

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
May 6, 2013**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, May 6, 2013, at the Municipal Building located at 149 Wheatsworth Road. Members present were Mr. Cicerale, Mr. Verrilli, Mr. Kula, Mr. Marples, and Mr. Albanese. Also present were Mark Hontz, Mike Vreeland, Marianne Smith, and Bob Schultz

After salute to the flag, Mr. Cicerale stated compliance with the Open Public Meetings Act.

Minutes: A MOTION was made by Verrilli and seconded by Kula to approve the minutes of the April 22, 2013 meeting with corrections as per Mark Hontz. The regularly scheduled meeting of April 1, 2013 was cancelled and rescheduled for April 22, 2013. In favor: Cicerale, Verrilli, Kula, and Marples, Albanese

OLD BUSINESS:

Indian Field:

Phase II As-Built Plans – Mike stated nothing has been received to date and no further inspections were made.

Phase III Conveyance – Mike stated revised as-built plans and easement were received from Beazer Homes for Indian Field Drive and Forest Hill Way. Mike explained the layout of the easement. Beazer Homes requested the width of the easement due to the layout. He stated the difference reducing the 12 foot wide from 20 foot should not be an issue. There is one shade tree which is recommended to be moved prior to us accepting the easement. Further discussion was held.

Well #2 – Mike stated nothing new to report.

Indian Field / HFH Bonds – Mark stated once inspections are complete we will meet to discuss and review bonds which are currently held.

Crystal Springs:

By Pass Upgrade – Mike stated nothing new to report.

Ardleigh & Shotmeyer – Mike stated the water main extension permits were submitted to the NJDEP.

K. Hovnanian – A MOTION was made by Verrilli seconded by Kula to convene to executive session to discuss pending litigation in regards to K. Hovnanian.

Minutes from the executive session will be released at a later date.

High Ridge Properties:

Payment Status;

Gail stated High Ridge Properties is 19 and 1 partial quarter behind with interest calculated through April 30, 2013 for a total amount due of \$519,992.36.

The Beaver Run portion is two quarters behind with interest calculated through April 30, 2013 for a total amount due of \$8,439.73.

Mark stated notices have been sent out dated April 30, 2013 to Beaver Run Shopping Center LLC, attention Mr. Ron Grant at the address given personally via telephone from Mr. Grant. Bruce Eddington, Esq., attorney for Lakeland Bank as per their request, has also received a copy of the notice as Lakeland was paying the quarterly fees regarding the possible revocation.

Mark explained that the High Ridge Properties portion is an allocation which Sussex Borough holds and has not made any motion to revoke at this time. The Beaver Run portion which is held with the HTMUA holds an obligation which we have to pay out of pocket to SCMUA. Those parties have been warned about the discussion of the past due amount and you may decide to place it on the next month's agenda for revocation. Marianne explained our obligation to notice SCMUA. Mark explained it is not a fast process.

A MOTION was made by Verrilli seconded by Marples to hold a public hearing on the revocation of the Beaver Run Shopping Center LLC sewer capacity allocation at the HTMUA's regularly-scheduled meeting of June 3, 2013 at 7:00 p.m. at the Hardyston Township Municipal Building. The developer is now overdue on its last two quarterly payments to the HTMUA for said sewer capacity allocation. The Developer owes a sum for said contractually-obligated quarterly payment obligations in excess of \$8,439.73, which was the total sum due to the HTMUA, including interest, calculated through April 30, 2013. In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

Ridgefield Commons Emergency Interconnection –

Mike stated a follow up was made to the developer with a copy and outline of all the parties involved and their obligations. Nothing has been heard in return.

North Church Technical Center:

Mike stated a follow up e-mail was sent to the contractor regarding a time table for the project. Nothing has been heard in return.

New Business

Marianne stated we have been pursuing a quote on our billing system. The value of the transition is that it would tie to the existing system with the tax system and the financial end of the HTMUA. Marianne further explained the benefits and cost savings including the ability to utilize the same server as the tax collection department.

A MOTION was made by Kula seconded by Albanese to approve a request for the purchase of computer software from Municipal Software, Inc. is approved pursuant to the terms of the written quotation (#280) dated April 26, 2013 and attached hereto up to but not exceeding the amount of \$12,630. In favor, Cicerale, Verrilli, Kula, Marples, and Albanese.

Hamburg By-Pass

Mark Hontz recused himself.

Marianne stated a meeting was held with officials. It was a very positive outcome and the benefit would be to both municipalities. Marianne further discussed how the project would be implemented and how it would work.

Bankruptcy Notice

Mark stated a notice of bankruptcy/abandonment has been received from a property owner located at 9 Clubhouse Road. This is a good opportunity to review our procedures. When someone files for bankruptcy protection and the HTMUA has debts owed to us prior to the date of filing and we have not certified to the municipal tax collector we would lose that amount. While they are in bankruptcy there is an automatic stay in which we do not try and collect and/or shut off. But, all of the debt continues so any post date of petition amounts due remain due to us. If it remains unpaid when it emerges from bankruptcy then any unpaid charges are then collectable. Mark Hontz recommended continuing to certify the amounts due to the tax collector.

PAYMENT OF BILLS:

A MOTION was made by Kula and seconded by Verrilli to pay the bills as per the bill list. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

CORRESPONDENCE:

No comments.

EQUIPMENT PURCHASE – VALVE EXERCISER:

Bob Schultz explained the purposes and needs of an electrical valve exerciser as a benefit for time and labor savings in addition to preventing accidents. We need to maintain and exercise the valves within the system to prevent valves from being damaged. Quotes were provided in January.

A MOTION was made by Verrilli seconded by Marples to approve the purchase of an electric valve exerciser from HDSFM d/b/a USA Bluebook is approved pursuant to the terms of the written quotation dated February 28, 2013 in an amount not to exceed \$3,500. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

OFFICER'S REPORTS:

Nothing at this time.

INTERLOCAL CONTRACTS:

Tabled for June meeting.

RISK MANAGEMENT CONSULTANT RESOLUTION:

A MOTION was made by Kula seconded by Verrilli to accept the Morville Agency as the risk management consultant for the HTMUA. In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

PROFESSIONAL'S REPORTS:

Administrator – nothing further.

Operator – not present

Billing Clerk – Gail stated she would like to propose discontinuing our practice of “courtesy tenant billing” effective August 1, 2013 we will no longer be provided to the over 100 accounts presently served by this process

A MOTION was made by Verrilli seconded Kula to discontinue the practice of providing a courtesy copy of HTMUA bills to tenants of subject properties, effective as of the end of the HTMUA fiscal year; and prior, written notice of said discontinuation of courtesy tenant billing shall be provided to affected HTMUA customers. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

Gail presented a proposed “shut off” list for approval. Discussion was held.

A MOTION was made by Verrilli seconded by Kula for the Billing Clerk to submit letters of proposed disconnection to customers as presented indicating as to date of shut off. In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

CFO – not present

Accountant – not present

Attorney – nothing further

Engineer – Mike stated the Consumer Confidence reports will need to be mailed out by July 1st.
He will provide a final copy.

OPEN PUBLIC PORTION:

The meeting was opened to the public. No members of the public were present.

The meeting was closed to the public.

There being no further business, A MOTION was made by Verrilli to adjourn, meeting adjourned.

Respectfully submitted,

Gail Hensal
Recording Secretary