

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
October 6, 2014**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, October 6, 2014, at the Municipal Building located at 149 Wheatsworth Road. Members present were Mr. Cicerale, Mr. Kula, Mr. Albanese, Mr. Roof, and Mr. Kaminski. Absent; Mr. Marples, and Mr. O'Grady. Also present were 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 Kula seconded by Kaminski, to approve the minutes of the September 8, 2014 meeting. In favor; Cicerale, Kula, Albanese, Roof, and Kaminski.

OLD BUSINESS:

Indian Field:

Phase II As-Built Plans – Mike stated nothing received.

Phase III Conveyance – Mike stated Mark is in the process of completing the legal aspects. All the punch lists aspects were completed.

Crystal Springs:

By Pass Upgrade/SCMUA – Mike stated delivery was received on the new pumps. Installation should be occurring within the next week. He will put the new pumps in and will keep the older pumps for a back up. The project should be completed by the next meeting.

Hamburg By-Pass – Marianne stated a detailed e-mail was sent to the Clerk.

Tannery - High Level Alarm – Mike explained the history from last year. When the swimming pool is taken off line it is discharged into the sanitary system. The water is discharged too quickly causing the high level alarm to engage. This has occurred once, possibly twice before. Ron wrote a synopsis of the event, which was read for the record, including the hours involved the process, and effect on the system. Discussion was held how the piping and service is set for the pool. Mike will speak with the Health Department, and further investigations will be completed prior to taking action including billable hours.

Payment Status – Gail stated the 8,000 gallon distribution account is one quarter behind with interest calculated through September 30th for a total due of \$ 6,037.35. The regular account is one quarter behind with interest calculated through September 30th for a total due of \$2,845.51. Marianne stated she met with Andy Mulvihill today and checks are in process.

High Ridge Properties:

Payment Status – Gail stated they are 25 full and 1 partial quarter behind with interest calculated through September 30th for a total due of \$ 733,700.39.

Ridgefield Commons Emergency Interconnection – Mike stated nothing new to report.

North Church Technical Center:

Executive session to be held at the end of the meeting.

New Business

Nothing at this time

PAYMENT OF BILLS:

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

CORRESPONDENCE:

A MOTION was made by Kula seconded by Kaminski to accept the correspondence as presented. In favor: Cicerale, Kula, Albanese, Roof, and Kaminski.

OFFICER'S REPORTS:

Nothing at this time.

CAPITAL ASSET REPORTING – BUDGET:

Marianne stated after the audit was completed last year a corrective action is required and must be put into place prior to approved budget being returned to the State. Capital assets of the system need to be compiled and maintained. This includes the complete infrastructure of the system. Discussion was held between Marianne, Mike and Paul. Paul indicated that there are companies which perform this service.

WHEREAS, at its regularly scheduled meeting of Monday, October 6, 2014, the HTMUA Commissioners discussed the following comment in the HTMUA's 2012-13 audit: "Governmental entities should maintain a fixed asset list providing the cost and description of property and equipment, as well as any depreciation previously expensed against such listed assets. This list should be updated regularly to include purchases or contributions of new capital items and exclude capital assets that have been disposed of or replaced."; and

WHEREAS, the HTMUA Commissioners discussed the propriety and necessity of meeting this obligation of creating and maintaining a fixed assets schedule by way of official corrective action prior to approval of the new budget, as noted in the recent 2013-14 audit; and

WHEREAS, the HTMUA Commissioners discussed with the HTMUA Engineer the propriety of engaging the services of a vendor for establishing values of the HTMUA's fixed assets and noted that the HTMUA maintains a renewal and replacement schedule of its assets, but that this schedule should be supplemented to reflect values;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the HTMUA as follows:

1. A corrective action to ensure compliance with the State of New Jersey's requirement of establishing and maintaining a fixed asset list is hereby adopted and consists of the following tasks: (a) the HTMUA Engineer is authorized to discuss fixed asset list requirements with Mr. Cuva; (b) the HTMUA Engineer shall research and present proposals of outside vendors for performing necessary valuation tasks for the fixed asset list; (c) the HTMUA Engineer is authorized to work on the establishment of the fixed asset list.

Moved by: Kula
Seconded by: O'Grady
Approving: Cicerale, Kula, Albanese, Roof, O'Grady (5)
Opposing: 0
Abstaining: 0
Recusing: 0

Certified as a true copy of the Resolution adopted by the Hardyston Township Municipal Utilities Authority at its regular meeting held on October 6, 2014.

PROFESSIONAL'S REPORTS:

Administrator – Marianne stated nothing further

Operator – Bob stated there is irrigation being done by Indian Field at this time. It makes us concerned since it has been so dry. Not a huge crisis but there is a trigger point as it is being run three times a week and the static levels in the well are lowering. It needs to be addressed at this time. Discussion was held further regarding the well levels, schedule for the irrigation, and policy. Mike recommended a letter to be sent regarding the situation. Marianne will compose a letter regarding the well levels, schedule, and policy in place.

Mike stated one of the difficulties with reading the irrigation meters is they are located in a pit underneath cast iron lids. This is not only a difficult situation but a potentially dangerous situation. We previously discussed replacing the meters with a touch pad system mounted on a pole. Certification of the back flows from the development also needs to be provided to us. Mike will speak with Ron to obtain the exact meter specifications and costs and what is needed for the back flow preventers. Mike will report back on this next month.

Billing Clerk – Gail stated the auditors were performing the audit last week. It is not complete.

The tax sale will be occurring this week. Five of our accounts are up for tax sale.

Finally, the on-line payment system is up and running. Notices will be sent out with our delinquent reminder notices and then with our regular quarterly bills.

CFO – not present

Accountant – not present

Attorney – not present

Engineer – Nothing further.

OPEN PUBLIC PORTION:

The meeting was opened to the public.

Inge Raab of 7 Beardslee Circle spoke regarding the water meters which are not being read. She presented correspondence, which was received in 2007, regarding the status of the water meters. Nothing has happened. Ms. Raab explained the different towns of which she has lived where the meters are read. She discussed the sewer charges and that they should reflect the same as the water charge. She further discussed the need for water conservation in the country. There will be a shortage.

The meeting was closed to the public.

A MOTION was made by Kaminski seconded by Kaminski to convene to executive session for the purposes of discussion of North Church Technical Center.

A MOTION was made by Kula seconded by Albanese to engage the services of Thomas J Germinario Esq. on an as needed basis for the purposes of legal counsel in the case of Park Drive at a rate of \$150 per hour. In favor: Cicerale, Kula, Marples, Albanese, Roof, and Kaminski.

Executive session minutes will be released at a later time.

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

Respectfully submitted,

Gail Hensal
Recording Secretary