



HMUA MINUTES

REGULAR
MEETING OF

JULY 12, 2011

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



REGULAR MEETING OF JULY 12, 2011
JACOB GARABED ADMINISTRATION BUILDING

The meeting was called to order by Chairperson Kelly at 8:00 P.M.

Roll call indicated the following members in attendance: Kelly, Jerry DiMaio, Brown and John DiMaio.

Also attending: Brad Kennedy, Peter Ypsilantis of Integrated Green Technologies representing Homeless Solutions, Counselor John Zaiter, Engineer David Klemm, Executive Director Smith, Deputy Director Perry and Recording Secretary Palma.

Chairperson Kelly 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.

Chairperson Kelly led a salute of the United States Flag.

Chairperson Kelly indicated that approval of the June 14, 2011 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Jerry DiMaio, being seconded by Brown with Kelly, Brown and John DiMaio voting yea and Jerry DiMaio abstaining.

Chairperson Kelly indicated that approval of the June 14, 2011 Executive Session to be the next agenda item. A motion to approve the minutes was made by Brown being seconded by John DiMaio with Kelly, Brown and John DiMaio voting yea and Jerry DiMaio abstaining.

Chairperson Kelly opened the meeting to public participation and noted there were members of the public present.

Brad Kennedy approached the Board. Mr. Kennedy explained that he was waiting for Peter Ypsilantis, the project manager, to arrive to discuss the Homeless Solution Project. Board Member John DiMaio suggested that the Board continue with the agenda until Mr. Ypsilantis arrives. All Board Members were in agreement.

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

The following Resolution #11-2808 was proposed by John DiMaio who moved its adoption:

Resolution #11-2808A

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

Dated:	June 03, 2011	OEA-951	SL-14	\$111,025.22
Dated:	June 17, 2011	OEA-952	SL-15	<u>85,062.94</u>
			Total	\$196,088.16

Resolution #11-2808B



BE IT RESOLVED, that the following Construction Aid Fund Requisition #CAF-344 be formally approved:

REQUISITION #CAF-344

Dell Marketing L.P.	Computer Equipment	\$ 1,007.78
Hatch Mott MacDonald	Engineering Services	8,100.00
Maser Consulting P.A.	Professional Services	1,000.00
QC Laboratories	Laboratory Analysis	<u>275.00</u>
	Total	\$ 10,382.78

Resolution #11-2808C

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-163 be formally approved:

REQUISITION #RR-163

Applied Analytics	Magnetic Flowmeter Repair	\$ 1,158.19
Badger Meter, Inc.	Meters	15,140.50
Liberty Construction	Process Aeration Blower-39S	9,310.00
M & W Communications	Repeater Repair	1,315.00
Princeton Hydro LLC	Engineering Services	90.00
Spectraserv, Inc.	WPCP Improvements-37S	<u>24,500.00</u>
	Total	\$ 51,513.69

Resolution #11-2808D

BE IT RESOLVED, that the following Escrow Sub-account Requisition #ESR-214 be formally approved:

REQUISITION #ESR-214

Hatch Mott MacDonald	HACKHONDA	\$ <u>305.00</u>
	Total	\$ 305.00

The Resolution was seconded by Jerry DiMaio and upon roll call vote carried: Ayes: Kelly, Jerry DiMaio, Brown, and John DiMaio voting yea.

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize a 5-year renewal of "Purchasing Agreement for providing fuel depot storage and supply of gasoline and diesel fuel" with the Town of Hackettstown.

After a brief discussion, the following Resolution # 11-2809 was proposed by Brown who moved its adoption.

WHEREAS, the Hackettstown Municipal Utilities Authority previously executed an Agreement with the Town of Hackettstown for providing fuel depot storage and supply of gasoline and diesel fuel; and,



WHEREAS, it has been determined to be in the best interest of the Hackettstown Municipal Utilities Authority to extend the Agreement for another 5-year period; therefore,

BE IT RESOLVED, the Hackettstown Municipal Utilities Authority herein authorizes the Executive Director to execute the Fuel Depot Purchasing Agreement with the Town of Hackettstown.

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

Chairperson Kelly stated the next agenda item was discussion and possible action to authorize operation of water and sewer facilities for the Homeless Solutions Project.

As indicated earlier by the Board, this item was deferred until Mr. Ypsilantis arrived.

At this point, Chairperson Kelly requested the Executive Director to proceed with his report.

Executive Director Smith stated that Deputy Director John Perry had a few items to report to the Board.

Deputy Director Perry began by reporting that he has been in contact with Dale of Wires Electric regarding the WPCP Lighting Improvements Contract to install new lighting at the WPCP. He explained that Dale indicated that he is waiting for receipt of motion sensors which are expected next week.

Perry also stated that he and Bruce met with members of the Hackettstown Hospital regarding concerns they had in the event of a water main break in their area. Perry explained that Newton had a water main break a few weeks ago, which caused Newton Memorial Hospital to lose water. He explained that the HMUA's water mains, in the area of the Hospital, loop around so there should not be any problems with supplying water to the Hospital.

Perry concluded by stating that he is a DEP licensed instructor and can teach training courses for HMUA employees instead of them having to travel and attend courses out of town.

Executive Director Smith began by stating as of today he has not heard anything additional about Mountaintop Church.

Smith continued by stating that most of the repairs for the Water Main Project Contract 38W have been completed. He confirmed that there are still a few more items that need to be completed, but overall everything has been done.

Smith also stated the Water Utility personnel have installed water main and a new fire hydrant on the south side of Seber Road for the Recreation Department. This will allow Recreation Department personnel to water the fields in that area of the park. He stated that the Water Utility personnel would also be moving the hydrant



on the corner of Valentine and Beatty Streets due to the construction and installation of sidewalks.

Smith continued by stating that the Water Allocation Permit is being reviewed by the New Jersey Geological Survey and it is anticipated that they will complete their review next week. We are hoping to have a Draft Permit soon.

Smith also stated Brian Cowden of Trout Unlimited stated he would help obtain funding with the re-vegetation of the Lower Mine Hill Reservoir Dam Breach project.

Smith continued by stating he received a letter from John Fields of DEP providing revised Firm Capacity numbers. The revised numbers temporarily eliminate any need for the imposition of a water ban.

Smith also stated that the WPCP project is moving along and the primary digester is being drained.

Smith confirmed that he and staff have a meeting tomorrow with O'Brien & Gere to discuss the draft CEPT Study report.

Smith also stated that the Solar Project construction began on July 11th.

Smith continued by stating that Authority staff is evaluating accepting credit cards. More information should be available at the next meeting.

Smith reported that there are now 327 customers that are registered to receive email billing.

Smith also confirmed that the 2010 Annual Water Quality Report was mailed at the end of June and is on the website.

Smith reported that the sale of equipment through GovDeals seems to be working well. The Authority recently sold two motors for \$400.00 each.

Smith continued by stating the Authority received a letter from the NJDEP regarding site Remediation for Diamond Hill. As previously discussed, the takeover of Diamond Hill was an Administrative Consent Order and the Authority is not responsible for any preconditions. Smith stated he has forwarded everything to Nancy Brown and she is working on setting up a meeting with Assemblyman John DiMaio and DEP to discuss this.

Smith also stated that he has had discussions with a company regarding demand response for electricity. The Authority would be asked to shut power off at the WPCP, WFP and Well #6 if the demand was too high. They would receive approximately a 2 hour notice and could decline if necessary. The Authority could receive up to \$15,000 for participating. Our current Air Permits indicate that the Generators cannot be run during Bad Air Quality days, except in an emergency. We are currently investigating whether the high demand days constitute an emergency. The Authority has some time to make a decision on this matter as the next Demand Response period for the HMUA to signup is in 2012.



Smith stated that he is currently working on the budget for next year and explained that there is an extra pay, a 27th pay, during the next fiscal year due to the way the payroll dates fall and due to leap year. However, during calendar year 2012 there are still only the normal 26 pays. This will have an impact upon the budget.

Smith concluded by stating that he is waiting for the updated information on the water main breaks during the last year to help develop a scope of work for a water main replacement project. The project may include some water mains in Diamond Hill and possibly several streets in College View.

At this point, Chairperson Kelly stated that they would now return to the agenda item pertaining to Homeless Solutions.

Mr. Kennedy and Mr. Ypsilantis approached the Board. Mr. Kennedy explained that a letter was forwarded to Executive Director Smith late this afternoon explaining that there may be a problem associated with a transformer that is located within a sewer easement. A lengthy discussion ensued with all Board Members participating. Smith stated that he does not believe that this is an HMUA easement, but that the easement is likely for a sewer line serving the adjacent Self Storage property.

At this point, it was suggested that the Board convene into Executive Session.

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

Resolution #11-2810 was proposed by Brown who moved its adoption.

BE IT RESOLVED, on this 12th day of July 2011, by the Hackettstown Municipal Utilities Authority and pursuant to N.J.S.A. 10:4-1 et. Seq., the Authority shall discuss issues concerning litigation 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 Brown and seconded by John DiMaio. Ayes: Kelly, Jerry DiMaio, Brown and John DiMaio.

THEREFORE, BE IT RESOLVED, on this 12th day of July 2011, by the Hackettstown Municipal Utilities Authority that the matters, as noted above, will be discussed in Executive Session, said session commencing at 9:20 PM.

Jerry DiMaio moved to end Executive Session and re-enter Regular Session, said motion being seconded by Brown and all indicating approval at 9:38 PM. No formal action was taken during Executive Session.

Upon returning, the following Resolution #11-2811 was proposed by John DiMaio who moved its adoption.



WHEREAS, Homeless Solutions has requested Tentative and Final Approval for Water and Sewer Utility Service for Block 8 Lot 2.02 location in Washington Township; and,

WHEREAS, the Water and Sewer Utility Service for the Homeless Solutions Project is hereby conditionally granted, with the conditions as follows:

1. The HMUA's determination of the location of the existing sewer line that serves the self-storage property, which is adjacent to the applicant's property:
2. If it is determined that the sewer line runs across the Applicant's property, then the applicant must either relocate the Transformer box, which is currently encroaching on the depicted sewer easement area, or relocate the sewer line outside of its property area. This shall all be done at the Applicant's sole and exclusive cost.
3. Homeless Solutions must provide a letter indicating that these conditions are acceptable to it and to its Surety/Guarantor, as the Performance bond currently on file will Guarantee the completion of the above.
4. If the Sewer line is outside of the depicted easement area and does not interfere with the current location of the Transformer as determined by the HMUA, but still runs across the Applicant's land to service the adjacent lot, then the Applicant must provide the adjacent property owner with a written surveyed Easement for the sewer line.

BE IT RESOLVED, the Town of Hackettstown Municipal Utilities Authority herein grants Tentative and Final Approval for Block 8 Lot 2.02 located in Washington Township, and the Executive Director is authorized to reserve sufficient water and sewer capacity for the project and execute any necessary documents to obtain other approvals.

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

Chairperson Kelly requested Counselor Zaiter to proceed with his report.

Counselor Zaiter stated that he had nothing further to add.

Chairperson Kelly requested the Project Engineer to proceed with the Engineer's Report. Projects Engineer Klemm discussed the report, which was submitted to the Board prior to the meeting (attached).

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

Executive Director Smith stated that he has been contacted by a local broker about Health Benefits Plans and the various available options. He explained that currently the Health Benefits are about 11% of the HMUA's operations budgets. The plans currently under review include Health Savings Account (HAS) or Health Reimbursement Account (HRA). These plans would cost much less and there could



be no out-of-pocket cost to the employees and still result in significant savings. Smith stated that there may be an issue because the Board Members are not on payroll and may not be able to be included in a group plan. He is looking into this further. The State of New Jersey will also be providing additional plan options that will be available for open in October.

Vice Chairperson Jerry DiMaio stated that there is a dip in the road at the intersection of Mitchell Road and Arthur Terrace. This is the site where water and sewer repairs were conducted for the apartment building. Smith explained that typically staff allows trenches to settle prior to performing permanent road paving to avoid doing the job twice. Smith stated that this matter will be resolved as quickly as possible.

Board Member Brown stated that there is also a dip in the road on Ferris Place where other work was done. Smith confirmed that it would be checked and repaired.

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

Time – 10:15 P.M.



Bruce D. Smith
Executive Director & Secretary