

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
January 8, 2024**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, January 8, 2024 at 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road.

After salute to the flag, Mr. Kaminski stated compliance with the Open Public Meetings Act.

Members Present: Mr. Brian Kaminski,, Mr. Robert Codner, Mr. George Wortche.

Members Absent: Mr. Frank Cicerale, Mr. Mike O’Grady

Also present: Mrs. Carrine Kaufer, Mr. Paul Cuva (via zoom) and Mr. Michael DiFazio

Minutes: A **MOTION** was made by Wortche seconded by Codner to approve the minutes of the November 6, 2023 meeting. In favor Kaminski, Codner. And Wortche.

OLD BUSINESS: Indian Field

Phase II As-Built Plans- Ms. Kaufer reported that we are still waiting on the surveyor to send the draft set of As-Built plans. She stated that she would direct Mr. Vreeland to contact them and tell them that the plans need to be submitted prior to the February 5th meeting.

OLD BUSINESS: Crystal Springs

ShotmeyerTract/ Bypass -Nothing new to report.

Operational Considerations / Metering / Strategic Planning:

Conversion to a Meter Based Billing System – Nothing further to report.

Fixed Assets/Developer Conveyance – Nothing further to report.

Indian Fields Well 3# - Ms. Kaufer gave a brief update regarding the recent call with the NJDEP. She stated that based the round of testing results that it has been confirmed that the well is considered to be under the influence of surface water and that the next steps will be determined by the action plan required by the NJDEP.

NEW BUSINESS:

- a. A **MOTION** was made by Kaminski and seconded by Wortche to adopt a Resolution of the Hardyston Township Municipal Utilities Authority Resolution

Authorizing the Execution of Certain Shared Service Agreements with the Township of Hardyston for Administration/Secretarial, Billing, and Maintenance Services In favor: Kaminski, Codner, and Wortche

RESOLUTION AUTHORIZING THE EXECUTION OF CERTAIN SHARED SERVICE AGREEMENTS WITH THE TOWNSHIP OF HARDYSTON

WHEREAS, the Hardyston Township Municipal Utilities Authority (the "Authority") owns and operates a wastewater conveyance system servicing the residents of Hardyston Township (the "System"); and

WHEREAS, in order to effectuate the smooth and efficient operation of the System, the Township and the Authority desire to enter into certain shared services agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq.; and

WHEREAS, the shared services agreements (collectively the "Shared Services Agreements) shall cover:

- Administration/Secretarial and Billing Services; and
- Maintenance Services; and

WHEREAS, copies of the Shared Services Agreements are attached hereto and made a part hereof as **Exhibit A**; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(2), the Authority and the Township are each authorized to enter into the Shared Services Agreements without public advertising for bids;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Hardyston Township Municipal Utilities Authority as follows:

1. That the Authority's Administrator is authorized and directed to execute the Shared Services Agreements.
2. That the Authority's Billing Specialist is authorized and directed to provide payment to the Township, in accordance with the terms and conditions of the Shared Services Agreements attached hereto and made a part hereof as **Exhibit A**.

- b. Review of the Audit for Fiscal Year Ending August 31, 2023.** Mr. Cuva presented the 2022/2023 Audit. His presentation included a discussion of the

ending net position, operating costs and reserve for renewal and replacements. There were no negative findings and only audit recommendation related to the independent preparation of the fixed asset inventory. **A MOTION** was made by Kaminski and seconded by Wortche to adopt a Resolution Authorizing the Execution of Audit Review Resolution Fiscal Year Ended August 31, 2023. In favor: Kaminski, Codner, and Wortche

HARDYSTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended August 31, 2023 has been completed and filed with the Governing Body and the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Hardyston Township Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended August 31, 2023, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

PAYMENT OF BILLS:

A MOTION was made by Wortche and seconded by Codner to pay the bills, as per the bills lists for December 4, 2023 and January 8, 2024. In favor: Kaminski, Codner, and Wortche

CORRESPONDENCE:

A **MOTION** was made by Kaminski and seconded by Wortche to accept the correspondence. In favor: Kaminski, Codner, and Wortche

OFFICER'S REPORTS: Nothing further to report.

PROFESSIONAL'S REPORTS:

Administrator – Nothing further to report.

Operator – Not present.

Billing Clerk – Nothing further to report.

CFO – Not present.

Accountant – Mr. Cuva made mention of the of the 2024 SCMUA rates which increased by nearly \$200,000. He said the increase is due to additional debt service. He discussed a need for a rate increase at the MUA level. A portion of the increase could be offset by the increase in interest on investments revenue; however, it may be appropriate to pass on the full increase with an explanation to the rate payers that the increase is 100% attributable to the pass-through costs from SCMUA.

Attorney – Nothing further to report.

Engineer – Nothing further to report.

OPEN PUBLIC PORTION:

The meeting was opened to the public.

As there were no members of the public present, the meeting was closed to the public.

Having no further business, A **MOTION** was made by Kaminski to adjourn. All were in favor. The meeting concluded at 7:29 p.m.

Respectfully submitted,

Nicole Niebuhr

Recording Secretary