

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
February 1, 2016**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, February 1, 2016, at the Municipal Building located at 149 Wheatsworth Road. Members present were Mr. Cicerale, Mr. Kula, Mr. Marples, Mr. Albanese, Mr. Roof, and Mr. Kaminski. Absent, Mr. O'Grady. Also present Mike Vreeland, Ryan Scerbo, Bob Schultz, and Marianne Smith

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

Minutes: A MOTION was made by Kula, seconded by Marples, to approve the minutes of the December 7, 2015 meeting. In favor, Cicerale, Kula, Marples, Albanese, Roof, and Kaminski.

REORGANIZATION:

A MOTION was made by Marples seconded by Kaminski WHEREAS, the HTMUA held its annual reorganization meeting on February 1, 2016, during which the Commissioners were charged with completing the election of officers, appointment of staff and making of certain designations; and

WHEREAS, the Commissioners of the HTMUA, in public session, being familiar with the qualifications of Commissioners and staff members and after due deliberation made the following elections, appointments and designations;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the HTMUA that the following elections, appointments and designations are made for the HTMUA organizational year beginning February 1, 2016 through the next annual reorganization meeting in February 2017:

- a. Frank Cicerale is elected Chairman of the HTMUA.
- b. Stanley Kula is elected Vice Chairman of the HTMUA.
- c. Ellis Marples is elected Secretary of the HTMUA.
- d. Jeffrey Albanese is elected Treasurer of the HTMUA.
- e. Marianne Smith is appointed Administrator of the HTMUA.
- f. Gail Hensal is appointed Recording Secretary of the HTMUA.
- g. Gail Hensal is appointed Utility Billing Specialist of the HTMUA.
- h. Grant Rome is appointed CFO/Purchasing Agent of the HTMUA.
- i. Sussex Bank and New Jersey Cash Management Fund are designated as official depositories of the HTMUA.
- j. The New Jersey Herald and The New Jersey Sunday Herald as the official newspapers for publication.
- k. Appointment of Risk Management/Insurance Consultant; George Morville of the Bollinger Group.

- l. Appointment of Professional: Engineer and Accountant; as per below motions
- m. Appointment of Attorney: As per below motions
- n. Adoption of meeting dates (1st Monday of each month with the exception of July 11th, September 12th, and January 9th). Meeting time 7:00 p.m.
- o. Motion to direct Recording Secretary to advertise public contract awards and Meeting dates.

In favor: Cicerale, Kula, Marples, Albanese, Roof, and Kaminski.

**HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION AUTHORIZING CONTRACT WITH
RYAN J. SCERBO, ESQ.
OF
DECOTIS, FITZPATRICK & COLE, LLP
FOR PROFESSIONAL SERVICES**

WHEREAS, there exists a need for the retention of an attorney for the Hardyston Township Municipal Utilities Authority to render professional advice and consulting services to the Authority and to examine and prepare all legal documents; and

WHEREAS, the contractor shall, for such services, bill at the rate of One Hundred Seventy (\$170.00) Dollars per hour for work performed; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Hardyston Township Municipal Utilities Authority as follows:

1. The proposal of Decotis, Fitzpatrick & Cole LLP, through Ryan J. Scerbo, Esq. The attorney who shall perform such services and submitted a proposal to this Board, shall be and is hereby approved.
2. The contract with Decotis, Fitzpatrick & Cole LLP, through Ryan J. Scerbo Esq. as attorney for the Hardyston Township Municipal Utility Authority (HTMUA) for the period February 1, 2016 to February 1, 2017, is entered into pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.
3. A notice of this action shall be printed once in the official newspaper of the Hardyston Township Municipal Utility Authority.

**HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING CONTRACT WITH
FERRAIOLI, WIELKOTZ, CERULLO & CUVO, P.A.
FOR PROFESSIONAL SERVICES**

WHEREAS, there exists a need for the retention of Certified Public Accountants for the Hardyston Township Municipal Utilities Authority to render professional advice and consulting services to the Authority and to examine or prepare budgets and financial statements; and

WHEREAS, the contractor shall, for such services, bill at the rate for such services as follows:

Partner	\$125.00 per hour
Manager	\$115.00 per hour
Senior Accountant	\$105.00 per hour
Staff Accountant	\$90.00 per hour
Secretarial	\$75.00 per hour

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Hardyston Township Municipal Utilities Authority as follows:

1. The proposal of Ferraioli, Wielkocz, and Cerullo & Cuva submitted to this Board to perform such services, a copy of which is annexed hereto, shall be and is hereby approved.
2. A contract is awarded without competitive bidding as a “professional service” in accordance with 40A: 11-5(1) (a) of the Local Public Contracts Law because Ferraioli, Wielkocz, Cerullo & Cuva, a Professional Association, having extensive experience serving municipal and other public bodies for a number of years, including the Township of Hardyston, and has special knowledge as to the conditions in the Township which are particularly valuable to the Authority.
3. A notice of this action shall be printed once in the official newspaper of the Township of Hardyston.

**HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING CONTRACT WITH
GUERIN & VREELAND ENGINEERING, INC.
ROBERT P. GUERIN & MICHAEL VREELAND**

WHEREAS, there exists a need for the retention of an engineer for the Hardyston Township Municipal Utilities Authority to render professional advice and engineering consulting services to the Authority and to examine or prepare all engineering documents; and

WHEREAS, the contractor shall bill at the following rates for such services:

Engineer (Licensed)	\$120.00 per hour
Engineer (Staff)	\$80.00 per hour
AutoCAD Technician	\$70.00 per hour
Field Survey Party	\$150.00 per hour
Inspector	\$65.00 per hour
Licensed Surveyor	\$90.00 per hour

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Hardyston Township Municipal Utilities Authority as follows:

1. The proposal of Guerin & Vreeland Engineering, Inc. through Robert P. Guerin, P.E., and Michael G. Vreeland, P.E., the engineers who shall perform such services and submitted a proposal to this Board, a copy of which is annexed hereto, shall be and is hereby approved.

2. A contract is awarded without competitive bidding as a “professional service” in accordance with 40A: 11-5(1)(a) of the Local Public Contracts Law because Robert Guerin & Michael Vreeland have served as engineers for the HTMUA in the past and have special knowledge as to the conditions in the Township which are particularly valuable to the Authority.

3. A notice of this action shall be printed once in the official newspaper of the Township of Hardyston.

OLD BUSINESS:

Indian Field:

Phase II As-Built Plans– Mike stated nothing new to report. He will follow up with the previous engineer regarding the copy plans we are seeking.

Phase III Conveyance – Ryan stated a meeting was held with the consultant for Beazer Homes. Beazer Homes is currently trying to close down the division. Prior to going forward with any

work the escrow accounts must be replenished. Further discussion was held regarding the process and developer agreements.

Bonds- Ryan stated he has not seen anything to date. He will follow up with Fred Semrau's office.

29 Mountain View Court – A letter was mailed to the homeowner. Discussion was held as to the easement, ownership and status of the HOA agreements.

Crystal Springs:

Nothing new at this time.

High Ridge Properties:

To be discussed in executive session

Mountain Ridge (Ridgefield Commons) Emergency Interconnection –

To be discussed in executive session

North Church Technical Center:

To be discussed in executive session

Water Allocation Permit

Mike stated we received correspondence from the State of NJ stating the permit application is under technical review.

New Business

Nothing at this time.

PAYMENT OF BILLS:

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

CORRESPONDENCE:

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

OFFICER'S REPORTS:

Nothing at this time

METERING:

Mike stated 8 of the 17 meters in Indian Fields have been repaired and/or replaced. We did a field visit with the new metering equipment. The signal from the meters was easily received with the equipment.

Training on the software and meter reading process is scheduled for Wednesday. Due to the weather we will attempt to reschedule.

We plan on having a complete reading of Indian Fields by next meeting.

AUDIT PRESENTATION:

The 2014-15 audit was distributed and the Auditor, Paul Cuva will be in attendance next month for the presentation.

AT&T:

Ryan stated AT&T agreed to pay the taxes for the property location with the cell tower.

GENERATOR SERVICES CONTRACT:

Bob stated we have had issues with generator service vendors in the past, and have located a vendor which will provide annual and emergency service at a comparable or same rate as other providers. The local supplier of generators not only recommended this vendor but also utilizes him to maintain and start their generator contracts. He is certified by Cummins. Power Generator Service LLC provided a quote for annual services and full service in the amount of \$4,765.

A MOTION was made by Kula, seconded by Marples to accept the proposal as written for yearly preventative maintenance, including 2 visits per year, 1 full service, and 1 site visit inspection for the 9 various locations from Power Generator Services LLC in the amount of \$4,765.00. In favor: Cicerale, Kula, Marples, Albanese, Roof, and Kaminski.

FIRE HYDRANT –MARKERS & RULES & REGULATIONS

A sample of the Fire Hydrant ring was distributed. A draft letter with a copy of the Rules and Regulations was mailed to all of the Homeowner Associations. The rings will be installed once the weather allows. A notice will also be sent to all accounts with the next quarterly billing, allowing all the property owners to be aware of the rules.

PROFESSIONAL'S REPORTS:

Administrator – nothing further

Operator – Bob stated he spoke to SCMUA regarding the meter which was installed for Crystal Springs main Station pump upgrade. SCMUA was not interested in maintaining it. They did suggest we could piggy back with their annual calibration and inspections in order to save on the cost and meet within SCMUA's required standards.

Billing Clerk – nothing further

CFO – not present

Accountant – not present

Attorney – nothing further

Engineer – nothing further.

A MOTION was made by Kula seconded by Marples to adjourn to executive session to discuss matters in regards to High Ridge Properties, Ridgefield Commons, and North Church Technical Center.

The meeting convened to executive session.

A MOTION was made by Kaminski and seconded by Albanese to return to regular session.

The minutes of the executive session will be presented at a later time.

SHARED SERVICES:

Marianne presented the renewal of the Shared Service agreements between the HTMUA and Township for the services of Utility Billing/Secretarial, Water Sewer Operator, and Administrator with the addition of code enforcement within the Administrator agreement with no additional increase. The agreement reflects a slight increase of 2% due to benefits and normal increases.

A MOTION was made by Kula, seconded by Marples to accept the renewal contract for shared services from Hardyston Township to the HTMUA for Utility Billing Specialist/Secretarial, Water Sewer Operator, and Administrator with addition of Code Enforcement. In favor, Cicerale, Kula, Marples, Albanese, Roof, and Kaminski.

OPEN PUBLIC PORTION:

The meeting was opened to the public.

As there were no members of the public present, the meeting was closed to the public.

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

Respectfully submitted,

Gail Hensal
Recording Secretary