

**MANCHESTER UTILITIES AUTHORITY  
MONTHLY MEETING JANUARY 17, 2023  
CONDUCTED REMOTELY VIA ZOOM CONFERENCING  
7:30 P.M.**

**TIME: 7:33PM**

**• 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 18, 2022. A copy of the Annual Meeting Notice was advertised on February 18, 2022 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](http://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, Flach, Alfano

Absent: Van Sickle, Chowdhury, Moczo

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

**• PUBLIC HEARING- 2023 CONNECTION FEE INCREASE  
2023 RATE INCREASE  
2023 BUDGET**

Motion by Flach seconded by Alfano to open the public hearing.

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

Motion by Flach seconded by Alfano to close the public hearing.

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

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**• REPORTS AND DISCUSSION**

**CHAIRMAN**

Victor D'Ambrosio spoke on the following:

The three percent (3%) rate increase is limited to cover the rising operating costs that the MUA is experiencing. For one example, PVWC, the entity that the MUA purchases water from, has raised its bulk water rates by six percent (6%).

Non-revenue water numbers are back up to thirty-three percent (33%).

The 2023 Connection Fee of \$4,219 is calculated according to state law and is well below the range of \$10,000 that you see charged by other authorities and water departments throughout the state.

Once the Non-revenue water numbers come down, the budget numbers will be more in line.

Defers to the professionals on the following topics for updates: Non-Revenue Water efforts & PFAs well contamination findings.

The lab passed its Certification.

A quote was received to purchase a second billing tablet. Right now the MUA is using a loaner from Badger while its tablet is being repaired. Based upon the significant cost, it should be reviewed with passed quotes and considered at the next meeting.

A warm welcome to the newly appointed Alternate Commissioner, Michael Alfano. Please reach out to any of us for information and with any questions/concerns that you may have.

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

**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.

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*Please review this special Notice in its entirety at our website at [www.muawater.net](http://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](mailto:rjamoukha@haledonboronj.com) for additional information.*

**ENGINEER**

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

Action Items:

(1) Recommended approval for Arcadis to proceed with preparation of Project Description and Preliminary Construction Cost Estimate for submission to NJDEP to be included on NJDEP Proposed Project Priority List for Lead Service Investigation and Remediation for I-Bank funding. Discussion held.

Motion by Flach seconded by Alfano to approve the above recommendation.

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

(2) Recommend approval of Arcadis Proposal of January 13, 2023 for Planning, I-Bank Funding, Design, Permitting and Construction Administration Services for the construction of the Holland Christian Homes (HCH) Water Main Extension Project.

Discussion held. This item will be held until next meeting since the Agreement with HCH has not been finalized.

(3) Approval of New Service Application for 66 Pompton Road. Discussion held. This item will be held until next meeting since it is still under review by the Engineer.

Operations: Acoustical Testing Pilot Program update provided and discussed. The current list of MUA leaks to still be addressed are as follows: 10 hydrant leaks, 1 main leak and 3 service leaks.

Non-Revenue Water Activities: Updated monthly summary of water usage and daily pumping station flows as tools to quantify and locate non-revenue water issues; the HAL2 investigation is underway; worked with Billing Clerk to identify meter issues and address estimated readings, missed readings and meter accuracy.

**ATTORNEY**

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

Contracts: A Draft Agreement was prepared and forwarded to HCH for the Water Main Extension Project.

Customer Accounts: Work continues to prioritize and address delinquent accounts. Shut offs in the winter month were discussed and determined that temperatures remain at a point where shut offs should continue.

Account at 70 Church Street was discussed.

Policies: Frozen meter policy was discussed and referred to the Operations Committee to address.

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**AUDITOR**

Robert McNinch discussed the following items:

Discussion held on Resolution Numbers 2023-02; 2023-03; 2023-04; and 2023-05.

**LICENSED OPERATOR**

Robert De Block discussed the following items:

Operations: Central Avenue flow switches for Pumps 2 and 3 were repaired. A quote was solicited to purchase an emergency re-piping of the 4” pressure discharge piping and 2 1/2” regulator.

Motion by Flach seconded by Alfano to approve the DPS Pump Service, LLC Cost Estimate in an amount not to exceed \$9,380.00.

YES: D’Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

27 Jasper was inspected and based upon the existing conditions, a new service is required. The recommendation is for the MUA to install a new service from the main to the curb stop. The homeowner will need to install a new service from the curb stop to the home allowing for proper installation of a new water meter.

The January 2023 Proficiency Testing samples were received and analysis will be completed next week.

The Annual WQAA Certification was completed and submitted to NJDEP.

The Cyber Security Survey was submitted.

25 Venna was discussed. After review, there is no reason to change or adjust the billing.

554 Broadway was discussed. After investigation, there is no reason to change or adjust the billing.

TTHM: Flushing schedules are continuing to be adjusted based upon sample results. A NJDEP notification was received indicating that the TTHM results were high; however, this was not factually accurate. An inquiry was made to NJDEP and no response was received yet.

Non-Revenue Water: HAL 2 was opened and it does not appear that the MUA is moving any water through the interconnection. A request for an onsite inspection and testing of each connection has been made to PVWC.

- **REVIEW OF MINUTES: Held over due to lack of quorum.**
- **COMMITTEE REPORTS AND DISCUSSION**
  1. OPERATIONS COMMITTEE-Next meeting scheduled for February 1, 2023.
- **CORRESPONDENCE**
  1. Badger Meter/Order Acknowledgment-Discussed under Chairman Report.
  2. NJDEP/Lab Cert. Number 16715

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

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

• **OLD BUSINESS**

1. Water Connection Application/HCH-151 Graham Ave., North Haledon-Discussed under Engineer and Attorney Reports
2. 27 Jasper Street, Haledon/Investigate Location of Meter-Discussed under Licensed Operator Report
3. Water Bill Dispute/25 Venna Ave. North Haledon-Discussed under Licensed Operator Report
4. Water Bill Dispute/554 West Broadway, Haledon-Discussed under Licensed Operator Report
5. ARCADIS/Professional Engineering Services Heights Tank Improvements-Discussed under Engineer Report

• **NEW BUSINESS**

1. Water Connection Application/66 Pompton Road, Haledon-Discussed under Engineer Report
2. Passaic Valley Water Commission/Wholesale Water Rates Correspondence-Six Percent (6%) Rate Increase-Discussed under Chairman Report

• **PUBLIC COMMENT**

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

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

*No Public Present*

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

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

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**RESOLUTIONS TO BE PASSED BY CONSENT**

- 2023-01      AUTHORIZATION TO APPROVE FOR PAYMENT THE  
WATER OPERATING BILLS AS SET FORTH IN THE  
WATER OPERATING BILLS LIST DATED JANUARY 17,  
2023**
- 2023-02      LATE INTRODUCTION OF THE 2023 BUDGET**
- 2023-03      ADOPTION OF THE 2023 CONNECTION FEE**
- 2023-04      ADOPTION OF 2023 RATE INCREASE**
- 2023-05      ADOPTION OF THE 2023 BUDGET**

Motion by Flach seconded by Alfano to pass the Resolutions by Consent.

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

**TIME: 8:49PM**

**• MEETING ADJOURNED**

Motion by Alfano seconded by Flach to adjourn meeting.

YES: D'Ambrosio, Flach, Alfano

ABSTAIN: -0-

NO: -0-

Respectfully Submitted,  
Denise Wahad, Recording Secretary