



HMUA MINUTES

REGULAR
MEETING OF

OCTOBER 11, 2016

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



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JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Harper at 7:31 P.M. Chairperson Harper 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: Harper, John DiMaio, Kuster and Kunz.

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

Chairperson Harper led a salute of the United States Flag.

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

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

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 Corcoran confirmed that there was one change order. She explained that during construction of the new non potable water line at the treatment plant under Contract No. 44S, the CMS Construction Inc.'s excavator struck a buried electrical conduit/cable, which pulled the wire and also damaged the associated breaker for the solar power generation system. She noted that the lines were not on any as-built plans, their location was not known to WPCP personnel, and they also were only buried about 14" below ground. She also stated that warning tape of a buried service was encountered approximately 8-10 inches off-center of the conduit on the opposite side. She stated that CMS is asking for payment for the work performed by the electrical subcontractor with no markup by him. She confirmed that this change order in the amount of \$4,414.00 is warranted.

The following resolution was proposed by Kuster who moved its adoption.

Resolution #16-3166

WHEREAS, due to the damage done to the conduit, cable and breaker for the solar



power generation system, CMS Construction, Inc. has submitted a quote using their sub-contractor to repair the damaged for the solar power generation system; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority authorizes Change Order #1 in the amount of \$4,414.00

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

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

The following Resolution #16-3167 was proposed by John DiMaio who moved its adoption:

Resolution #16-3167A

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

Dated:	September 02, 2016	OEA-1088	SL-20	\$101,921.49
Dated:	September 16, 2016	OEA-1089	SL-21	61,349.00
Dated:	September 30, 2016	OEA-1090	SL-22	<u>103,863.50</u>
			Total	\$267,133.99

Resolution #16-3167B

BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-402 be formally approved:

REQUISITION #CAF-402

CMS Construction Inc.	WPCP: Contract 44S (#2)	\$ 64,000.00
Warren Materials	Hazen Road	<u>407.96</u>
	Total	\$ 64,407.96

Resolution #16-3167C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-226 be formally approved:

REQUISITION #RR-226

CMS Construction Inc.	WPCP: Contract 44S (#1)	\$ 241,221.00
Mott MacDonald	Engineering Services	3,136.00
Precision Electric Motor	Meadow Lane Pump Rebuild	3,685.00
TGM Services	WPCP: Convectors	2,040.00
Tickner's	Topsoil (Parkway)	490.00
Town of Hackettstown	Milling/Paving	66,756.70
Warren Materials	Paving Material (Parkway)	<u>797.53</u>
	Total	\$ 318,126.23

Resolution #16-3167D



BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-263 be formally approved:

REQUISITION #ESR-263

Mott Mac Donald	Shoppes at Mansfield	\$	462.50
	Total	\$	462.50

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract #WM-AMR-16 for Water Meters and Automatic Meter Reading Devices.

The following Resolution #16-3168 was proposed by Kunz who moved its adoption.

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. WM-AMR-16 for Water Meters and Automatic Meter Reading Devices were received and read aloud at a public bid opening on September 20, 2016 at 3:00 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from Water Works Supply Company of Pompton Plains, NJ with an anticipated value of \$76,600.00; therefore,

BE IT RESOLVED, that the bid for Contract No. WM-AMR-16 be awarded to Water Works Supply, Pompton Plains, NJ and the Executive Director is hereby authorized to execute the necessary contract documents.

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

Chairperson Harper stated the next agenda item was discussion and possible action to award Contract Orthopolyphosphate-16 for the furnishing of Orthopolyphosphate Blend.

The following Resolution #16-3169 was proposed by John DiMaio who moved its adoption:

WHEREAS, subsequent to the proper advertisement, two (2) sealed bids for Contract No. Orthopolyphosphate-16 for Orthopolyphosphate Blend were received and read aloud at a public bid opening on September 20, 2016 at 2:30 PM at the HMUA Jacob Garabed Administrative Building; and,

WHEREAS, it has been determined that the lowest responsible bid was received from George S. Coyne Chemical Co., Inc. of Croydon, PA; therefore,

BE IT RESOLVED, that the bid for Contract No. Orthopolyphosphate-16 be awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania, and the Executive Director is hereby authorized to execute the necessary contract documents.



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

Chairperson Harper stated the next agenda item was discussion and possible action to approve Mott MacDonald's proposal for professional engineering services for Rehabilitation of the 2.4 Water Storage Tank.

After a brief discussion, the following Resolution #16-3170 was proposed by Kunz who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority received a proposal dated October 7, 2016 for Professional Engineering Services in the amount of \$71,800.00; and

WHEREAS, the authorization was based upon a proposal from Mott MacDonald dated October 7, 2016 which identified design, bid and construction phases in the total amount of \$71,800.00; and

WHEREAS, the Hackettstown Municipal Utilities Authority has a need to acquire professional engineering services as a Non-Fair and Open Contract pursuant to the provisions of N.J.S.A. 19:44A-20-4; therefore

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

1. That the appointment of Mott MacDonald to provide Professional Engineering Services for the design, bid and construction phases of the HMUA's 2.4 gallon water tank project in accordance with their October 7, 2016 proposal is herewith authorized without public bidding.
2. The said payment to Mott MacDonald shall not exceed \$71,800.
3. That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Star Gazette.

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

Chairperson Harper requested that the Water Utility Superintendent proceed with his report.

Bud Volkert began by stating water usage was slightly higher for this time of year, but also confirmed that it has been an extremely dry summer.

Bud also stated that there was one water main break and four service leaks since his last meeting in July. He also stated that a large service leak was found on Route 57 near the Roy Rogers. The leak was approximately 300-400 thousand gallons a day. He noted that this is why they request all contractors who are doing demolition to disconnect the service at the main.

Bud also stated that the Water Main Project (Contract No. 45W) is just about completed. They have a few punch list items left. He confirmed that the paving restoration of Willow Grove St. went very well.



Bud continued by stating that he and Kathy are working with Mott MacDonald to confirm the feasibility of putting the 1.0 storage tank back in service temporarily so that the 2.4 storage tank can be taken out of service to be cleaned and painted.

Bud also stated that they received a letter of Non-Compliance from the DEP with regard to samples taken in August for Coliform. The Authority submitted 25 samples, which are picked up by the lab. For some reason, one of the samples was damaged and thrown out by the lab, which never notified us that this happened. He confirmed that he has forwarded an explanatory letter to the DEP. He also stated that this will have to be noted on our annual Water Quality Report next year.

Bud continued by stating Lead and Copper sampling has been completed and we passed so should not have to sample again for three years.

Bud also stated there was a Chromium Report released, which caused a few concerns. He confirmed that New Jersey does not have a set limit, so it goes by the Federal standard of 100 ppb for total chromium. He stated that our results are from ND to an average of 2.6 ppb, where detected.

Bud continued by stating while working on East Ave. and Mine Hill Road the Water Utility found a piece of water main dating back to 1898.

Bud also stated that the new employee is working out great and has already signed attending operations classes.

Bud concluded by stating he is planning to attend the NJ Water Conference in AC next week.

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

Executive Director Corcoran began by stating Bud had addressed the status of the Contract No. 45W project in his report. She stated that Contract No. 44S at the WPCP is moving along nicely. They are currently working on the non-potable water system and painting within buildings. They have had a few minor issues besides the subject of the change order. One issue being the contractor covered one of the exhaust fans on one of the main pumps during painting, which caused the VFD to overheat. She confirmed, however, that the contractor has been very responsive to any problems.

Corcoran also stated she has been working with John Smith of EMEX to conduct a reverse auction for electricity on November 8th. She confirmed that the new pricing, if accepted, would not take effect until June of 2017 and it would be a two year contract. She also stated that she would forward the link to the auction, which will be in the morning for anyone who is interested in watching.

Corcoran also stated that she received calls and has responded to a number of emails over concerns regarding Chromium 6 in the water. She stated that she put information on the HMUA website and Facebook page, and also spoke with the radio station. She believes that the hype has dissipated as it became clear that the



water utilities are in compliance with applicable regulatory standards.

Corcoran continued by stating the inspection on the 1.0 tank is complete and they are now beginning to get prices to have it cleaned. Now that the approval has been given for the 2.4 tank rehabilitation design, we hope to be able to get the 1.0 tank up and running and start construction on the 2.4 tank in the spring.

Corcoran also stated that she received a proposal from Mott MacDonald for the painting and rehabilitation of the WFP building exterior and a new roof for the Well #4 building. Since receiving the proposal, the water utility has been working to power wash the building and has been very successful, so this will reduce the amount of work that needs to be done. She confirmed that she plans to get a proposal from another engineering firm for the Well #4 roof.

Corcoran also stated that the Arsenic limit in the Draft NJPDES permit is an issue that must be pursued. She has been working with the Association of Environmental Authorities (AEA) to make other Authorities aware that this may be coming their way. She recently spoke with Greg Laferia of the Raritan Twp. MUA, which has been given a draft limit of 0.38 ug/l. She stated that she forwarded a proposal to the Board for a professional that has done extensive work in the environmental field and has been very successful in battling limits imposed by NJDEP and USEPA. She stated that she intends to work with AEA to get a group effort going to amend the standards and/or defer the arsenic limit imposition, but that she may request him to do some initial work. She stated that Mott MacDonald is investigating what should be anticipated with “method detection limits” and “reporting levels”. She has conference calls set up to discuss with the AEA NJPDES subcommittee.

Corcoran also stated that her and Pete attended WEFTEC at the end of September. They met with many vendors and discussed the aeration/diffuser systems and also UV Disinfection system replacements. She also met many other managers and directors of sewer utilities.

Corcoran concluded that a meeting has been set-up with AVA Technology for next week to discuss a security system. She also stated that they are investigating the “Defender”, which is a less comprehensive security system. She also confirmed that Debbie is looking to make an appointment sometime next week to go over the Edmunds bookkeeping system at Town hall for comparison with the system currently used by HMUA.

Upon the completion of the Executive Director’s report, Chairperson Harper requested Project Engineer Klemm to proceed with his report. Mr. Klemm stated that Mott MacDonald is checking with other labs to see what the detection levels are for arsenic. Dave also stated that they have finished their review of the water main on Route 46 and will have their report to Kathy by the end of the month.

Chairperson Harper requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated he had nothing further to add.



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

Chairperson Harper gave out handouts. He stated that he would like to review some of the recent recommendations made by the Board for action by the Executive Director. First he thought that a universal time card system would be good for all, including payroll software. Corcoran stated that both the water & sewer utilities currently have time card systems, but the business office does not. There was some discussion regarding the need for this. This item was tabled.

Chairperson Harper also suggested that the Authority should review what systems they have in place to monitor the buildings. It was also suggested that cameras be installed in all buildings to protect property and staff. Corcoran restated that an appointment was set up with a security system provider to review options and assess potential costs associated with various systems.

Chairperson Harper also stated that the Authority should investigate changing software from Quick Books to Edmunds or similar software. Corcoran stated that Debbie is working to meet with the Town and review the feasibility of using Edmunds finance software.

Chairperson Harper also stated that he would like the Authority's Auditor to come to one of the meetings and discuss the budgets, surplus funds, investment practices and monthly investment reports. Corcoran stated she would contact Mr. Montanino to see if he could attend next month's meeting.

Chairperson Harper concluded by stating he would like to have the check register sent to the Board before the Board Meeting so they could review it ahead of time. Corcoran stated she would send them with the Boards package prior to the meeting.

There being no additional comments or discussion, Chairperson Harper 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 – 9:55 P.M.

Kathleen Corcoran, PE, PP
Executive Director & Secretary