

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
January 9, 2023**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, January 9, 2023 at 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road.

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

Members Present: Mr. Frank Cicerale, Mr. Michael O’Grady, Mr. Robert Codner, Mr. Tony Alfano, and Mr. George Wortche.

Members Absent: Mr. Brian Kaminski and Mr. Ellis Marples.

Also present: Mrs. Carrine Kaufer, Mr. Mike Vreeland, and Mr. Ryan Scerbo.

Minutes: A **MOTION** was made by O’Grady seconded by Codner, to approve the minutes and executive minutes of the November 7, 2022 meeting. In favor, Cicerale, O’Grady, Codner, Alfano, and Wortche.

OLD BUSINESS: Indian Field

Phase II As-Built Plans- Nothing new to report.

OLD BUSINESS: Crystal Springs

Shotmeyer Tract/ Bypass-Mr. Vreeland reported the Shotmeyer Bypass is about fifty percent constructed.

Operational Considerations / Metering / Strategic Planning:

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

Fixed Assets/Developer Conveyance – Nothing new to report.

NEW BUSINESS:

A **MOTION** was made by Alfano and seconded by O’Grady to adopt the **Resolution Authorizing the Execution of Certain Shared Service Agreements with the Township of Hardyston for Administration/Secretarial, Billing, and Maintenance Services.** In favor: Cicerale, O’Grady, Codner, Alfano, and Wortche.

**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**.

A MOTION was made by Alfano and seconded by Codner to adopt the **Resolution Authorizing the Execution of a Shared Service Agreement with the Township of Sparta for the Provision of Chief Financial Officer Services**. In favor: Cicerale, O'Grady, Codner, Alfano, and Wortche.

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF SPARTA FOR THE PROVISION OF CHIEF FINANCIAL OFFICER SERVICES

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 Authority desires to enter into a shared services agreement with the Township of Sparta ("Sparta") pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq.; and

WHEREAS, the shared services agreements address the provisions of Chief Financial Officer ("CFO") services; and

WHEREAS, a copy of the Shared Service Agreement is 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 Sparta are each authorized to enter into the Shared Service Agreement 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 a Shared Service Agreement with Sparta for the provisions of CFO services in a form substantially similar to the form of Agreement attached hereto as **Exhibit A**.

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

A MOTION was made by O'Grady and seconded by Codner to adopt the **Resolution Ratifying Payment to SREC Resources Inc. for the Emergency Repair of a Generator Transfer Switch**. In favor: Cicerale, O'Grady, Codner, Alfano, and Wortche.

**RESOLUTION RATIFYING THE PAYMENT TO SREC RESOURCES, INC
FOR THE EMERGENCY REPAIR OF A GENERATOR TRANSFER SWITCH**

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, the System includes certain wastewater pump stations, including one located at Crystal Springs Road; and

WHEREAS, on or about October 13, 2022 the Authority's Operator identified that, following a routine test, the generator transfer switch at the Crystal Springs Road was in need of immediate replacement (the "Work"); and

WHEREAS, the Authority obtained a quote for the materials and services necessary to perform the Work; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, the amount of the quote obtained by the Authority to undertake the Work did not necessitate a formal public bidding process; and

WHEREAS, in order to ensure that facility could operate properly the Authority requested that SREC Resources Inc, undertake the Work; and

WHEREAS, the Work was completed on October 14, 2022 and accepted by the Authority's Operator; and

WHEREAS, the Board is desirous of ratifying a contract with Sussex Rural Electric Cooperative for the Work and the payment for said services in the amounts set forth in the invoice attached hereto and made a part hereof as **Exhibit A**;

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

1. That the Authority's award of a contract to SREC Resources, Inc, and the Authority's Billing Specialist's payment to SREC Resources, Inc in connection with the Work in the amounts set forth in the invoices attached hereto and made a part hereof as **Exhibit A** be and is hereby ratified.

A MOTION was made by Alfano and seconded by Codner to adopt the **Resolution to Amend the 2022-2023 Capital Budget**. In favor: Cicerale, O’Grady, Codner, Alfano, and Wortche.

RESOLUTION TO AMEND THE 2022 CAPITAL BUDGET

WHEREAS, the Authority 2022 capital budget for the year ending August 31, 2023 was adopted on the 12th day of September 2022, 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 2022 capital budget is needed to fund the Purchase of a New Truck,

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, 2023.

<u>AYE</u>	<u>NAY</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Cicerale O’Grady Codner Alfano Wortche			Kaminski Marples

	<u>FROM</u>	<u>TO</u>
Funding Sources – Renewal and Replacement	\$ <u>200,000</u>	\$ <u>265,000</u>
<u>CAPITAL APPROPRIATIONS</u>		
Purchase of New Truck – Sewer and Water	\$ <u>0</u>	\$ <u>65,000</u>
Total Appropriations	\$ <u>337,250</u>	\$ <u>402,250</u>

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith with 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 Alfano and seconded by Codner to pay the bills, as per the bills list for December 5, 2022 and January 9, 2023. In favor: Cicerale, O’Grady, Codner, Alfano, and Wortche.

CORRESPONDENCE:

A **MOTION** was made by O’Grady and seconded by Alfano to except the correspondence. In favor: Cicerale, O’Grady, Codner, Alfano, and Wortche.

OFFICER’S REPORTS: Nothing further to report.

PROFESSIONAL’S REPORTS:

Administrator – Mrs. Kaufer reported the audit report for year ending August 31, 2022 is complete and will be available for review at the next meeting. She also will be discussing a possible operational amendment with Mr. Cuva regarding the significant rate increase from SCMUA this year.

Operator – Not present.

Billing Clerk – Nothing further to report.

CFO – Not present.

Accountant – Not present.

Attorney – Nothing further to report.

Engineer – Mr. Vreeland discussed some of the short term items listed in the updated Corrective Action Plan. He reported the mechanical electrical interlock is complete and the first round of MPA sampling will take place in the spring. Also, the Corrosion Control Treatment Installation Certification was concluded for the project in Indian Fields water system. He indicated the project was to replace blended phosphate with orthophosphate in the water system and the program requires water sampling at the well house and distribution system every two weeks to monitor the chemical levels.

A brief discussion took place regarding as-built plans pending in Crystal Springs. Mr. Vreeland reported the Tarn and St Andrew sections are complete and repairs have been done. Also, partial as-built plans are finished in the Oak South section and he is working on a punch list for repairs that need to be finalized. Mrs. Kaufer suggested the performance cash bonds can be used to help fund the as-built plans if needed and recommends scheduling a meeting with the developers to further discuss plans. She is hoping that will move the process along more quickly.

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.

Having no further business, A **MOTION** was made by Alfano seconded by Codner to adjourn. All were in favor. The meeting concluded at 7:44 p.m.

Respectfully submitted,
Karen Osellame
Recording Secretary