



HMUA MINUTES

REGULAR
MEETING OF

AUGUST 11, 2015

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING AUGUST 11, 2015

JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:32 P.M. Chairperson Harper announced that adequate notice of this meeting has been given to the area press and the Town of Hackettstown, and shall be convened and conducted in accord with the requirements of the Open Public Meetings Act.

Roll call indicated the following members in attendance: Harper, Kelly and Kuster.

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

Chairperson Harper led a salute of the United States Flag.

Chairperson Harper indicated that approval of the amended minutes of the May 19th Regular Meeting. A motion to approve the amended minutes was made by Kelly, being seconded by Kuster with Harper, Kelly and Kuster voting yea.

Chairperson Harper indicated that approval of the July 14th Regular Meeting Minutes to be the next agenda item. The Board confirmed that they had not reviewed the minutes and would prefer to defer this motion until next month.

Chairperson Harper opened the meeting to public participation and noted that there were no members of the public present.

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

Executive Director Smith acknowledged that there were no change orders.

Chairperson Harper stated that Resolutions pertaining to financial transactions to be the next order of business.

The following Resolution #15-3080 was proposed by Kelly who moved its adoption:

Resolution #15-3080A

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

Dated:	July 10, 2015	OEA-1058	SL-16	\$111,764.81
Dated:	July 24, 2015	OEA-1059	SL-17	<u>101,855.08</u>
			Total	\$213,619.89

Resolution #15-3080B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-392 be formally approved:

REQUISITION #CAF-392



Hackettstown Flooring	Carpet/Labor	\$ 7,261.36
HD Supply Waterworks	Distribution Supplies	598.00
J.Y. Painting	Labor/Material	<u>3,950.00</u>
	Total	\$ 11,809.36

Resolution #15-3080C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-212 be formally approved:

REQUISITION #RR-212

Treasurer, State of NJ	NJDEP Water Main Permit	\$ 2,500.00
Treasurer, State of NJ	Highlands App. Fee (WPCP)	750.00
NJDOT	Utility Opening Fee-Ct 45W	790.00
Acrison, Inc.	Polymer Feed Equipment	<u>17,500.00</u>
	Total	\$ 21,540.00

Resolution #15-3080D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-255 be formally approved:

REQUISITION #ESR-255

Hatch Mott MacDonald	ALL SEASONS	\$ 635.00
Rapid Pump & Meter Svc Co	HOGS	<u>2,458.00</u>
	Total	\$ 3,093.00

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

John DiMaio entered the meeting.

Chairperson Harper stated the next agenda item was discussion and possible action to grant Tentative and Final approval for the Hackettstown Hyundai Project in Washington Township.

The following Resolution #15-3081 was proposed by Kelly who moved its adoption.

WHEREAS, Hackettstown Hyundai has requested Tentative and Final Approval for Sewer Utility Service for Block 4 Lots 1 & 7.02 in the Township of Washington, Morris County; and,

WHEREAS, the application and project plans have been reviewed and approved by Executive Director and are in accordance with the Authority's Rules and Regulations; therefore,

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for the Hackettstown Hyundai project in the Township of Washington, Morris County.

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



Chairperson Harper stated the next agenda item was discussion and possible action to ratify a budget line item transfer.

After a brief discussion, the following Resolution #15-3082 was proposed by Kelly who moved its adoption.

BE IT RESOLVED, the Governing Body of the Town of Hackettstown Municipal Utilities Authority hereby ratifies the action of the Executive Director to transfer funds between the individual Expense Accounts as listed below:

Water Administration – Distribution Maintenance & Supplies (64201) is increased by \$6,000.00.

Water Operations – Chemicals (63101) is decreased by \$6,000.00.

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

Chairperson Harper requested the Sewer Utility Supervisor to proceed with his report.

Pete Tynan began by stating at the last meeting he confirmed that Fisher Electric was installing the new fire alarm system. As of today, they are on the final steps. They have installed all the detector heads, as well as the pull boxes. The final step is to install the panels.

Pete also stated the new Acrison Polymer System has been delivered. He confirmed that Fisher Electric has transferred parts to a second system so the thickening process can continue while the new system is installed. He also stated that his staff was involved in the re-piping of the pump discharges since this system was designed to feed polymer elsewhere in the process.

Pete continued by stating at the last meeting he reported that the Jet Vac Pump was being replaced. Since that replacement, they have had issues with the pump. He confirmed that the pump was under warranty and is now being replaced for the second time.

Pete also stated that 3 staff members sat for NJDEP Licensing Exams and are currently waiting for the results.

Pete concluded by stating that his staff has been working with the DPW with respect to manhole preparation for the current paving projects. They also have been keeping an eye on the Route 57 and Route 46 paving projects.

Chairperson Harper requested Executive Director Smith to proceed with his report.

Executive Director Smith began by stating the Auction of the Reservoir Property will take place on August 29th at 10:00 AM here in the Administration Building.

Smith also confirmed that proper publication for the rate increase has been done. The rate increase hearing is scheduled for the September 8th Regular Meeting.



Smith also stated that Well # 9 is operational and the final repairs are scheduled for Friday.

Smith continued by stating that over last weekend the office was painted and new carpeting was installed.

Smith also stated that the office staff has begun their training on the Edmunds system. Training took place today and will continue tomorrow. We hope to run the September 1st bills from the Edmunds system.

Smith concluded by stating a number of homeowners from Mine Hill Road have contacted Peter Bryn to tie their homes into the HMUA sanitary sewer system. It is his understanding that these homeowners are all going to share the cost of the sewer extension and connection. Once they are connected, the HMUA will own the line.

Upon completion of the Executive Director's report, Chairperson Harper requested Projects Engineer Klemm to proceed with his report. Engineer Klemm reported that the signed application for the Delaware River Basin Commission (DRBC) will be mailed tomorrow. He also stated that the final payment for the Well #9 project has been submitted and also the Maintenance Bond.

Chairperson Harper requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated he suggested the Board convene into Executive Session.

Chairperson Harper stated he would entertain a motion to convene into Executive Session.

Resolution #15-3083 was proposed by John DiMaio who moved its adoption.

BE IT RESOLVED, on this 11th day of August 2015, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss Contract Negotiations in Executive Session.

It is not possible, at this time, for the Authority to determine when and under what circumstances the above referenced items, which are to be discussed in Executive Session, can be publicly disclosed.

A motion to convene into Executive Session was made by John DiMaio and seconded by Kelly. Ayes: Harper, John DiMaio, Kelly and Kuster.

THEREFORE, BE IT RESOLVED, on this 11th day of August 2015, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 8:05 PM.

Kuster moved to end Executive Session and re-enter Regular Session, said motion being seconded by John DiMaio and all indicating approval at 8:30PM. No formal action was taken during Executive Session.



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

Chairperson Harper stated that the Authority has received 16 applications for the Executive Director position and the committee is working to reduce the list to 10 for questionnaires and interviews.

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

Time – 8:35 P.M.

Bruce D. Smith
Executive Director & Secretary