to figure out when they were
23 updated last week, we could not come up with a date. Now,
24 the most significant increase that we are going to be
25 discussing tonight would be with the water and sewer

1 connection fees. The increase, currently the water rate is
2 \$1,429, the proposed increase is \$5,530. The sewer rate is
3 currently \$3,054, the proposed increase is \$5,505. This is a
4 matter of public record. I want to distinguish that this is
5 not a recurring fee like a regular quarterly water and sewer
6 charge. This connection fee is the cost, one time fee, the
7 cost of a user to connect to our water and sewer system.
8 Once they are connected that is it, the fee is what it is.
9 The state provides us with a statutory formula to calculate
10 those fees which essentially takes the total amount of the
11 authorities invested in the system and divide it by the
12 calculations number of EDUs for both water and sewer. The
13 idea is to fairly distribute the costs of the system over the
14 years among people who are new users and connections.

15 In February our firm provided the authority with a
16 few study reports that calculated these fees under New Jersey
17 statute 14 B-21 and 22. The amounts that we came up with for
18 water and sewer are the amounts that are being proposed for
19 adoption tonight. Just as a side note, it is a fairly
20 regular rate increase or fairly common practice within
21 government. They are needed to address the costs of
22 repairing age and infrastructure and dealing with items such
23 as inflation for cost of operation. The connection fees that
24 were being proposed tonight were calculated based on
25 assumptions in the 2017 financial statements. As the

1 infrastructure continues to grow as it has in 2018 and 2019
2 and as we have planned going forward, this fee will change.
3 In the February meeting we mentioned that assuming EDUs were
4 about the same, for every million dollars we spend, be it
5 water or sewer, you can anticipate that the calculated rate
6 will increase by about \$160 on the water side, \$145 on the
7 sewer side. That is for every million of capital that was
8 vested to the system you would get those respective
9 calculated increases. As again, I noticed we have not
10 increased these rates in some time, I would like the board to
11 consider going forward to avoid future large increases like
12 the ones we were discussing tonight, you consider calculating
13 these connection fees on an annual basis and considering the
14 costs of new infrastructure so we don't have huge increases
15 so they are more tapered. That is really all I want to speak
16 about now. Were there any questions or comments?

17 MR. ZAITER: I have a question. You discussed in
18 the opening statement that you were talking about future
19 expenses that HMUA might encounter. Your calculation of
20 these costs don't take future expenses into consideration;
21 correct?

22 MR. McNINCH: That's correct.

23 MR. ZAITER: Your calculation is based on what HMUA
24 already set?

25 MR. McNINCH: That's correct, on 11/30/17.

1 MR. ZAITER: There were certain assumptions that
2 you made with respect to the 2017 financial statement or
3 2018?

4 MR. McNINCH: No, 2017 is what our calculations
5 were based off of. We should consider that we have had
6 capital purchases in construction in 2018. That is when we
7 would go to calculate the 2020 connection fees, we would have
8 to consider it would affect the water and sewer rate. Let's
9 say if we spent a million dollars on the water side, we could
10 anticipate a calculated increase for 2020 of maybe \$165.

11 MR. ZAITER: That's all I have.

12 MR. DiMAIO: One question I have is that each of
13 the two, water and sewer, the new connection rates are going
14 to be identical but yet future adjustments are different.
15 How do we arrive at that base number and then the adjustments
16 are different, end up being different?

17 MR. McNINCH: Great question. It has to do with
18 what we are investing. If we invest with a certain portion
19 in 2018 we invest two million in water but 500,000 on the
20 sewer side, we would get that respective increase or a
21 greater increase on calculated rate on the water side. So it
22 is all contingent on the infrastructure and what we put into
23 it.

24 MR. ZAITER: If he could have the record reflect
25 the recommended increases are little bit different. They are

1 not identical, they are \$25 apart just, for purposes of the
2 record, of an accurate record.

3 THE CHAIRMAN: Any other questions, comments?

4 MR. DiMAIO: Something shall be on the record, to
5 date everything we have done with regard to water main
6 replacement we have done without incurring any debt to date
7 which these numbers for connection fees help offset
8 increasing rates for payers, it keeps their rates more stable
9 and lower. We have no debt as a result of the work we have
10 adopted on the water which I think is a pretty important
11 notice for folks to know.

12 THE CHAIRMAN: The amount of the water main
13 replacement we have done in the past five years is
14 significant in the system; we have reduced our water losses
15 and reduced water main breaks and we have significantly
16 upgraded the water service system. And as was noted, this
17 adjustment reflects the previous work and expenditures done
18 by the HMUA and the period of time that we have not adjusted
19 the calculations and we were making up for what we had not
20 done but we are now catching up and going forward, we will
21 annually evaluate and adjust as necessary.

22 MR. HARPER: In the future we are going to update
23 these numbers annually?

24 MS. CORCORAN: Right. There is a statutory
25 requirement to do the calculation annually. However, that

1 does not mean that whatever the calculated rates are
2 determined to be that the board has to accept those rates.

3 THE CHAIRMAN: We just have to do the calculation,
4 if we choose to increase it that is our choice, calculation
5 has to be done.

6 THE CHAIRMAN: Anybody else, any questions? Close
7 the public hearing?

8 MR. ZAITER: We can close the portion of the public
9 hearing. Just let the record reflect that there are no
10 members of the public here today. Is there a motion to adopt
11 the increase connection fees on both water and sewer? I have
12 the water in the amount of the \$5,530.

13 MS. CORCORAN: Yes.

14 MR. ZAITER: And the sewer \$5,505.

15 MR. HARPER: I make a motion to increase the water
16 the and sewer connection fees, \$5,535 water, \$5,505 sewer.

17 MR. DiMAIO: I will second.

18 MS. CORCORAN: There were also a bunch of other
19 administrative related fees and rules.

20 MR. DiMAIO: As per the document.

21 MS. CORCORAN: I want to make sure it was your
22 intent to pass all of them, the motion will be to increase
23 the rates as were published.

24 (Vote taken, motion carried.)

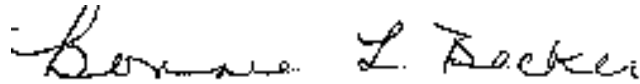
25 (Concluded at 7:13 p.m.)

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CERTIFICATE

I do hereby certify that I am a Notary Public in good standing, that the aforesaid hearing was taken before me, pursuant to notice, at the time and place indicated; that the hearing was correctly recorded in machine shorthand by me and thereafter transcribed under my supervision with computer-aided transcription; that the transcript is a true and correct record of the hearing; and that I am neither of counsel nor kin to any party in said action, nor interested in the outcome thereof.

WITNESS my hand and official seal this 11th day of April, 2019.



Bonnie Haber, RPR

Notary Public

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