

MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
February 6, 2017

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, February 6, 2017 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road. Members present were: Mr. Cicerale, Mr. Kula, Mr. Roof, and Mr. O'Grady. Absent: Mr. Marples, and Mr. Kaminski. Also present Ryan Scerbo, Mike Vreeland, 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 O'Grady, to approve the minutes of the January 9, 2017 meeting. In favor, Cicerale, Kula, Roof, and O'Grady

REORGANIZATION:

A MOTION was made by Roof seconded by O'Grady WHEREAS, the HTMUA held its annual reorganization meeting on February 6, 2017, 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 6, 2017 through the next annual reorganization meeting in February 2018:

- 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. Randy Roof 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 September 11th, and January 8, 2018). Meeting time 7:00 p.m.
- o. Motion to direct Recording Secretary to advertise public contract awards and Meeting dates.

In favor: Cicerale, Kula, Roof, and O'Grady

**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; and

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, 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 for the period February 6, 2017 to reorganization in February 2018 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 UTILITES 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) \$125.00 per hour
- Engineer (Staff) \$85.00 per hour
- AutoCAD Technician \$75.00 per hour
- Field Survey Party \$150.00 per hour
- Inspector \$70.00 per hour
- Licensed Surveyor \$95.00 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 for the period February 6, 2017 to reorganization in February 2018 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.

	YES	NO	ABSTAIN	ABSENT
Chairperson Cicerale	X			
Vice Chairperson Kula	X			
Secretary Marples				X
Treasurer Roof	X			

Kaminski				X
O'Grady	X			

**HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING CONTRACT WITH
RYAN J. SCERBO, ESQ.
OF
DECOTIS, FITZPATRICK, COLE & GIBLIN, 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 & Giblin 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 & Giblin LLP, through Ryan J. Scerbo Esq. as attorney for the Hardyston Township Municipal Utility Authority (HTMUA) for the period February 6, 2017 to reorganization in February 2018, is A contract awarded without competitive bidding as a “professional service” in accordance with 40A: 11-5(1) (a) of the Local Public Contracts Law.

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

	YES	NO	ABSTAIN	ABSENT
Chairperson Cicerale	X			
Vice Chairperson Kula	X			
Secretary Marples				X

Treasurer Roof	X			
Kaminski				X
O'Grady	X			

OLD BUSINESS:

Indian Fields:

Phase II As-Built Plans- Mike stated nothing new to report

Phase III Conveyance – Mike stated we have been working with Beazer’s counsel and new consultant. They are in the process of putting together the closing documents. We did advise them on the performance bond and they have been working with Bob Guerin and the town clerk.

Bonds – previously discussed

Well #3- Mike stated nothing new with well #3, but the drilling company came and inspected well #2 for the inactive well certification. Once the signatures are completed it will be sent to the State.

7 Meadow Pond / Repair Protocol – Gail stated a resident had a water heater issue inside the home and was unable to turn the inside shut off valve. Ron shut the water off at the curb and discovered a leak close to the foundation of the home. Correspondence was sent to the homeowner to have it repaired within a three week window. The homeowner stated he does not have the resources to repair and asked for our assistance. Discussion was held with regards to protocol. Mike, Ron, Bob, and Ryan will come up with a suggested protocol and discussion will be held at next meeting.

Crystal Springs:

ShotmeyerTract/ Bypass- Mike stated nothing new to report but Crystal Springs is scheduled to update us in March.

Water Tower- Marianne stated she spoke to the Master Association earlier and they are inquiring and requesting if they could be informed / involved in the Water Tank process. Mike stated an evaluation and internal video of the tank is in process. This will allow for specifications to be developed. Mike will provide an updated status to Marianne for the benefit of the Association.

High Ridge Properties:

Gail stated 32 quarters with interest calculated through 12/31/16; \$1,138,417

Marianne stated the owner is now in bankruptcy, nothing is happening presently.

Mountain Ridge (Ridgefield Commons) Emergency Interconnection –

Nothing at this time.

North Church Technical Center: Marianne stated a conference call was held with the system owner and the property owner's attorney. The system owner is willing to go back to the original agreement of putting \$60,000 into the system. Eleven of the property owners have been paying the costs for the past year. The property owners feel that the \$60,000 should go directly back to those who have been funding the costs of the project and then the actual cost of the project be disbursed to all the property owners through a special assessment. This seems fair to all the users. Further discussion was held.

New Business

Nothing new at this time.

PAYMENT OF BILLS:

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

CORRESPONDENCE:

A MOTION was made by Kula and seconded by O'GradyMarples to accept the correspondence as presented. In favor: Cicerale, Kula, Roof, and O'Grady

OFFICER'S REPORTS:

Nothing at this time.

METERING:

Gail stated the Oaks neighborhood information was provided enabling contact with the residents. Twenty three residences will be receiving follow up letters. Bob, Ron, Mike, and Gail will be meeting next week to discuss what was covered by Rio Supply.

Mike stated there are additional neighborhoods which haven't received an initial letter. Discussion was held regarding non-response to letters.

PROFESSIONAL'S REPORTS:

Administrator – nothing further

Operator –not present

Billing Clerk – Gail stated disconnect letters were sent out to 16 properties. Gail requested to further look into the possibility of resolving old escrow accounts which have been on the books for several years. Ryan and Gail will look into the options after researching any developer agreements.

CFO –not present

Accountant – nothing further

Attorney – Ryan stated

Engineer – Mike stated he received a flyer from the New Jersey infrastructure trust fund. One of the programs is the asset management plan. One of the requirements is to have an asset management plan in place. If we were to develop an asset management plan and then applied for a principal forgiveness loan it allows after the plan is put together to follow along with a project the loan is forgiven, if not and you just complete the asset plan then repayment is necessary. Ryan further explained bonding and the particular program. If there was interest in the program Ryan can obtain further information from his office. It was agreed upon to have the engineer and attorney to look further into the project including costs.

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