



HMUA MINUTES

REGULAR
MEETING OF

April 14, 2020

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING April 14, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 2:10 P.M over teleconference due to Executive Order No. 107 signed by NJ Governor Murphy and to promote the necessary social distancing to avoid the spread of COVID-19. 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: Counselor John Zaiter, Executive Director Corcoran, Deputy Director Biank, and Recording Secretary Palma.

Chairperson Kuster indicated approval of minutes of the March 10, 2020 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Kunz.

Ayes: Kuster, John DiMaio and Harper

Abstain: Jerry DiMaio and Kunz

Chairperson Kuster indicated approval of minutes of the March 10, 2020 Executive Session to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

Ayes: Kuster, John DiMaio and Harper

Abstain: Jerry DiMaio and Kunz

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

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders.

Executive Director Corcoran stated that there was one project change order in the amount of \$41,927.50 for additional soil disposal under Contract 49W. The Board has several questions regarding the disposal and Executive Director Corcoran explained that the estimate done by Mott MacDonald was low by approximately 413 tons. She explained that the soil pile was covered as best possible with tarps by HMUA and then the contractor was required to maintain tarp covers throughout the project, however some moisture may have gotten in between the tarps. She confirmed that trucks were checked and all tickets were verified.

The following Resolution #20-3478 was proposed by John DiMaio who moved its adoption:

Resolution #20-3478

WHEREAS, the Hackettstown Municipal Utility Authority has a contract with ADR



Environmental for Spoils Disposal; and

WHEREAS, it was determined that there was a need to dispose of an additional 413.25 tons of soil at \$70.00/ton, and additional bonding and general project costs in the amount of \$13,000; now, therefore

BE IT RESOLVED, the Hackettstown Municipal Utility Authority hereby grants approval of Change Order No. 1 in the amount of \$41,927.50 for Contract 49W.

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

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

Chairperson Kuster stated the next agenda item was to entertain resolutions approving the Operations Expense Account Requisitions #OEA-1180 and #OEA-1181 in the total aggregate amount of \$429,038.39. The following Resolution #20-3479 was proposed by Harper who moved its adoption:

Resolution #20-3479

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

Dated: March 13, 2020	OEA-1180	SL-08	\$133,746.62
Dated: March 27, 2020	OEA-1181	SL-09	<u>295,291.77</u>
		Total	\$429,038.39

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

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

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Renewal & Replacement Fund Requisition #RR-268 in the aggregate amount of \$79,501.96. The following Resolution #20-3480 was proposed by Kunz who moved its adoption.

Resolution #20-3480

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-268 be formally approved:

REQUISITION #RR-268

ADR Environmental	Contract 49W (Spoils Disposal)	\$ 71,384.46
Water Works Supply Co.	50 Water Meters w/ERT's	<u>8,117.50</u>
	Total	\$ 79,501.96

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

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

Chairperson Kuster stated the next agenda item was to entertain a resolution approving Construction Aid Fund Requisition #CAF-418 in the aggregate amount of \$228,750.00. The following Resolution #20-3481 was proposed by Kunz who moved its adoption.



Resolution #20-3481

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-418 be formally approved:

REQUISITION #CAF-418

ADR Environmental	Contract 49W (Spoils Disposal)	\$ 220,000.00
Garden State Labs	PAA Pilot Study	<u>8,750.00</u>
	Total	\$ 228,750.00

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

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

Chairperson Kuster stated the next agenda item was to entertain a Resolution approving Escrow Subaccount Requisition #ESR-299 in the amount of \$4,799.50. The following Resolution #20-3482 was proposed by Harper who moved its adoption.

Resolution #20-3482

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-299 be formally approved:

REQUISITION #ESR-299

Mott MacDonald	Residences at Bilby Rd	<u>\$ 4,799.50</u>
	Total	\$ 4,799.50

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

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

Chairperson Kuster stated the next agenda item was to entertain resolution authorizing emergency measures to respond to the COVID-19 Pandemic.

The following Resolution #20-3483 was proposed by Jerry DiMaio who moved its adoption.

Resolution #20-3483

WHEREAS, the Hackettstown Municipal Utilities Authority (“Authority”) was established pursuant to N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority is committed to providing the community with safe, clean drinking water and quality wastewater management, while maintaining the highest standards of customer service (Mission) and these services are vital to the environment and public health of the residents of the State of New Jersey; and

WHEREAS, the Authority relies heavily upon its dedicated staff of 19 and upon services, equipment and supplies in its daily business operations in serving its Mission; and

WHEREAS, on March 9, 2020, Governor Murphy (Governor) issued Executive Order (EO) No. 103 declaring a State of Emergency pursuant to N.J.S.A. App.A.:9-33 et seq. and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1 et seq., due to the rapid spread of COVID-19; and



WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 to be a worldwide Pandemic (Pandemic) in response to which, the White House declared a national State of Emergency on March 13, 2020;

WHEREAS, due to the existential threat posed by the Pandemic, a state of emergency is essential for the Authority's continued operations.

NOW, THEREFORE, BE IT RESOLVED, by the Authority as follows:

1. Emergency situations at the Authority water and wastewater facilities invokes the emergency procurement sections of the local public contracts law at N.J.S.A 40A:11-6 as well as the Authority policy for purchasing;
2. The Executive Director is authorized to take the necessary action to procure the service, materials, equipment and supplies and manage the labor force as needed to protect the health, safety and welfare of the employees, community and facilities and to file this resolution and the Executive Director's Declaration of Emergency with the Authority Qualified Purchasing Agent;
3. The appropriate Authority officials are hereby authorized to pay all necessary and proper bills and claims which may be incurred by the Authority in the event that meetings may be cancelled; and
4. This State of Emergency will expire upon the Governor's rescission of EO 103 or some other action taken by the State of New Jersey lifting the State of Emergency referenced therein.

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

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

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

Executive Director Corcoran began by stating there were no reportable changes in the developer projects this month.

On the sewer utility side, Kathy stated that they continue to use another lab to complete the BOD testing as ALS continues to work to fix their issues causing qualifiers on their results.

Kathy also stated that the sewer utility continues to work with the main line camera to investigate and identify cracks and leaks in the sewer system.

Kathy stated that they are currently still working with APG Neuros to fix the blower issues, and will be replacing the main PLC soon.

Kathy stated that Frank was handling the Slide Gates and Mud Valves project and asked Frank to provide an update.

Frank stated the contractor has completed the installation of the new slide gates and mud valves today and everything went very well. Frank also confirmed that they will be working with Mott MacDonald on the RFP for the UV System replacement.

Kathy stated that the water usage is again lower than last year by about 1.3 million gallons for the month and they continue to leak detect.



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

Chairperson Kuster asked whether anyone had business of a general nature to discuss. Chairperson Kuster declared a motion to adjourn would be in order and was so moved by Jerry DiMaio, seconded by Kunz and followed by a unanimous voice vote.

Time – 2:55 P.M.

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