

**MANCHESTER UTILITIES AUTHORITY  
MONTHLY MEETING JUNE 12, 2023  
CONDUCTED REMOTELY VIA ZOOM CONFERENCING**

**TIME: 7:34PM**

**• 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, 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](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, Chowdhury, Flach, Smith, Moczo joined at approximately 7:45p.m.

Absent: Alfano

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

**• REPORTS AND DISCUSSION**

**CHAIRMAN**

Victor D'Ambrosio discussed the following items:

The professionals will provide updates on the non-revenue water efforts.

The 2022 Audit is complete with no conditions. The Chairman would like authorization to sign.

There are notification requirements for the LIHWAP Program that would be quite costly to the MUA. The MUA has requested clarification and/or an exemption from one of the requirements from the State; however, no response has been received yet.

The MUA meeting with North Haledon representatives was discussed. The talks are at a very preliminary information gathering stage. There is a meeting scheduled with the NJDEP later this month.

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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.

*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.*

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](http://waterassistance.nj.gov) or call NJ211.

**ENGINEER**

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

Action Items: (1) Recommendation for approval of proposed water service application for 84 Buschmann Avenue and (2) Recommendation for approval of proposed upgrade of existing service and new fire service application for 421 Haledon Avenue.

Acoustical Testing Pilot Program: Northeast Water Technology ("NWT") has completed their monthly leak detection program and Arcadis is now preparing the Final Program Report. Based on the responses to the second OPRA Request PVWC has provided the requested energy usage documentation needed for the Final Report.

Facilities: The investigation of possible unknown interconnections with PVWC has resulted in numerous interconnections being identified and the isolation valves closed. The ownership of the valves and fire hydrants have also been identified. Numerous field investigations have been conducted. The latest effort confirmed that the PVWC system isolation valve on the 12-inch supply line to the MUA from Red Wood Pump Station is leaking with a significant flow still returning to

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the PVWC service area. PVWC is currently scheduling installation of a new valve at this location. PVWC indicated possibly removing this station from service. This issue is to be presented to the MUA for discussion since the station is an emergency water supply backup to the Burhans Pump Station.

At the meeting with North Haledon representatives, discussed above, the Mayor indicated that he would coordinate with the Haledon Mayor to place a request for APRA funding with the County to protect the exposed 6-inch and 12-inch water mains crossing a stream at the Circle Avenue Bridge as a result of Hurricane Ida. Also, North Haledon will paint fire hydrants different colors to distinguish the different MUA pressure zones.

Development Projects: 555 Preakness Avenue, Haledon- The service connection was disinfected and is ready to be placed into operation with a new flow meter.

**ATTORNEY**

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

Contracts: *Low Income Household Water Assistance Program (LIHWAP) Agreements:* The State has confirmed that two (2) of the approximately sixteen (16) customers have qualified for relief. The State has implemented certain notification requirements concerning the program. Notifications have been posted on the website and delinquent bills. Denise Wahad has requested clarification concerning the need to send notifications to ALL customers; however, to date, the state representative has not responded. No response has been received from the State. Denise Wahad will reach out again for guidance.

Delinquent Accounts: Work continues with the Billing Clerk to prioritize and address the delinquent accounts in the most efficient way possible. We are also working with the Billing Clerk to manage billing errors and to avoid future complications. To that end, the MUA has no formal “Billing Adjustment” section in the Rate Schedule. A Policy was prepared for discussion and possible inclusion in next year’s Rate Schedule.

**AUDITOR**

Robert McNinch did not attend meeting.

**LICENSED OPERATOR**

Robert De Block discussed the following items:

TTHM: Second Quarter sampling results have been received and all Locational Running Annual Averages for TTHM are below the MCL of 80 ug/L with a range of 51-61 ug/L. Flushing schedules are continuing to be adjusted based on chlorine residual results to maintain water quality. Seasonal adjustments previously completed to the Heights Tank operation level continue to be evaluated for effectiveness.

Non-Revenue Water: The Operator continues to work with the professionals and staff to identify potential sources of non-revenue water. Inspection efforts have uncovered that every interconnection should have two (2) valves – one for PVWC and one for the MUA. However, there

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are no valves on the MUA side. Therefore, the MUA cannot control the interconnection. This needs to be addressed.

As of this date, the Granite Avenue leak has not been repaired by PVWC.

Lead and Copper: The Operator continues to work the professionals and staff to update the Lead Service Line Inventory, which is due on July 10, 2023.

\*Commissioner Moczo lost internet connection at approximately 8:15 p.m.

**REVIEW OF MINUTES:**

Minutes for October 17, 2022-Held Over due to lack of Quorum to pass.

Motion made by Flach seconded by Chowdhury to approve the Minutes and Executive Minutes for March 13, 2023.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion made by Flach seconded by Chowdhury to approve the Minutes and Executive Minutes for April 10, 2023.

YES: Chowdhury, Flach, Smith

ABSTAIN: D'Ambrosio

NO: -0-

Motion made by Flach seconded by Chowdhury to approve the Minutes and Executive Minutes for May 8, 2023.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

• **COMMITTEE REPORTS AND DISCUSSION**

OPERATIONS COMMITTEE-Next meeting scheduled for June 28, 2023.

**OLD BUSINESS**

1. LIHWAP Language Requirements-Discussed in Chairman and Attorney Reports.
2. Water Connection Application/84 Buschman Avenue, Haledon-Discussed under Engineer Report.
3. Water Connection Application/421 Haledon Avenue, Haledon- Discussed under Engineer Report.
4. 102 Lee Ave., Haledon/Leak Letter-sent March 23, 2023. Professionals and staff will follow up to perform an isolation test so that leak can be repaired.

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5. 27 Jasper Street, Haledon-Time Extension Request-E-mail was sent on May 18; however, no reply has been received.
6. Water Bill Dispute/25 Venna Ave. North Haledon-Account has been adjusted so that this matter is closed.
7. ARCADIS/Professional Engineering Services Heights Tank Improvements-Held pending finalization of projects and financing.

• **NEW BUSINESS**

1. Water Connection Request/5 Dater Street, North Haledon-Under Engineer Review
2. Water Service Request/74 Lee Ave., Haledon- Under Engineer Review

• **PUBLIC COMMENT**

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN:

NO: -0-

*No Public Present*

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0

**RESOLUTIONS TO BE PASSED BY CONSENT**

**2023-24      AUTHORIZATION TO APPROVE FOR PAYMENT THE WATER OPERATING BILLS AS SET FORTH IN THE WATER OPERATING BILLS LIST DATED JUNE 12, 2023**

**2023-25      AUTHORIZATION TO APPROVE WATER SERVICE CONNECTION FOR 84 BUSCHMANN AVENUE, HALEDON SUBJECT TO ENGINEER CONDITIONS**

**2023-26      AUTHORIZATION TO APPROVE WATER SERVICE CONNECTION FOR 421 HALEDON AVENUE, HALEDON SUBJECT TO ENGINEER CONDITIONS**

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Motion by Chowdhury seconded by Smith to add **Resolutions 2023-25 entitled “APPROVAL WATER CONNECTION APPLICATION FOR 84 BUSCHMAN AVENUE AND 2023-26 APPROVAL WATER CONNECTION APPLICATION FOR 421 HALEDON AVENUE WITH ENGINEER RECOMMENDATIONS.**

YES: D’Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

Motion by Chowdhury seconded by Flach 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. Potential Legal Matters

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.

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

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

**TIME: 8:43PM**

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

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN:

NO: -0-

**• MEETING ADJOURNED**

Motion by Flach seconded by Chowdhury to adjourn.

YES: D'Ambrosio, Chowdhury, Flach, Smith

ABSTAIN: -0-

NO: -0-

**TIME: 8:44PM**

Respectfully Submitted,  
Denise Wahad, Recording Secretary