

**MANCHESTER UTILITIES AUTHORITY
MONTHLY MEETING JANUARY 14, 2019
HALEDON MUNICIPAL COMPLEX –HALEDON, NJ
7:30 P.M.**

TIME: 7:35PM

• MEETING CALLED TO ORDER – OPEN PUBLIC MEETING NOTICE READ

IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS LAW, ADEQUATE NOTICE OF THIS MEETING WAS PROVIDED BY A NOTICE SENT TO THE NORTH JERSEY HERALD NEWS AND THE RECORD FEBRUARY 13, 2018. THIS NOTICE WAS ALSO POSTED ON THE BULLETIN BOARD AT THE MUNICIPAL BUILDING ON FEBRUARY 13, 2018 AND HAS REMAINED CONTINUOUSLY POSTED AS REQUIRED BY STATUTE. IN ADDITION, A COPY OF THIS NOTICE IS AND HAS BEEN AVAILABLE TO THE PUBLIC AND IS ON FILE IN THE OFFICE OF THE MUNICIPAL CLERK.

Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting.

• FLAG SALUTE

• ROLL CALL ATTENDANCE

ROLL CALL

Present: D’Ambrosio, Flach, Moczo, Van Sickle

Absent: Chowdhury

Other notable attendees: Casey Cordes, Attorney
Justin Mahon, Engineer
Robert McNinch, Auditor
Robert De Block, Licensed Operator

**• PUBLIC HEARING- 2019 CONNECTION FEE INCREASE
2019 RATE INCREASE
2019 BUDGET**

Motion by Van Sickle seconded by Flach to open the public hearing.

YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

No Public Present

Motion by Van Sickle seconded by Moczo to close the public hearing.

YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

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MUA COMMISSIONERS RESPONSES TO PUBLIC COMMENT/INQUIRES

Chairman stated that the Authority does its best to keep costs down. The two percent (2%) increase doesn't even cover the increase that the Authority has to absorb from Passaic Valley Water Commission's rate increase of three percent (3%). Also, the connection fee is still much lower as compared to other areas.

• REVIEW OF MINUTES:

Motion by Van Sickle seconded by Flach to approve the Minutes and Executive Session Minutes for December 10, 2018.

YES: D'Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

• REPORTS AND DISCUSSION

CHAIRMAN

Victor D'Ambrosio discussed the following:

The Water Billing Clerk has resigned. The Borough is actively seeking a replacement. The hiring process was discussed. He thanked Denise Wahad and Joanne Van Hook for pitching in while this position is being filled.

The Draft of the Interlocal Service Agreement has been prepared by Counsel and will be discussed in Executive Session so that it can be sent to the Borough for review.

Counsel has prepared the Draft letter to the Board of Education and it will be reviewed and sent. Passaic Valley Water Commission has advised that it is issuing a three percent (3%) rate increase this year.

ENGINEER

Justin Mahon submitted report, which is on file and discussed the following items:

SCADA is still under review.

Bid documents for locating valves and hydrants and exercising valves to satisfy WQAA are being prepared.

Evaluating results of 2018 Fall flushing program intended to complement the Spring flushing program for purposes of the WQAA and the flushing required to effectively reduce trihalomethanes.

The Billing Clerk leaving has put forth an impediment to getting the information necessary to address the Camp Veritans situation. This will hopefully be resolved soon.

Plan is being formulated to tag hydrants as required by WQAA. Hoping to start in March. Deadline is October 19, 2019. The estimated time to prepare and affix tags to approximately 330 hydrants is 164 hours.

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Plan is the update the 2014 Capital Improvement Plan by April 2019 in order to satisfy the asset management plan provisions of the WQAA. Proposal was provided for consideration.

ATTORNEY

Casey Cordes submitted report, which is on file and discussed the following items:
Discussion regarding Interlocal Service Agreement provisions deferred to Executive Session.
Still no response from the Borough concerning the stand-by stipend issue.

AUDITOR

Robert McNinch discussed the following:
Discussion regarding the 2019 Connection Fee (Authority's is low – the general range is between \$5,000 and \$10,000).
Discussion regarding the 2019 Rate Increase. Rate Schedule revisions discussed.
Discussion regarding the 2019 Budget. Budget was introduced in November; Approved by Local Finance Board in December so now can be considered for approval.

LICENSED OPERATOR

Robert De Block submitted report, which is on file and discussed the following items:
Lead & Copper and WQP Sampling Plans were submitted to the NJDEP on November 9.
Working with the Engineer regarding placement of an automatic flusher and sampling station for the Reservoir Drive service area.
Approved PVWC sampling schedule for 2019. Modifications will need to be made following approval of the WQP Sampling Plan.
Point of Entry sampling plan discussed.
Unidirectional flushing plan discussed.

• CORRESPONDENCE

1. Passaic Valley Water Commission/wholesale water rate increase
2. DEP/Clean Water State Revolving Fund and Drinking Water State Revolving Fund Intended Use Plans
3. Public Notification/DEP Flood Hazard Area General Permit No. 10 and Freshwater Wetlands General Permit No. 1 Replacement of HMR Culvert Over Squaw Brook-

Motion by Van Sickle seconded by Flach to Accept and File Correspondence.

YES: D'Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

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• COMMITTEE REPORTS AND DISCUSSION

1. OPERATIONS COMMITTEE- Next Meeting date is 1/28/19. Discussion was held concerning the SCADA leasing option. Recommendation is that leasing is really not feasible for the Authority.
2. INTRALOCAL SERVICE AGREEMENT NEGOTIATION COMMITTEE- Discussed in Executive Session.

• OLD BUSINESS

1. Residential Water Service Charges-On Hold
2. Water Connection Application/555 Preakness Ave., Totowa- Resolution item
3. Water Connection Application/920 Belmont Ave., NH- Resolution pending before North Haledon Planning Board to change plans.

• NEW BUSINESS

1. NJ Water Association/ 2019 Membership Dues-Discussion held regarding benefit of renewal. Decision not to renew but to get information about training/membership benefits from other organizations.
2. Go Organic/2019 Vegetation Agreement-Authorized.

• PUBLIC COMMENT

Motion made by Van Sickle seconded by Flach to open public hearing.

YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

No Public Present

Motion made by Van Sickle seconded by Flach to close public hearing.

YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

MUA COMMISSIONERS RESPONSES TO PUBLIC COMMENT/INQUIRES

None

Motion made by Van Sickle seconded by Flach to add Resolution 2019-06 entitled “AUTHORIZATION TO APPROVE ARCADIS PROPOSAL TO PREPARE ASSET MANAGEMENT PLAN.”

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YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

RESOLUTIONS TO BE PASSED BY CONSENT

- 2019-01 AUTHORIZATION TO APPROVE FOR PAYMENT THE WATER OPERATING BILLS AS SET FORTH IN THE WATER OPERATING BILLS LIST DATED JANUARY 14, 2019**
- 2019- 02 2019 ADOPTED BUDGET RESOLUTION**
- 2019-03 ADOPTION OF THE 2019 CONNECTION FEE OF THE MANCHESTER UTILITIES AUTHORITY**
- 2019-04 ADOPTION OF THE 2019 RATE INCREASE OF THE MANCHESTER UTILITIES AUTHORITY**
- 2019-05 APPROVAL OF WATER CONNECTION APPLICATION FOR 555 PREAKNESS AVENUE SUBJECT TO CONDITIONS**
- 2019-06 AUTHORIZATION TO APPROVE ARCADIS PROPOSAL TO PREPARE ASSET MANAGEMENT PLAN**

Motion made by Van Sickle seconded by Chowdhury to pass the Resolutions by Consent as amended.

YES: D’Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

• EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: LITIGATION AND/OR CLAIMS, CONTRACT NEGOTIATIONS, PERSONNEL, OTHER

WHEREAS, the MUA is a public body subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act requires a Resolution of this MUA in the event the MUA determines it has a need and is permitted by law to exclude the public from an executive session;

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NOW, THEREFORE, BE IT RESOLVED by the MUA that the public be excluded from its meeting for the purpose of discussing matters covered under N.J.S.A. 10:4-12B, set forth as follows:

A. CONTRACT NEGOTIATIONS

IT IS FURTHER RESOLVED, that the public shall not be admitted to the portion of the meeting at which time the foregoing matters will be discussed, and it is not known when or if the matters to be discussed in closed session can be disclosed to the public; and

IT IS FURTHER RESOLVED, that at the conclusion of Executive Session, formal action may be taken.

IT IS FURTHER RESOLVED, that the within shall take effect immediately upon passage and publication as provided by law.

TIME 8:59PM

Motion by Van Sickle seconded by Flach to go into executive session as indicated above.

YES: D'Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

TIME 9:22PM

Motion by Van Sickle seconded by Flach to reconvene the regular meeting

YES: D'Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

TIME 9:23PM

• MEETING ADJOURNED

Motion by Van Sickle seconded by Moczo to adjourn meeting

YES: D'Ambrosio, Flach, Van Sickle, Moczo

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,
Denise Wahad
Recording Secretary

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