

**MANCHESTER UTILITIES AUTHORITY
MONTHLY MEETING DECEMBER 12, 2022
CONDUCTED REMOTELY VIA ZOOM CONFERENCING
7:30 P.M.**

TIME: 7:39PM

• MEETING CALLED TO ORDER – OPEN PUBLIC MEETING NOTICE READ

PLEASE TAKE NOTICE that in accordance with the provisions of the Open Public Meetings Act pursuant to N.J.S.A. 10:4-6 et. seq. you are hereby advised that the Manchester Utilities Authority advertised its Annual Meeting Notice on February 18, 2022 in the North Jersey Herald News and The Record. The Annual Meeting Notice was also posted on the Bulletin Board at the Municipal Building on February 18, 2022 and has remained continuously posted as requirement by statute. Formal Action will be taken.

This electronic public meeting is being conducted due to the current situation involving the COVID-19 virus.

The electronic public meetings will be held via Zoom conferencing (<https://zoom.us>). A link to attend each meeting electronically and/or telephonically will be posted on the website of the Manchester Utilities Authority (www.muawater.net) as well as on the door to the municipal building located at 510 Belmont Avenue. These postings will include the meeting identification number and passcode to join the meeting.

All attendees will be automatically muted upon entering the virtual meeting, everyone will have the opportunity to be unmuted in order to speak and be heard during the Public Comment portion of the meeting. At that time, the Chairman will give the members of the public an opportunity to make any statements during the public hearing. Each member will be fully heard. Afterwards the Public Comment hearing shall be closed and the Commissioners may respond. All relevant meeting documents for the meeting, if any, shall be posted prior to each meeting on the website of the Manchester Utilities Authority: www.muawater.net.

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

• FLAG SALUTE

• ROLL CALL ATTENDANCE

Present: D'Ambrosio, Chowdhury, Moczo, Flach

Absent: Van Sickle

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

• REPORTS AND DISCUSSION

CHAIRMAN

Victor D'Ambrosio spoke on the following:

He deferred to the professionals for updates on the following topics: Non-Revenue water issue; Interconnection Investigation with Passaic Valley Water Commission (PVWC); Holland Christian Homes (HCH) water service connection application; Cash Flow status; 2023 Budget

The State requires that the following Notice be read into the Minutes of this Meeting:

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PLEASE TAKE NOTICE that there is important information regarding: COVID-19 PANDEMIC RATEPAYER RELIEF MEASURES

This notice announces an outline of the relief measures for residential ratepayers experiencing economic hardship during the COVID-19 pandemic.

INSTALLMENT PLAN AVAILABILITY

BE ADVISED that State law requires residential customers to be offered an installment plan for any water arrearages accruing between March 9, 2020 and March 15, 2022.

LATE FEES, CHARGES AND PENALTIES

BE ADVISED that state law prohibits local governments from charging residential customers interest, fees, or charges for late payment of water charges accruing between March 9, 2020 and March 15, 2022 until after March 15, 2022 at which time interest and penalties may begin to accrue.

BILL ASSISTANCE AND ARREARAGE FORGIVENESS PROGRAMS

The application period for the New Jersey Department of Community Affairs' Low Income Water Assistance Program (LIHWAP) is now open. This federally funded program will provide financial assistance to low-income households to reduce the balances on their residential water and sewer bills.

People can apply online through the DCAid application portal at <https://njdca-housing.dynamics365portals.us/en-US/dcaid-services/>. Those without computer or internet access can call 1-800-510-3102.

Please review this special Notice in its entirety at our website at www.muawater.net or contact Water Billing Clerk, Rama Jamoukha, by calling her at (973) 942-6538 extension 2 or emailing her at rjamoukha@haledonboronj.com for additional information.

ENGINEER

Jerry Mitchell submitted report, which is on file and discussed the following items:

Action Items: Recommend Board approval to accept I-Bank funding for Heights Tank Improvements with Updates; Recommend Board approval for Legal Counsel to prepare Agreement between MUA and HCH to apply for PFA Funding for water main extension to HCH facility.

Facilities: Interconnection investigation with PVWC has been delayed pending the repair of the billing computer tablet so that water usage data is available.

HCH is interested in pursuing the long-term water service connection with the MUA through funding from the I-Bank (PSAs funds). HCH has agreed that the MUA should take the lead in filing an application with NJDEP/I-Bank to obtain funds for the Water Main Extension project to the HCH facility. NJDEP has indicated that under the I-Bank category for funding, up to \$1,000,000 of forgiveness funding is available. This funding would include the MUA water main extension, service connection fee, service connection on HCH property, well closures, and fees (planning, design, administration). The HCH has requested that the MUA prepare an Agreement between the two parties as soon as possible to move this project forward. Discussion held. Board approved professionals moving the Agreement forward.

Heights Tank Improvement Project discussed at length. Additional projects need to be examined for possible inclusion into the project. Arcadis will review and report back at the next meeting.

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ATTORNEY

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

Low Income Household Water Assistance Program (LIHWAP): The State advised that only two (2) of the sixteen (16) customers who applied for relief are qualified under the program. The staff will continue to work with the State to administer this program.

Public Notices: The Request for Professional Proposals must be advertised. A draft was prepared for review.

Delinquent Accounts: Work is continuing to prioritize and address delinquent accounts. The Billing Clerk has done an amazing job in collecting on these accounts. Some of the larger accounts are under review by the professionals and if these are excluded, the total number of delinquents are under \$200,000.00, which is outstanding. Winter shut offs were discussed and the Board decided to keep doing them for this month and it will be discussed again at the next meeting.

*The Billing Clerk joined the meeting to discuss estimated bills since the billing computer tablet is being repaired and actual readings cannot be performed. The Board discussed and decided to send estimated bills for November; wait approximately ten days to see if the tablet is repair to decide on the December billing.

AUDITOR

Robert McNinch discussed the following items:

2023 Budget: PVWC has still not set its bulk water rate increase for 2023; however, the Auditor has anticipated a 5% increase for purposes of the 2023 Budget. The exact PVWC Rate Increase will likely not be known until later in the month.

2023 Budget, Rate Increase & Connection Fee: The Auditor Introduced and discussed all items and discussion was held. The Board decided that a three (3) percent increase was fair based upon the circumstances presented.

LICENSED OPERATOR

Robert De Block discussed the following items:

Facilities: Central Avenue flow switches for Pumps 2 and 3 are leaking; however, the repairs are being done today.

27 Jasper Street is scheduled for inspection on Thursday.

Reports/Testing: The Laboratory Audit is scheduled for December 20, 2023.

The January 2023 Proficiency Testing samples have been ordered.

TTHM: Disinfectant byproduct sampling was completed on November 9. Results have been received and the system has returned to compliance following two quarters with all Locational Running Annual Averages below 80 ug/L.

Non-Revenue Water: HAL 2 Interconnection testing is delayed pending repairs to the tablet necessary to collect customer meter readings. The Licensed Operator is prepared to support the data collection in testing of HAL 2 Interconnection.

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*Commissioner Moczo lost connection at 9:21PM

- **REVIEW OF MINUTES: Held over**
- **COMMITTEE REPORTS AND DISCUSSION**
 1. OPERATIONS COMMITTEE-Next meeting scheduled for December 21, 2022.
- **CORRESPONDENCE**
 1. Zoning Board Notice/ John Street & Cook Street, Haledon
 2. NJDEP 2023 January Water Supply PT Study

Motion made by Chowdhury seconded by Flach to accept and file correspondence.

YES: D'Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

- **OLD BUSINESS**
 1. 27 Jasper Street, Haledon/Investigate Location of Meter-Licensed Operator Report.
 2. Water Bill Dispute/25 Venna Ave. North Haledon-Operators resolved the matter.
 3. Water Bill Dispute/554 West Broadway, Haledon-Under Review.
 4. ARCADIS/Professional Engineering Services Heights Tank Improvements-Revised proposal to be submitted.
- **NEW BUSINESS**
 1. Badger Meter Price Quote/Meters & Additional Tablet-Requested not Received

- **PUBLIC COMMENT**

Motion made by Flach seconded by Chowdhury to open public hearing.

YES: D'Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

No Public Present

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

YES: D'Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

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RESOLUTIONS TO BE PASSED BY CONSENT

2022-37 AUTHORIZATION TO APPROVE FOR PAYMENT THE WATER OPERATING BILLS AS SET FORTH IN THE WATER OPERATING BILLS LIST DATED DECEMBER 12, 2022

2022-38 AUTHORIZATION TO ADVERTISE THE 2023 REQUEST FOR QUALIFICATIONS

2022-39 AUTHORIZATION TO INTRODUCE THE 2023 BUDGET, RATE INCREASE AND CONNECTION FEE

Motion by Flach seconded by Chowdhury to amend Resolutions to add Resolutions “**2022-39 to read INTRODUCTION OF THE 2023 BUDGET, RATE INCREASE, AND CONNECTION FEE**”

YES: D’Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

Motion by Chowdhury seconded by Flach to pass the Resolutions by Consent as amended.

YES: D’Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

TIME: 9:34PM

• MEETING ADJOURNED

Motion by Flach seconded by Chowdhury to adjourn meeting.

YES: D’Ambrosio, Chowdhury, Flach

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,
Denise Wahad, Recording Secretary