



HMUA MINUTES

REGULAR
MEETING OF

April 10, 2018

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING April 10, 2018

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 7:04 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, Harper and Kunz.

Also attending: Counselor John Zaiter, Projects Engineer Klemm, Executive Director Corcoran and Recording Secretary Palma.

Chairperson Kuster led a salute of the United States Flag.

Chairperson Kuster indicated approval of minutes of the March 13th Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Harper with Kuster, Jerry DiMaio and Harper voting yea, and Kunz abstaining.

Chairperson Kuster opened the meeting to public participation and noted no members of the public were 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 project change orders.

Chairperson Kuster stated the next agenda item was to entertain Resolutions approving the Operations Expense Account requisitions #OEA- 1127, #OEA-1128 and #OEA-1129 in the total aggregate amount of \$464,404.41.

The following Resolution #18-3293 was proposed by Kunz who moved its adoption:

Resolution #18-3293

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

Dated:	March 02, 2018	OEA- 1127	SL-07	\$132,592.63
Dated:	March 16, 2018	OEA- 1128	SL-08	232,931.56
Dated:	March 30, 2018	OEA- 1129	SL-09	<u>98,880.22</u>
			Total	\$464,404.41

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Construction Aid Fund Requisition #CAF-412 in the amount of \$5,064.55. The following Resolution #18-3294 was proposed by Harper who moved its adoption:

Resolution #18-3294

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-412 be



formally approved:

REQUISITION #CAF-412

Suburban Consulting	Engineering Services	\$	<u>5,064.55</u>
	Total	\$	5,064.55

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Renewal & Replacement Fund Requisition #RR-244 in the aggregate amount of \$7,350.00. The following Resolution #18-3295 was proposed by Jerry DiMaio who moved its adoption.

Resolution #18-3295

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-244 be formally approved:

REQUISITION #RR-244

Mott MacDonald	Engineering Services	\$	<u>7,350.00</u>
	Total	\$	7,350.00

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-276 in the amount of \$842.00.

The following Resolution #18-3296 was proposed by Harper, who moved its adoption:

Resolution #18-3296

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-276 be formally approved:

REQUISITION #ESR-276

R&J Controls, Inc.	HOGS	\$	<u>842.00</u>
	Total	\$	842.00

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

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize advertisement and receipt of bids for Contract #48S Water Pollution Control Plant Nitrification System Upgrades.

After a brief discussion, the following Resolution #18-3297 was proposed by Kunz who moved its adoption.



Resolution #18-3297

WHEREAS, Mott MacDonald Consulting Engineering was previously authorized to prepare the plans and specifications for the bidding of Contract #48S Water Pollution Control Plant Nitrification System Upgrades; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority hereby authorizes the advertisement for the acceptance of bids for Contract #48S Water Pollution Control Plant Nitrification System Upgrades Project.

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

Chairperson Kuster stated the next agenda item was discussion and possible action to award Contract #LBT-18 for Liquid Biosolids Transportation.

Executive Director Corcoran gave an overview of the bids received and recommended the lowest bidder be approved.

The following Resolution #18-3298 was proposed by Harper who moved its adoption.

Resolution #18-3298

WHEREAS, subsequent to the proper advertisement, four (4) sealed proposals for Liquid Biosolids Transportation were received and read aloud at the public bid opening on April 4, 2018 at 2:30 PM at the HMUA Jacob Garabed Administration Building; and

WHEREAS, it has been determined that the lowest bid was received from Accurate Waste Removal Services, Inc. of Mt. Olive, New Jersey for the bid price of \$.0425 per gallon; therefore

BE IT RESOLVED, Contract #LBT-18 for Liquid Biosolids Transportation is awarded to Accurate Waste Removal Services, Inc. of Mt. Olive and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Kuster requested the Office Manager to proceed with her report.

Debbie began by giving an overview of the collections over the last three months. She also confirmed that the credit card payments have really helped when doing collections.

Debbie also stated that since they began doing the Robo-calls it has reduced the number of collections the Authority has had to do. She stated that implementing this program was a great idea. She confirmed once the calls are made, within minutes the office phones are ringing with customers calling stating they are mailing in their payments.

Debbie continued by stating the meter replacement program is going very well. A few of the cycles are almost completed which means all meters will have been replaced. She stated that the office staff is doing a great job making appointments.

Debbie concluded by stating that Diane Pilipenko has indicated that she will more than likely retire the 1st of April next year. She confirmed that she and Kathy have discussed the job



description and, they intend to begin the process of looking for a qualified person in the Fall with the Board's approval.

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

Executive Director Corcoran began by stating Robert McNinch and his associated have been working on the audit. They will await the pension liability numbers before completing the audit. She confirmed that once the audit is completed, she anticipates that they will begin working on the rate evaluation.

Kathy continued by stating the WaWa project seems to be moving forward with the construction, and Mott MacDonald is reviewing the Heath Village West and the Quick Check applications.

Kathy also stated Pete continues to work with APG to resolve the issues with the blowers. APG continues to monitor remotely and has been calling in slight modifications to the controls. However, they continue to have issues with lag blower faults.

Kathy also stated they are still waiting on the draft work plan from Stevens Institute and NJDEP for the Arsenic Treatability Study.

She stated that there is a plant tour on the morning of Saturday, April 21 for two classes from the County College of Morris.

Kathy also stated she continues to work on the RFP for the UV Disinfection Facilities Design. She explained that the current Trojan 3000 system is no longer manufactured and replacement parts are difficult to find.

Kathy continued by stating the Water Utility has begun putting the tags on and inspecting the hydrants as required by WQAA. They have also started exercising some of the valves by manually turning them. She also stated they will be doing the hydrant flushing in May.

Kathy also stated Pillari Brothers has been awarded the Contract for the Water Main Project in the amount of \$1,358,977.95 and the preconstruction meeting is being scheduled. It was noted that the three previous disturbances in High Street were inadvertently left out of the contract. She stated that a change order request has been submitted to Pillari Brothers to complete this work under the contract and additional quotes are also being sought.

Kathy also stated that she and the design engineer met with the County Engineer today to review the project drawings and to get feedback on traffic control. She confirmed that the road opening application for the project was submitted to the County back in January. She stated that they will also be meeting with Sgt. Tynan tomorrow to discuss traffic requirements prior to the preconstruction meeting.

Kathy concluded by stating she has been working with Corey Tierney from Warren County Land Preservation with regards to County and NJDEP Green Acres interest in the property adjacent to our property at the 1.0 tank.

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 requested whether anyone had business of a general nature to discuss.

Kathy stated that they received a letter from the owner of 717 Austin Ct. regarding a leak she had on her line. She confirmed the leak was outside and the owner had no knowledge that it was leaking. Once she found out there was a leak, she turned the water off right away. The Board was in agreement to offer some relief on the water usage once the line is repaired. They suggested that Kathy inform the homeowner to contact the office once repaired.

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 – 7:55PM

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