

**MANCHESTER UTILITIES AUTHORITY
MONTHLY MEETING NOVEMBER 14, 2016
HALEDON MUNICIPAL COMPLEX –HALEDON, NJ
7:30 P.M.**

TIME: 7:32 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, 2016. THIS NOTICE WAS ALSO POSTED ON THE BULLETIN BOARD AT THE MUNICIPAL BUILDING ON FEBRUARY 11, 2016 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, Chowdhury, Flach, Van Sickle arrived @ 7:42 PM

Absent: Zofrea

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

• REVIEW OF MINUTES

Motion by Chowdhury seconded by Flach to approve the Minutes and Executive Minutes for October 17, 2016.

YES: D'Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

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• REPORTS AND DISCUSSION

CHAIRMAN

Victor D'Ambrosio spoke on the following:

The 2014 Capital Improvement Project is proceeding. There have been a few failures at the meters and one tank valve leaking; however, work is moving along.

The Auditor recommended that the Board think about Budgetary Items for 2017.

The Borough's employee who is designated to the MUA, Henry Manger, advised the Borough that he will no longer be working weekends and holidays so the MUA is waiting for the information on who will be replacing him for these work periods.

The MUA prepared a Drought Warning Notice, which was posted on its website and sent to the Clerks in the towns that are serviced by the MUA.

The NJDEP sent a lead and copper letter to the MUA, which is under review by the Licensed Operator and Engineer.

The NJDEP inspection of the MUA's facilities will take place on Wednesday, November 16.

ENGINEER

Justin Mahon submitted report, which is on file and addressed any questions.

The NJDEP has issued leak detection requirements to all water utilities in light of the drought warning. The NJDEP is requesting updates on non-revenue water as well as information on measures that the MUA is taking to address the issue. The cost of a system-wide leak detection assessment is approximately \$30,000.00-\$40,000.00. The Engineer and Licensed Operator are reviewing the options available to the MUA and will provide an update at the next meeting.

Discussion was held on the application for 104 Church Street. The application was approved with the conditions set forth by the Engineer in his written report.

Discussion was held on the application for 60 Cedar Cliff Avenue.

Discussion was held concerning lead testing. There are no records of lead pipes in the MUA's water system; however, this is a high priority item.

An update was provided concerning the filter plant leak. One line was capped; however, that was not the source of the leak. The leak has still not be specifically located.

An update was provided on the 2014 Project. The final cost number is still not known due to paving and additional unanticipated costs. He will continue to oversee and update the MUA.

ATTORNEY

Casey Cordes submitted report, which is on file and addressed any questions.

A request was made to Passaic Valley Water Commission on November 7 for information concerning the contract renewal process since the MUA's agreement expires in February 2017.

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Responses are still outstanding from the Borough of Haledon concerning the Interlocal Service Agreement and the developers attorney on the 960 Belmont project.

AUDITOR

Chuck Ferraioli spoke on the following:

The 2016 revenues have been good; however, he anticipates issues in 2017 due to the drought restrictions.

The MUA is anticipating approximately \$50,000.00-\$60,000.00 in capital improvements for 2017, which should be fine for budget purposes.

Next month the MUA will introduce the 2017 Connection Fee, which will be a \$213 increase from last year.

The Auditor needs the numbers for the Borough agreed upon service fee, overtime, insurance and water breaks in order to finalize his budget numbers.

He intends to start with a 2% rate increase for budget purposes next month.

The 2016 revenues are higher than anticipated in the budget due to the receipt of higher connection fee payments than normal.

LICENSED OPERATOR

Robert De Block submitted report, which is on file.

The laboratory manager is preparing a Lab Sampling Standard Operating Procedures on behalf of the MUA. She is completing the paperwork necessary to become the MUA laboratory manager.

The MUA is having some operational issues concerning mark outs. The Borough DPW Superintendent has confirmed that additional staff will be provided to assist in completing the mark out requests.

• CORRESPONDENCE

1. NJDEP Lead and Copper Rule Requirements
2. Letter sent to MUA customers/ Voluntarily reduce water usage
3. NH Application for a Letter of Interpretation: Line Verification-475 HMR, NH

The listed Correspondence were reviewed and considered by the MUA Board.

Motion made by Van Sickle seconded by Chowdhury to Accept and File Correspondence.

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

ABSTAIN: -0-

NO: -0-

• COMMITTEE REPORTS AND DISCUSSION

1. RULES AND REGULATION COMMITTEE-Meeting monthly. The committee is working on the Operations Manual as well as the Standard Operating Procedures.

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2. INTRALOCAL SERVICE AGREEMENT NEGOTIATION COMMITTEE- The Authority approved the Agreement and is waiting for the Borough to act.

• OLD BUSINESS

1. Water Connection Application/104 Church Street, Haledon – Discussed under Engineer Report.
2. Argent Associates/Basic Power Unit technology- Under Engineer Review.
3. Water Connection Application/920 Belmont Ave., NH-181 Units- Under Engineer Review.
4. Water Connection Application/960 Belmont Ave., NH-34 Townhomes- Under Engineer Review.

Motion made by Van Sickle seconded by Chowdhury to approve Water Connection Application for 104 Church Street, Haledon with conditions set forth by the Engineer.

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

ABSTAIN: -0-

NO: -0-

• NEW BUSINESS

1. Water Connection Application/60 Cedar Cliff Ave., Haledon- Under Engineer review.
2. Edmunds & Associates 2017 Annual Agreement – Held for review for consideration at the next meet.
3. Water Bill Dispute/164 Lee Ave., Haledon – Under review.

• PUBLIC COMMENT

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

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

ABSTAIN: -0-

NO: -0-

No Public Comments.

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

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

ABSTAIN: -0-

NO: -0-

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MUA COMMISSIONERS RESPONSES TO PUBLIC COMMENT/INQUIRES

None.

RESOLUTIONS TO BE PASSED BY CONSENT

**2016-51 AUTHORIZATION TO APPROVE FOR PAYMENT THE WATER
OPERATING BILLS AS SET FORTH IN THE WATER OPERATING
BILLS LIST DATED NOVEMBER 14, 2016**

**2016-52 AUTHORIZATION TO APPROVE FOR PAYMENT THE MANCHESTER
UTILITIES AUTHORITY ESCROW ACCOUNT BILLS LIST DATED
NOVMEBER 14, 2016**

**2016-53 AUTHORIZATION TO APPROVE FOR PAYMENT THE
NJEIT 2014 WATER SYSTEM IMPROVEMENTS PROJECT
BILLS AS SET FORTH IN THE NJEIT 2014 WATER
SYSTEM IMPROVEMENTS PROJECT BILLS LIST DATED
NOVEMBER 14, 2016**

Motion made by Chowdhury seconded by Van Sickle to pass the Resolutions by consent.

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

ABSTAIN: -0-

NO: -0-

TIME 8:47PM

• MEETING ADJOURNED

Motion by Van Sickle seconded by Chowdhury to adjourn meeting

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

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,
Denise Wahad
Recording Secretary

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