

**MINUTES**  
**HARDYSTON TOWNSHIP**  
**MUNICIPAL UTILITIES AUTHORITY**  
**February 7, 2022**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, February 7, 2022 at 7:03 p.m., at the Municipal Building located at 149 Wheatsworth Road.

Members Present: Mr. Cicerale, Mr. Kaminski, Mr. Marples, Mr. O'Grady, and Mr. Codner.

Members Absent: Mr. Bazelewich.

Also present: Ryan Scerbo, Carrine Kaufer, Michael Vreeland, and Paul J. Cuva.

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

Oath of Office was administered to Mr. Kaminski, and Mr. Codner.

**REORGANIZATION:**

WHEREAS, the HTMUA held its annual reorganization meeting on February 7, 2022 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 7, 2022 through the next annual reorganization meeting in February 2023 by motion and approval as indicated below:

- a. Frank Cicerale is elected Chairman of the HTMUA.  
Motion was made by Kaminski seconded by Marples, All in favor.
- b. Ellis Marples is elected Vice-Chairman of the HTMUA  
Motion was made by Kaminski seconded by O'Grady, All in favor.
- c. Brain Kaminski is elected Secretary of the HTMUA  
Motion was made by O'Grady, seconded by Marples, All in favor.
- d. Michael O'Grady is elected Treasurer of the HTMUA  
Motion was made by Kaminski, seconded by Marples, All in favor.
- e. Carrine Kaufer is appointed Administrator of the HTMUA  
Motion was made by Kaminski seconded by O'Grady, All in favor.
- f. Karen Osellame is appointed Recording Secretary of the HTMUA  
Motion was made by Kaminski, seconded by O'Grady, All in favor.
- g. Grant Rome is appointed CFO of the HTMUA.  
Motion was made by Kaminski, seconded by Marples, All in favor.

- h. The New Jersey Herald and New Jersey Sunday Herald as the official newspapers **for** publication notices.  
Motion was made by O’Grady, seconded by Kaminski, All in favor.
- i. Provident Bank and New Jersey Cash Management Fund are designated as official depositories of the HTMUA  
Motion was made by O’Grady, seconded by Kaminski, All in favor.
- j. Carrine Kaufer is appointed as Commissioner to the Statewide Insurance Fund, Frank Cicerale appointed as Alternate.  
Motion was made by Marples, seconded by O’Grady, All in favor.
- k. Moreville Agency if appointed Risk Management Consultant  
Motion was made by Kaminski, seconded by O’Grady, All in favor.
- l. Adoption of Meeting dates (1<sup>st</sup> Monday of each month with the exception of July 11, 2022 and September 12, 2022) Meeting time 7:00 p.m.  
Motion was made by O’Grady, seconded by Kaminski, All in favor.
- m. Direct Recording Secretary to advertise public contracts awards and meeting dates.  
Motion was made by Marples, seconded by Kaminski, All in favor.
- n. Appointment of Professionals: Accountant, Attorney & Engineer; as per below Resolution.  
Motion was made by Marples, seconded by Kaminski, All in favor.

**HARDYSTON TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION AUTHORIZING CERTAIN PROFESSIONAL  
SERVICE CONTRACTS FOR 2022**

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

**WHEREAS**, Van Cleef Engineering Associates through Michael G. Vreeland, P.E. has provided a proposal to serve as the Authority’s consulting engineer and bill at the following rates for such services:

Authority Engineer (Licensed) \$136 per hour  
And such other rates as included in the attached proposal attached hereto

**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 firm of DeCotiis, FitzPatrick, Cole and Giblin LLP, through Ryan J. Scerbo, Esq. has provided a proposal for such services and bill for such services at the rate of One Hundred Eighty (\$180.00) Dollars per hour for work performed; and

**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 firm of Wielkotz & Company, LLC has provided a proposal for such services and bill at the rate for such services as follows: Partner \$155.00 per hour Manager \$135.00 per hour Senior Accountant \$130.00 per hour Staff Accountant \$110.00 per hour Secretarial \$95.00 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 Van Cleef Engineering Associates through Michael G. Vreeland, P.E., the engineers who shall perform engineering services submitted 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 7, 2022 to reorganization in February 2023 without competitive bidding as a “professional service” in accordance with 40A: 11-5(1)(a) of the Local Public Contracts Law because Michael Vreeland has served as engineers for the HTMUA in the past and has special knowledge as to the conditions in the Township which are particularly valuable to the Authority.
3. The proposal of DeCotiis, Fitzpatrick, Cole & Giblin LLP, through Ryan J. Scerbo, Esq. the attorney who shall perform legal services submitted to this Board, a copy of which is annexed hereto, shall be and is hereby approved.
4. The contract with DeCotiis, Fitzpatrick, Cole & Giblin LLP, through Ryan J. Scerbo Esq. as attorney for the Hardyston Township Municipal Utility Authority for the period February 7, 2022 to reorganization in February 2023, is 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.
5. The proposal of Wielkotz & Company, LLC submitted to this Board to perform auditing services, a copy of which is annexed hereto, shall be and is hereby approved.
6. A contract is awarded for the period February 7, 2022 to reorganization in February 2023 without competitive bidding as a “professional service” in accordance with 40A: 11-5(1) (a) of the Local Public Contracts Law because Wielkotz & Company, LLC 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.

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

	YES	NO	ABSTAIN	ABSENT
Chairman Cicerale	X			
Vice Chairman Marples	X			
Secretary Kaminski	X			
Treasurer O’Grady	X			
Alt#1 Codner	X			
Alt#2 Bazelewich				X

**MINUTES:** A MOTION was made by O’Grady seconded by Cicerale, to approve the minutes of the January 10, 2022 meeting. In favor, Cicerale, Marples, and O’Grady.

**OLD BUSINESS:**

**Indian Fields:**

**Phase II As-Built Plans-** Mr. Vreeland reported survey companies are working on proposals for the Indian Fields As-Built Plans and is hoping to have the proposals for the next meeting.

**Crystal Springs:**

**Shotmeyer Tract/ Bypass-** Mr. Vreeland reported Trenton is reviewing the TWA permit for the Crystal Spring Bypass and also indicated the Coventry section of Crystal Springs is close to being complete. Mrs. Kaufer reported building permits have been filed by Ryan Homes for the new construction of the multifamily building.

A brief discussion took place regarding sections of Crystal Springs that have been developed and sections that are under construction to be completed. Mr. Marples indicated Crystal Springs has applied to the Zoning Board for a variance on a new construction and showed concern there was sufficient water allocation. Mr. Vreeland informed water allocation will not be an issue.

**Operational Considerations / Metering / Strategic Planning:**

**Conversion to a Meter Based Billing System –** Nothing new to report

**Asset Management Plan** - Nothing new to report

**Fixed Assets/Developer Conveyance** – Nothing new to report

**Park Drive Fire Suppression Rate-** Mrs. Kaufer reported she is working on preliminary numbers for the Fire Suppression Rate.

**New Business**

**Audit Presentation – Mr. Cuva presented the audit report and reviewed with the Board various sections of the report for the fiscal year ended August 31, 2021. He discussed operating revenues and comparative amounts from the previous year and reported expenditures were about the same as last year. He also reviewed the net position of designated and undesignated funds. He discussed the comments and recommendations outlined in the report. There were no significant comments or recommendations of concern. The status of rates and the last rate increase were also discussed.**

A MOTION was made by Marples and seconded Kaminski to accept the audit as presented. In favor: Cicerale, Kaminski, Marples, O’Grady and Codner.

**HARDYSTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended August 31, 2021 has been completed and filed with the Governing Body and the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Hardyston Township Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended August 31, 2021, and specifically has reviewed the sections of the audit

report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON FEBRUARY 7, 2022

**PAYMENT OF BILLS:**

A MOTION was made by O’Grady and seconded by Marples to pay the bills, as per the bill list for February 7, 2022. In favor: Cicerale, Kaminski, Marples, O’Grady and Codner.

**CORRESPONDENCE:**

A MOTION was made by Kaminski and seconded by O’Grady to accept the correspondence as presented. In favor: Cicerale, Kaminski, Marples, O’Grady and Codner.

**OFFICER’S REPORTS:**

Nothing at this time.

**PROFESSIONAL’S REPORTS:**

Administrator – Mrs. Kaufer reported she received a thank you card from Michelle Van Allen thanking the Board for her years of service and also informed the Board that Candace Leatham submitted her resignation letter. She also discussed the order status for the generator needed in Tannery Hill.

Operator – not present

Billing Clerk – nothing further

CFO – not present

Accountant – nothing further

Attorney – Mr. Scerbo discussed procedures for alternate members of the Board to become a voting member and participate in the meetings when a board member is absent.

Engineer – Mr. Vreeland reported water samples are being taken in Indian Fields due to the copper level issue. He reported samples were taken from residents who have a water softener system and those that do not. He will review and compare results when samples are completed.

**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.

Respectfully submitted,

**Karen Osellame**

Board Secretary