

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
September 9, 2013**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, September 9, 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, Paul Cuva, 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 seconded by Albanese, to approve the minutes of the August 5, 2013 meeting. In favor; Cicerale, Verrilli, Kula, Marples, and Albanese

OLD BUSINESS:

Indian Field:

Phase II As-Built Plans – Mike stated nothing new at this time.

Phase III Conveyance – Mark stated conveyance is moving along. The Title company indicated they have received certifications and are reviewing them.

Well #2 – Mike stated nothing new to report.

Indian Field / HFH Bonds – Mark stated conversation was held following the auction prioritizing what needs to be done. Mike may be able to inspect in conjunction with the bonds being reviewed.

Crystal Springs:

By Pass Upgrade/SCMUA – Mike stated he met with Ron to determine a list. Progress is being made. Cicerale inquired as to the inclusion of electrical upgrade. Mike stated we will include this to the extent that we can.

Hamburg By-Pass – Mark recused himself. Marianne stated she is currently trying to set up meetings with Hamburg for early October.

All American Landscaping – Gail stated a letter was sent indicating the repair must be made or scheduled by August 15. No response has been received. Mike stated the repairs have not been made. Discussion was held.

A MOTION was made by Kula seconded by Marples authorizing the Supervisor of the DPW to obtain person to person contact with All American Landscaping to inquire on the repair status of the manhole. In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

Miscellaneous –

Gail stated no escrow payment has been received from K. Hovnanian as per the correspondence of July 22, 2013.

A MOTION was made by Kula seconded by Marples to convene to executive session.

Minutes of the Executive Session will be made available at a later date.

High Ridge Properties:

Payment Status;

Gail stated the account is 20 full and 1 partial quarters behind with interest calculated through August 31, 2013 for a total amount of \$561,583.08.

Marianne stated a meeting was held with Sussex Borough regarding how to handle this issue. There is a lien holder on the property which has been paying the property taxes, but since has not paid. The lien holder has scheduled an appraisal on the property. A decision as to whether or not to go to tax sale on the judgment will need to be discussed. The tax sale normally scheduled for October is being put on hold until November to hopefully alleviate this issue.

Ridgefield Commons Emergency Interconnection –

Mike stated nothing new to report. The developer who purchased the project has begun utility work with Aqua. They are aware of what needs to be done with regards to the emergency interconnect, but have not begun on that portion.

North Church Technical Center:

Mike stated additional technical information was received from Associated Fire. Questions were e-mailed and we are awaiting a response. Hopefully, once we get the response and outstanding issues are resolved we will be able to have the front documents prepared and ready for legal review. Marianne stated it may not realistically be completed until the springs.

Sewer Auction

Mark stated the sewer auction was held last Thursday. A bidder was present and the winning bidder of all lots totaling 8,000 gpd was awarded to Crystal Springs. The appropriate deposit was received with the balance payable September 16. Within 90 a developer's agreement must be completed. It is staying within the township.

New Business

Marianne stated the conversion of the software has been going well and slowly we will be putting together a rate structure. With that in mind it may be a good idea to have Mike revisits

our renewal and replacement outline. Mark stated the renewal and replacement is such a large component of the rate study. The last study was completed approximately ten years ago. At that time, we had made assumptions that the Anton Pilz area would be built out, Indian Fields would be completed, etc. We would like Mike to put together a proposal to conduct the Renewal and replacement study. The commissioners were all in agreement, a motion is not necessary at this time.

PAYMENT OF BILLS:

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

CORRESPONDENCE:

A MOTION was made by Kula seconded by Marples to approve the correspondence as presented. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

OFFICER'S REPORTS:

Nothing at this time.

2013-14 Budget Adoption:

Paul stated a call was made to Trenton and our budget was approved for our adoption. There were no questions. No rate increase is needed.

A MOTION was made by Kula seconded by Marples to accept the sewer budget for fiscal year beginning September 1, 2013 and ending August 31, 2014. Total revenues of \$907,433, total appropriations of \$1,081,841, unrestricted undesignated retained earnings utilized of \$174,408, in addition to capital appropriations of \$500,000 of expenditures with a planned funding source of \$500,000 from renewal and replacement.

The meeting was opened to the public. No public were present. The meeting was closed to the public.

In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

A MOTION was made by Kula seconded by Marples to accept the water budget for fiscal year beginning September 1, 2013 and ending August 31, 2014. Total revenues of \$424,295, total appropriations of \$468,925 unreserved retained earnings utilized of \$44,630, in addition to capital appropriations of \$500,000 of expenditures with a planned funding source of \$500,000 from renewal and replacement.

The meeting was opened to the public. No public were present. The meeting was closed to the public.

In favor; Cicerale, Verrilli, Kula, Marples, and Albanese.

PROFESSIONAL'S REPORTS:

Administrator – Nothing further

Operator – Bob Schultz explained the access roads to the stations at Crystal Springs were completed with either paving or oil in stone. We would like to do the same at Indian Fields. There are dirt roads and when the heavy rains occur it becomes a maintenance nightmare. We also propose pitching the roadway away from the well heads as this causes runoff and it either affects residences property or it floods the well heads and the control vault boxes. Bob further explained the roadway work. The DPW will perform all the work and will begin once approval is received. Proper notice and check of easement access will be obtained prior to work commencing.

A MOTION was made by Marples seconded by Kula to approve the station access road improvements up to \$10,100 as presented by the Supervisor of the Hardyston Township DPW in the Indian Field Development on the condition that proper easements and approvals are obtained by the parties involved. In favor, Cicerale, Verrilli, Kula, Marples, and Albanese.

Bob stated there is a need for repairs to pumps in the Crystal Springs section. The pumps are jumping off the saddle. Repairs and discussion with the engineer have been previously attempted with no success. We believe there is air within the pump. Quotes are being obtained and we believe it will be no higher than \$7,300. Mike explained the mechanical issues of the pumps.

Secondly, the main station we would like to move the control panel. The common meter is going so it is all separate. The control panel where it is located now leaves the issue of trucks possibly backing up into. If the lid to the panel is open and the wet well is located next to it, the potential for it to trip is higher. It also is a danger to personnel, especially at night. The panel is about \$5700, we are asking \$6,900 to include all the new conduit, wires, aluminum covers. We have received quotes from two vendors, waiting for a third.

A MOTION was made by Marples seconded by Kula for a maximum expenditure of \$7,300 with the lowest of three quotes to be utilized for the repairs of the pumps in Crystal Springs as presented. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

A MOTION was made by Marples seconded by Albanese for a maximum expenditure of \$6,900 with the lowest of three quotes to be utilized for the relocation of the control panel in the wet well in the Crystal Springs development as presented. In favor: Cicerale, Verrilli, Kula, Marples, and Albanese.

Billing Clerk – Gail stated the new billing software is up and running. We originally had planned to have the final billing of the fiscal year on the old system. But, since we were ahead of schedule the final fiscal year bills were mailed on the new system. Sample bills were handed out including a sample report for customer's accounts indicating outstanding charges. This type of report was never available before.

The new system also allowed us to input the irrigations readings for Indian Fields and calculate the charges. This function previously had to be performed manually. Indian Fields total use was 111,434 gallons for a total cost of \$996.98.

CFO – Not present

Accountant –Nothing further

Attorney – Nothing further

Engineer – The water main extension permit for the Shotmeyer section of Crystal Springs was received from the DEP.

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 Albanese to adjourn, meeting adjourned.

Respectfully submitted,

Gail Hensal
Recording Secretary