

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
JANUARY 10, 2022**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, January 10, 2022 at 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road. Members present were: Mr. Kula, Mr. O’Grady, and Ms. Van Allen. Also present Mr. Scerbo, and Mr. Vreeland. Attend via zoom: Mr. Cicerale and Mrs. Kaufer.

Mr. Kula chaired the meeting for Mr. Cicerale who attended by zoom.

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

Minutes: A **MOTION** was made by O’Grady seconded by Cicerale, to approve the minutes of the December 6, 2021 meeting. In favor, Cicerale, Kula, O’Grady and Van Allen.

OLD BUSINESS:

INDIAN FIELDS:

Phase II As- Built Plans- There was nothing to report.

Bonds- Mrs. Kaufer reported the transfer of funds from the Township to the MUA have been completed and she will be coordinating with Mr. Vreeland as the plans move forward.

CRYSTAL SPRINGS:

Shotmeyer Tract/Bypass- Mr. Vreeland reported the NJDEP has deemed the application complete for the bypass TWA permit and said the developer will be moving forward with construction once he receives the permit.

Irrigation – There was nothing to report.

OPERATIONAL CONSIDERATIONS/METERING/STRATEGIC PLANNING:

Conversion to a Meter Based Billing System – Mrs. Kaufer reported meter reading samples will continue and said taking the reading samples will help establish the rate.

Asset Management Plan – There was nothing to report.

Fixed Assets/Developer Conveyance – Mrs. Kaufer reported Crystal Springs has reached out regarding the conveyance on the additional sections to be completed. Mr. Vreeland indicated there will be two additional sections and reported the Tarn section will be the first section started.

New Business:

A **MOTION** was made by O'Grady and seconded by Cicerale to adopt the **Resolution Authorizing the Execution of Certain Shared Service Agreements**. In favor, Cicerale, Kula, O'Grady, and Van Allen.

HARDYSTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION AUTHORIZING THE EXECUTION OF CERTAIN SHARED SERVICE AGREEMENTS WITH THE TOWNSHIP OF HARDYSTON

WHEREAS, the Hardyston Township Municipal Utilities Authority (the "Authority") owns and operates a wastewater conveyance system servicing the residents of Hardyston Township (the "System"); and

WHEREAS, in order to effectuate the smooth and efficient operation of the System, the Township and the Authority desire to enter into certain shared services agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq.; and

WHEREAS, the shared services agreements (collectively the "Shared Services Agreements") shall cover:

- Administration/Secretarial and Billing Services; and
- Maintenance Services; and

WHEREAS, copies of the Shared Services Agreements are attached hereto and made a part hereof as **Exhibit A**; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(2), the Authority and the Township are each authorized to enter into the Shared Services Agreements without public advertising for bids;

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

1. That the Authority's Administrator is authorized and directed to execute the Shared Services Agreements.

2. That the Authority's Billing Specialist is authorized and directed to provide payment to the Township, in accordance with the terms and conditions of the Shared Services Agreements attached hereto and made a part hereof as **Exhibit A.**

	YES	NO	ABSTAIN	ABSENT
Chairman Cicerale	X			
Vice Chairman Kula	X			
Secretary Marples				X
Treasurer Leatham				X
O'Grady	X			
Van Allen (Alt)	X			
Bazelewich (Alt)				X

A MOTION was made by O'Grady and seconded by Cicerale to adopt the **Resolution to Amend the 2021 Operating Budget.** In favor, Cicerale, Kula, O'Grady, and Van Allen.

HARDYSTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION TO AMEND THE 2021 OPERATING BUDGET

WHEREAS, the Authority 2021 operating budget for the year ending August 31, 2022 was adopted on the 5th day of August 2021, and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership, and

WHEREAS, an amendment to the 2021 operating budget is required to fund the rental of a temporary generator,

THEREFORE, BE IT RESOLVED that the following amendments be made to the 2022 adopted budget of the Hardyston Township Municipal Utilities Authority for its fiscal year ending August 31, 2022.

<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
RECORD VOTE			
Cicerale			Marples
Kula			Leatham
O'Grady			
Van Allen (Alt 1)			

<u>FROM</u>	<u>TO</u>
Unrestricted Net Position Utilized – Sewer	
	\$ <u>22,809</u>
	\$ <u>48,799</u>

OPERATING APPROPRIATIONS

Cost of Providing Services – Sewer	\$ <u>841,300</u>	\$ <u>867,290</u>
Total Appropriations	\$ <u>1,432,558</u>	\$ <u>1,458,548</u>

A MOTION was made by O’Grady and seconded by Cicerale to adopt the **Resolution to Amend the 2021 Capital Budget**. In favor, Cicerale, Kula, O’Grady, and Van Allen.

RESOLUTION

HARDYSTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION TO AMEND THE 2021 CAPITAL BUDGET

WHEREAS, the Authority 2021 Capital Budget for the year ending August 31, 2022 was adopted on the 2nd day of August 2021; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the 2021 Capital Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, an amendment to the 2021 Capital Budget is required to fund the purchase of an emergency generator and gasoline relocation from existing renewal and replacement monies; and

THEREFORE, BE IT RESOLVED that the following amendments be made to the 2021 Capital Budget of the Hardyston Township Municipal Utilities Authority for its year ending August 31, 2022:

	<u>YEAS</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ROLL CALL VOTE:				
Cicerale				Marples
Kula				Leatham
O’Grady				
Van Allen (Alt 1)				

<u>FUNDING SOURCE</u>	<u>FROM</u>	<u>TO</u>
Renewal and Replacement Reserve <u>236,275</u>	\$ <u>200,000</u>	\$
Total Funding Source <u>236,275</u>	\$ <u>200,000</u>	\$

CAPITAL BUDGET APPROPRIATION

Purchase of an emergency generator <u>26,275</u>	\$ <u>-0-</u>	\$
Gasoline relocation <u>10,000</u>	\$ <u>-0-</u>	\$
Total Appropriations <u>236,275</u>	\$ <u>200,000</u>	\$

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith to the Director of the Division of Local Government Services for his certification of the Authority budget so amended.

PAYMENT OF BILLS:

A **MOTION** was made by Van Allen and seconded by O’Grady to pay the bills, as per the bills list for January 10, 2022. In favor: Cicerale, Kula, O’Grady and Van Allen.

CORRESPONDENCE:

There was no correspondence.

OFFICER’S REPORTS:

Mr. Cicerale thanked Mr. Kula for serving on the HTMUA board and wished him well.

Mrs. Van Allen thanked the Board for her time on the committee and indicated she received a letter that she was not reappointed.

PROFESSIONAL’S REPORTS:

Administrator – Mrs. Kaufer discussed back flow testing on residential customers. Mr. Scerbo indicated this type of regulation is related more too commercial properties. Mr. Vreeland said if the authority wanted to move forward with back flow testing they would have to develop a detailed plan and have it reviewed by the NJDEP.

Operator – not present

Billing Clerk – Mrs. Osellame reported the shutoff moratorium for water and sewer has been extended until March 15, 2022.

CFO – Not present

Accountant – Not present

Attorney – Nothing further

Engineer – Mr. Vreeland reported copper samples from Indian Field were completed and indicated the Township was in compliance for the second half of last year. He reported Ron is looking into purchasing chemicals to address the DEP letter requirements which required treatment change from polyphosphate to orthophosphate. He also received a draft of the Water Use Registration Permit for the Park Drive well from the NJDEP for review and technical comments.

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 O’Grady to adjourn, meeting adjourned at 7:34 p.m.

Respectfully submitted,
Karen Osellame

Recording Secretary