

**MANCHESTER UTILITIES AUTHORITY
MONTHLY MEETING FEBRUARY 12, 2024
CONDUCTED REMOTELY VIA ZOOM CONFERENCING
7:30 P.M.**

TIME: 7:36PM

• **MEETING CALLED TO ORDER – OPEN PUBLIC MEETING NOTICE READ**
STATEMENT OF PUBLIC NOTICE-TAKE NOTICE that adequate notice of this meeting has been provided in accordance with N.J.S.A. 10:4-8 and N.J.S.A. 10:4-10 as follows: A notice of the meeting was prominently posted on the bulletin board at the Haledon Municipal Building, located at 510 Belmont Avenue, Haledon, NJ on February 17, 2023. A copy of the Annual Meeting Notice was advertised on February 17, 2023 in the North Jersey Herald News and The Record.

A LINK AND A TELEPHONE NUMBER TO JOIN THE MEETING VIRUTALLY CAN BE ACCESSED ON THE MUA WEBSITE AT WWW.MUAWATER.NET. ELECTRONIC PROVISIONS HAVE BEEN ESTABLISHED FOR THE PUBLIC TO PARTICIPATE DURING THE PUBLIC COMMENT PORTION OF THE MEETING.

Formal Action will be taken.

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, Flach, Smith

Absent: Moczo

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

ELECTION OF OFFICERS

*The attorney managed this portion of the meeting.

Motion to nominate and elect Victor D'Ambrosio as Chairman of the Authority by Flach seconded by Chowdhury.

YES: Chowdhury, Flach, Smith

ABSTAIN: D'Ambrosio

NO: -0-

*At this time, the meeting was administered by the new Chairman.

Motion to nominate and elect Dewan Chowdhury as Vice-Chairman of the Authority by Smith seconded by Flach.

YES: D'Ambrosio, Flach, Smith

ABSTAIN: Chowdhury

NO: -0-

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Motion to nominate and elect Carlos Moczo as Treasurer and Certifying Finance Officer of the Authority by Chowdhury seconded by Smith.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion to nominate and elect Geraldine Flach as Secretary of the Authority by Chowdhury seconded by Smith.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

**2024-10 QUALIFICATION OF THE RESPONSES RECEIVED FOR ITS
REQUEST FOR QUALIFIED PROFESSIONALS AND APPOINTMENT
OF THE MANCHESTER UTILITIES AUTHORITY PROFESSIONALS
FOR THE 2024 TERM**

Motion by Flach seconded by Chowdhury to appoint Fronzuto Law Group as Attorney.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion by Chowdhury seconded by Smith to appoint ARCADIS U.S., Inc. as Engineer.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion by Smith seconded by Chowdhury to appoint Wielkotz & Company, LLC as Auditor.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion by Chowdhury seconded by Smith to appoint Hawkins Delafield & Wood as Bond Counsel.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion by Flach seconded by Chowdhury to appoint De Block Environmental Services, LLC as Licensed Operator.

YES: D'Ambrosio, Chowdhury, Flach, Smith

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ABSTAIN: -0-

NO: -0-

Motion by Chowdhury seconded by Smith to award the Water Distribution System Maintenance Construction and Emergency Repairs Contract to John Garcia Construction Co., Inc.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

ADMINISTRATIVE RESOLUTIONS TO BE PASSED BY CONSENT

2024-11 ADOPTION OF THE OFFICIAL DEPOSITORIES OF MANCHESTER UTILITIES AUTHORITY FOR 2024

2024-12 DESIGNATING DENISE WAHAD AS THE ASSISTANT SECRETARY AND CUSTODIAN OF RECORDS FOR THE MANCHESTER UTILITIES AUTHORITY

2024-13 ADOPTION OF THE MEETING DATES OF THE MANCHESTER UTILITIES AUTHORITY

2024-14 ADOPTION OF THE OFFICIAL NEWSPAPERS FOR THE MANCHESTER UTILITIES AUTHORITY FOR 2024

2024-15 ADOPTION OF THE OFFICIAL SIGNATORIES OF THE MANCHESTER UTILITIES AUTHORITY

2024-16 AUTHORIZATION TO ADOPT A CASH MANAGEMENT PLAN

Motion by Chowdhury seconded by Smith to pass the Resolutions 2024-11 through 2024-16 by Consent.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

• REPORTS AND DISCUSSION

CHAIRMAN

Victor D'Ambrosio spoke on the following:

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He thanked the Commissioners for electing him as Chair. It's his pleasure to serve and proud of the work done by the Board. He looks forward to making even more progress moving forward. He thanked Mayor George to sending a letter to the County regarding the bridge main repair. Unfortunately, the County has advised that there are no funds available for the repair. The MUA will seek alternative funding.

He spoke with the Auditor about establishing a reserve account for the MUA. However, it is best to wait proceeding with this until the billing credit with PVWC is established.

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

**PLEASE TAKE NOTICE that there is important information regarding:
BILL ASSISTANCE AND ARREARAGE FORGIVENESS PROGRAMS**

The State Low Income Household Water Assistance Program (LIHWAP) can help you pay arrears for your water and sewer bills. The program may also be able to help address tax liens due to water and sewer arrears. To get more information and apply, go to waterassistance.nj.gov or call NJ211.

The application period for the New Jersey Department of Community Affairs' Low Income Water Assistance Program (LIHWAP) is currently closed.

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 Award of Emergency Services/Repair Contract to Garcia Construction.

Operations: Acoustical Testing Program – Arcadis recommends that the MUA implement a scaled down version of the leak monitoring plan which would include hiring Northeast Water Technology to survey leak loggers twice a year as part of regular operations starting in the Spring of 2025. Costs would need to be obtained by November to be included in the 2025 Budget.

Water Quality – Work is in progress to proceed with the Heights Tank project.

Facilities – The survey was received for the Holland Christian Homes project. Arcadis is starting detailed design of the water main extension based upon the survey.

Management – The annual rolling average for non-revenue water has been reduced from 36% to 33% in December of 2023. The average monthly non-revenue water for the last five months is about 24%.

ATTORNEY

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

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Legal Opinion letter issued recommending approval of the Award of the Emergency Services/Repair Contract to Garcia Construction.

Letter issued to 920 Belmont project manager concerning the outstanding balance owed for the irrigation account connection fee.

AUDITOR

Robert McNinch did not attend meeting.

LICENSED OPERATOR

Robert De Block discussed the following items:

Quote for Laboratory Services for analysis not being offered by PVWC remains pending.

DES received the quote for the Central Avenue PRV inspection, which is submitted for approval tonight.

DES solicited a quote for the purchase and installation of a new 515 pump. Quotes were discussed. TTHM-Flushing schedules continue to be adjusted. First Quarter results were collected on February 9 and results are pending.

Lead & Copper- DES is working with Arcadis on updates to the Lead and Copper sampling plan that incorporates new sample locations. A list of 21 services that require confirmation inspection by Authority staff has been circulated. Targeted communications will be sent to confirm sample locations. Sampling is scheduled for June-September 2024.

Motion made by Chowdhury seconded by Flach to approve Harper Haines Inspection Quote not to exceed \$1,680.00.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

• **COMMITTEE REPORTS AND DISCUSSION**

OPERATIONS COMMITTEE-Next meeting scheduled for February 28, 2024.

• **CORRESPONDENCE**

1. 987 Belmont Avenue, NH Request/Letter to Provide Water Service
2. North Haledon Notice of Public Hearing/10 Evergreen Avenue, NH
3. NH Notice of Hearing/9 Dawn Avenue, NH

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

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• **OLD BUSINESS**

1. 920 Belmont Avenue, North Haledon/WCA Balance Due-Discussed under Attorney Report.
2. 225 Pompton Road/Water Bill Dispute-No reply received.
3. LIHWAP Language Requirements-No update.
4. 27 Jasper Street, Haledon-Time Extension Request-No update.
5. ARCADIS/Professional Engineering Services Heights Tank Improvements-Discussed under Engineer Report.

• **NEW BUSINESS**

1. Badger Meter/Price Quote of \$16,738.80 – Item discussed.
2. Trees Unlimited LLC/Price Quote Prune & Remove/Split Rock Road Pump Station of \$1,950.00 – Item discussed.

Motion made by Flach seconded by Smith to approve and order meters from Badger Meter not to exceed \$16,738.80.

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion made by Smith seconded by Chowdhury to approve Quotes for Trees Unlimited to remove & prune trees not to exceed \$1,950.00.

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

• **PUBLIC COMMENT**

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

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN:

NO: -0-

No Public Present

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

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

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RESOLUTIONS TO BE PASSED BY CONSENT

2024-17 AUTHORIZATION TO APPROVE FOR PAYMENT THE WATER OPERATING BILLS AS SET FORTH IN THE WATER OPERATING BILLS LIST DATED FEBRUARY 12, 2024

2024-18 RESOLUTION TO ESTABLISH A CONTINGENCY RESERVE

Motion by Smith seconded by Chowdhury to amend and remove Resolution 2024-18 entitled **“RESOLUTION TO ESTABLISH A CONTINGENCY RESERVE”**

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

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

YES: D’Ambrosio, Chowdhury, Flach, Smith

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. LEGAL-Notice Issue

B. CONTRACT NEGOTIATIONS-Borough Contract

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

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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: 8:45PM

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

TIME: 9:16PM

Motion by Flach seconded by Smith to reconvene the regular meeting.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

TIME: 9:17PM

• MEETING ADJOURNED

Motion by Chowdhury seconded by Smith to adjourn meeting.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,
Denise Wahad, Recording Secretary