



HMUA MINUTES

REGULAR
MEETING OF

May 12, 2020

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING May 12, 2020

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kuster at 2:15 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. Executive Director Corcoran 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 April 14, 2020 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by John DiMaio, being seconded by Harper.

Ayes: Kuster, Jerry DiMaio, John DiMaio, Harper 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 there were no Change Orders.

Chairperson Kuster stated the next agenda item was to entertain resolutions approving the Operations Expense Account Requisitions #OEA-1182 and #OEA-1183 in the total aggregate amount of \$217,187.44. The following Resolution #20-3484 was proposed by Harper who moved its adoption:

Resolution #20-3484

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

Dated: April 10, 2020	OEA-1182	SL-10	\$ 99,843.33
Dated: April 24, 2020	OEA-1183	SL-11	<u>117,344.11</u>
		Total	\$217,187.44

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-269 in the aggregate amount of \$4,398.00. The



following Resolution #20-3485 was proposed by John DiMaio who moved its adoption.

Resolution #20-3485

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-269 be formally approved:

REQUISITION #RR-269

Campbell Foundry Company	Covers and Frames	\$	1,668.00
Mott MacDonald	GIS Data Base/Contract 47W	\$	<u>2,730.00</u>
	Total	\$	4,398.00

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 a Resolution approving Escrow Subaccount Requisition #ESR-300 in the amount of \$2,549.25. The following Resolution #20-3486 was proposed by Jerry DiMaio who moved its adoption.

Resolution #20-3486

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-300 be formally approved:

REQUISITION #ESR-300

Mott MacDonald	Residences at Bilby Rd	\$	<u>2,549.25</u>
	Total	\$	2,549.25

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 provide Authorization for Operation of Facilities to the Heath Village West development, contingent upon receipt of acceptable maintenance guarantee.

The following Resolution #20-3487 was proposed by John DiMaio who moved its adoption.

Resolution #20-3487

WHEREAS, the Authority has inspected the water and sewerage facilities of the Heath Village West development; and

WHEREAS, the construction has been satisfactorily completed and is in accordance with the plans and specifications as approved by the Authority; now therefore

BE IT RESOLVED, a written Authorization for Operation of Facilities may be issued to Heath Village West upon receipt of acceptable maintenance guarantee(s), as per Authority Rules and Regulations.

This Resolution was seconded by Harper 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 she expect a drop in revenues since water usage is down approximately 10% and the Authority is not doing collections or charging late fees. She also stated that AEA is pushing for environmental authorities to be included with municipalities in proposed Bill A3971 with regard to issuing Coronavirus Relief Bonds.

Kathy also stated that AEA has been holding weekly zoom check-in meetings, in which she participates. It's been helpful to see what all other member utilities are doing. Most seem to be operating similarly to HMUA, with others on skeleton shifts and others having operators live/sleep at the facility, and none appear to be reopening as of yet. She stated that office and water/sewer operations have been successful on split shifts due to cross training we have in place. She confirmed that some maintenance and other things are moving a little slower or being done less frequently, such as maintenance activities and valve turning. Some projects must be put off, like water line construction and major paving projects. She also stated that they were still able to do night time hydrant flushing using the standby water operations shifts.

Kathy continued by stating not much has changed in the developer projects. Residences at Bilby Road just submitted revised drawings and response letter for the tentative approval application. She also stated that the Authority assisted with installation of sewer meters so they can confirm that there is adequate capacity to handle the projected flows. Also the Authority has received a final approval application, which is currently considered incomplete as it does not include all checklist items including the connection fees.

Kathy stated on the water side the loggers have been refurbished and our working well, so they continue to leak detect. Kathy also stated that the usage for April was lower than last year. Kathy continued by stating they had one main break this month which brings the total to four main breaks and two service line replacements for the year so far, in addition to one clamp repair.

Kathy confirmed that the president of Shannon Chemical has agreed to refund the Authority \$8,928.48 for the last load of orthophosphate chemical, as they conceded that the laboratory results and Mott MacDonald's calculations are accurate and the tested load of chemical did not contain the required quantities of the active agents.

On the sewer utility side, Kathy stated that they have prepared an RFP for the UV system replacement project. She confirmed that she plans to forward it to Mott MacDonald and two other reputable firms.

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

Frank stated that the project was completed today by Scafar. Overall the project was successful and Scafar produced a quality installation of the mud valves and slide gates.

Frank discussed the status of the gas service. Frank is in discussion with Elizabethtown Gas regarding the contract for service and the easement. Elizabethtown Gas was revising the contract to the correct estimated usage and revenue generation anticipated from the HMUA. Regarding the easement, Elizabethtown Gas continues to work on the crossings at the stream and do not yet have a final alignment allowing for an easement to be prepared.

Kathy continued by stating they continue to cut brush from the fences at the WPCP.



Mr. Harper asked what, if anything, the Authority had to do with regards to the paving project on Main Street. Kathy stated that the water and sewer superintendents are coordinating with the DOT to be sure any work related to our manholes and valves is done properly.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter suggested the Board convene into Executive Session.

Chairperson Kuster stated he would entertain a motion to convene into Executive Session. Resolution #20-3488 was proposed by Jerry DiMaio who moved its adoption. The motion to convene into Executive Session was seconded by Harper.

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

Resolution #20-3488

BE IT RESOLVED, on this 12th day of May, 2020 by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. seq., the Authority shall discuss Potential Litigation 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 12th day of May, 2020 by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 2:45 PM

Harper moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 3:13 PM. No formal action was taken during Executive Session.

Upon returning from Executive Session a Motion was made by Kunz requesting the Board to vote to grant relief such that the water/sewer connection fees for the Residences at Bilby Road project be based on the prior connection fees in place before April 9, 2019.

This Resolution was seconded by Harper and upon roll call vote denied.

Ayes: Kunz

Noes: Kuster, Jerry DiMaio, John DiMaio, Harper

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 John DiMaio, seconded by Kunz and followed by a unanimous voice vote.

Time – 3:20 P.M.

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