

**MANCHESTER UTILITIES AUTHORITY
MONTHLY MEETING OCTOBER 19, 2020
HALEDON MUNICIPAL COMPLEX –HALEDON, NJ
7:30 P.M.**

ZOOM MEETING

TIME: 7:34 PM

• 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 11, 2020. THIS NOTICE WAS ALSO POSTED ON THE BULLETIN BOARD AT THE MUNICIPAL BUILDING ON FEBRUARY 11, 2020 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.

THE NOTICE OF A CHANGE IN THE LOCATION OF THE MEETING TO ELECTRONIC MEANS DUE TO THE CLOSURE OF THE HALEDON MUNICIPAL COMPLEX BECAUSE OF THE PANDEMIC EMERGENCY WAS POSTED ELECTRONICALLY ON OCTOBER 16, 2020.

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, Chowdhury, Flach, Moczo

Absent: Van Sickle

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

• REPORTS AND DISCUSSION

CHAIRMAN

Victor D’Ambrosio spoke on the following:

He advised that he is working on a few billing disputes with the Clerk.

As to the leak detection project, the valves have been cleaned and Anthony Harrington will contact the contractor this week to proceed with his portion of the project.

A Stop Work Order was issued by the Engineer for the 920 Belmont project, which will be discussed further under the Engineer Report.

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Tree removal quotes have been received in accordance with state law requirements and will be considered for approval.

Arcadis has submitted a proposal for the Heights Tank project.

Arcadis submitted an Asset Management Plan, which is under review.

Edmunds has submitted its annual service contract for consideration. There are no increases in fees.

The meter software upgrades are proceeding.

The letters for 550 and 558 Belmont have been sent; however, one was returned. The Clerk got the new mailing address for 558 Belmont and the letter will be re-sent.

One quote was received for the purchase of a new vacuum in the amount of \$17,000.00. He will ask Anthony Harrington to get additional quotes.

New Water Billing Clerk has started and is motivated to learn, which is good news.

ENGINEER

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

Discussion held regarding the Heights Tank project proposal. The costs under the Design part of the projects have increased by approximately \$9,000.00.

Discussion held regarding the Stop Work Order issued for 920 Belmont due to work proceeding without notification to the Authority's Engineer so that inspections of installation could take place. Eric Keller of Bowman providing documentation of proper line installation, including pictures and field reports along with a Certification of proper completion. The Engineer is waiting for these outstanding items.

Discussion held regarding the need to amend the Resolution for 555 Preakness since the Applicant is changing the location.

Repairs were completed at 15 Park Street, North Haledon.

ATTORNEY

Casey Cordes submitted report, which is on file and discussed the following items:

The Interlocal Service Agreement between the Authority and the Borough of Haledon was updated and sent to the Borough for review, comment and/or execution. Discussion held concerning the procurement of a mobile phone for stand-by emergency operator's use.

The Developers Agreement for the 920 Belmont project was amended to include indemnification of the Authority for the Developer moving forward with certain work prior to receiving the final NJDEP Permit approval.

AUDITOR

Robert McNinch discussed the following:

2020 Budget was able to absorb the non-revenue water losses due to the large amount of connection fees received (approximately \$324,000.00) on various development projects.

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The projections for the 2021 Budget shows that the standard 2% rate increase will only be able to absorb 5-6 months of the losses. Discussion was held concerning costs and potential scenarios for 2021 rate increase numbers.

Next meeting, he will bring comparisons of numbers along with the standard increases instituted by other utility authorities.

LICENSED OPERATOR

Robert De Block discussed the following items:

WQAA was prepared, executed by the Chairman and uploaded to the NJDEP.

Fall hydrant flushing is ongoing.

Garcia was onsite Tuesday 10/13/2020 for valve cleaning necessary to proceed with leak detection and continue work on valve exercise and GPS data collection.

Neil Systems was onsite last week to work on the telemetry upgrades. Completion date is pending.

• **REVIEW OF MINUTES:**

Motion made by Moczo seconded by Chowdhury to approve Minutes and Executive Minutes for September 14, 2020.

YES: D'Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

• **CORRESPONDENCE**

1. Edmunds Gov Tech Correspondence/echeck fee increase
2. ARCADIS Correspondence/920 Belmont Avenue, North Haledon
3. North Haledon Planning Board/920 Belmont Ave., North Haledon

Motion made by Moczo seconded by Chowdhury to Accept and File Correspondence.

YES: D'Ambrosio, Chowdhury, Flach, Moczo,

ABSTAIN: -0-

NO: -0-

• **COMMITTEE REPORTS AND DISCUSSION**

1. OPERATIONS COMMITTEE- Commissioner Flach advised that many of the items discussed are reviewed and advanced in the Committee meeting. The next meeting date has not been determined.
2. INTRALOCAL SERVICE AGREEMENT COMMITTEE – Update provided under Attorney Report.

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• **OLD BUSINESS**

1. ARCADIS/Professional Engineering Services Heights Tank Improvements – Arcadis will provide contract for review at the next meeting.

• **NEW BUSINESS**

1. 2021 Edmunds Software & License Agreement – Discussed under Chairman Report.
2. Estimates for Tree Removal – Discussed under Chairman Report.

• **PUBLIC COMMENT**

Motion made by Chowdury seconded by Moczo to open public hearing.

YES: D’Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

No Member of the Public Appeared.

Motion made by Moczo seconded by Flach to close public hearing.

YES: D’Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

MUA COMMISSIONERS RESPONSES TO PUBLIC COMMENT/INQUIRES

None.

RESOLUTIONS TO BE PASSED BY CONSENT

**2020-35 AUTHORIZATION TO APPROVE FOR PAYMENT THE
WATER OPERATING BILLS AS SET FORTH IN THE
WATER OPERATING BILLS LIST DATED OCTOBER 19,
2020**

**2020-36 AMENDMENT TO RESOLUTION NO. 2019-05 APPROVING WATER
CONNECTION APPLICATION FOR 555 PREAKNESS AVENUE
SUBJECT TO CONDITIONS**

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**2020-37 AUTHORIZE CHAIRMAN TO SIGN INTERLOCAL AGREEMENT
BETWEEN THE MANCHESTER UTILITIES AUTHORITY AND THE
BOROUGH OF HALEDON**

Motion made by Flach seconded by Moczo to add Resolutions 2020-36 entitled “**AMENDMENT TO RESOLUTION NO. 2019-05 APPROVING WATER CONNECTION APPLICATION FOR 555 PREAKNESS AVENUE SUBJECT TO CONDITIONS** and **2020-37** entitled “**AUTHORIZE CHAIRMAN TO SIGN INTERLOCAL AGREEMENT BETWEEN THE MANCHESTER UTILITIES AUTHORITY AND THE BOROUGH OF HALEDON**”.

YES: D’Ambrosio, Chowdhury, Flach, Moczo
ABSTAIN: -0-
NO: -0-

Motion made by Chowdhury seconded by Moczo to pass the Resolutions by Consent as Amended.

YES: D’Ambrosio, Chowdhury, Flach, 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;

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. PERSONNEL – Stipend Increase Request

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.

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

TIME: 8:58PM

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

YES: D'Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

TIME: 9:06PM

Motion by Moczo seconded by Flach to reconvene the regular meeting

YES: D'Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

TIME: 9:07PM

•MEETING ADJOURNED

Motion by Flach seconded by Moczo to adjourn meeting.

YES: D'Ambrosio, Chowdhury, Flach, Moczo

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,
Denise Wahad, Recording Secretary

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