

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
February 5, 2024**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, February 5, 2024 at 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road.

Members Present: Mr. Kaminski, Mr. O’Grady, Mr. Codner, Mr. Caiazzo, Mrs. Carey and Mr. Wortche

Members Absent: Mr. Cicerale

Also present: Mrs. Carrine Piccolo-Kaufer, Mr. Michael DiFazio, and Mr. Mike Vreeland.

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

Oath of Office was administered to Mr. DiFazio

REORGANIZATION:

The HTMUA held its annual reorganization meeting during which the Commissioners were charged with completing the election of officers, appointment of staff and making of certain designations for year beginning February 5, 2024 through the next annual reorganization meeting in February 2025.

The Commissioners of the HTMUA, in public session, being familiar with the qualifications of Commissioners and staff members and after due deliberation made the following elections, appointments and designations by motion and approval as indicated below.

A MOTION was made by Kaminski seconded by Caiazzo to approve the following elections, appointment, and designations. All were in favor.

- a. Frank Cicerale is elected Chairman of the HTMUA.
- b. Robert Codner is elected Vice-Chairman of the HTMUA
- c. Brain Kaminski is elected Secretary of the HTMUA
- d. Michael O’Grady is elected Treasurer of the HTMUA
- e. Carrine Kaufer is appointed Administrator of the HTMUA
- f. Nicole Niebuhr is appointed Recording Secretary of the HTMUA
- g. Grant Rome is appointed CFO of the HTMUA.

A MOTION was made by Kaminski seconded by O’Grady to approve the following elections, appointment, and designations. All were in favor.

- h. New Jersey Herald and New Jersey Sunday Herald is the official newspapers for publication notices.

- i. Provident Bank and New Jersey Cash Management Fund are designated as official depositories of the HTMUA
- j. Carrine Kaufer is appointed as Commissioner to the Statewide Insurance Fund and Frank Cicerale appointed as Alternate.
- k. Moreville Agency is appointed Risk Management Consultant.
- l. Adoption of Meeting dates (1st Monday of each month with the exception of September 3, 2024) Meeting time 7:00 p.m.

- m. A MOTION was made by Kaminski seconded by Codner to direct the Recording Secretary to advertise public contracts awards and meeting dates. All in favor.

- n. A MOTION was made by Kaminski seconded by O' Grady to adopt a resolution of the Hardyston Township Municipal Utilities Authority Authorizing Certain Professional Service Contracts for 2024 In favor, Kaminski, Caizao, Codner, O'Grady and Carey.

**HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING CERTAIN PROFESSIONAL
SERVICE CONTRACTS FOR 2024**

WHEREAS, there exists a need for the retention of an engineer for the Hardyston Township Municipal Utilities Authority (the "Authority") to render professional advice and engineering consulting services to the Authority and to examine or prepare all engineering documents; and

WHEREAS, Van Cleef Engineering Associates through Michael G. Vreeland, P.E. has provided a proposal to serve as the Authority's consulting engineer and bill at the following rates for such services:

Engineer (Licensed) \$147.00 per hour
And such other rates as included in the attached proposal attached hereto

WHEREAS, there exists a need for the retention of an attorney for the Hardyston Township Municipal Utilities Authority to render professional advice and consulting services to the Authority and to examine and prepare all legal documents; and

WHEREAS, the firm of DeCotiis, FitzPatrick, Cole and Giblin LLP has provided a proposal for such services and bill for such services at the rate of One Hundred Seventy (\$180.00) Dollars per hour for work performed; and

WHEREAS, there exists a need for the retention of Certified Public Accountants for the Hardyston Township Municipal Utilities Authority to render professional advice and consulting services to the Authority and to examine or prepare budgets and financial statements; and

WHEREAS, the firm of Wielkocz & Company, LLC has provided a proposal for such services and bill at the rate for such services as follows: Partner \$155.00 per hour Manager \$135.00 per hour Senior Accountant \$130.00 per hour Staff Accountant \$110.00 per hour Secretarial \$95.00 per hour; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection;

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

1. The proposal of Van Cleef Engineering Associates through Michael G. Vreeland, P.E., the engineers who shall perform engineering services submitted to this Board, a copy of which is annexed hereto, shall be and is hereby approved.
2. A contract is awarded for the period February 5, 2024 to reorganization in February 2025 without competitive bidding as a “professional service” in accordance with 40A: 11-5(1)(a) of the Local Public Contracts Law because Michael Vreeland has served as engineers for the HTMUA in the past and has special knowledge as to the conditions in the Township which are particularly valuable to the Authority.
3. The proposal of DeCotiis, Fitzpatrick, Cole & Giblin LLP, who shall perform legal services submitted to this Board, a copy of which is annexed hereto, shall be and is hereby approved.
4. The contract with DeCotiis, Fitzpatrick, Cole & Giblin LLP for the Hardyston Township Municipal Utility Authority for the period February 5, 2024 to reorganization in February 2025, is a contract is awarded without competitive bidding as a “professional service” in accordance with 40A: 11-5(1) (a) of the Local Public Contracts Law.
5. The proposal of Wielkocz & Company, LLC submitted to this Board to perform auditing services, a copy of which is annexed hereto, shall be and is hereby approved.
6. A contract is awarded for the period February 5, 2024 to reorganization in February 2025 without competitive bidding as a “professional service” in accordance with 40A: 11-5(1) (a) of the Local Public Contracts Law because Wielkocz & Company, LLC a Professional Association, having extensive experience serving municipal and other public bodies for a number of years, including the Township of Hardyston, and has special knowledge as to the conditions in the Township which are particularly valuable to the Authority.
7. A notice of this action shall be printed once in the official newspaper of the Township of Hardyston.

MINUTES: A MOTION was made by Kaminski seconded by Wortche, to approve the minutes of the January 8, 2024 meeting. In favor, Kaminski, Caizao, and Codner. Abstain, O’Grady and Carey

OLD BUSINESS:

Indian Fields:

Phase II As-Built Plans- Mr. Vreeland reported Joseph F. Barbieri & Associates is working on the surveys and hopes to have them completed soon.

Crystal Springs:

Shotmeyer Tract/ Bypass- Mr. Vreeland reported the Shotmeyer Tract/Bypass is about ninety five percent constructed.

Operational Considerations / Metering / Strategic Planning:

Conversion to a Meter Based Billing System – Nothing new to report

Fixed Assets/Developer Conveyance – Mrs. Kaufer indicated Mr. Vreeland is working on the punch list items and she plans on meeting with developers to further discuss the conveyance process on the other sections.

New Business

- a. A MOTION was made by Kaminski and seconded by Codner to adopt a Resolution of the Hardyston Township Municipal Utilities Authority authorizing reimbursement to the Township of the Hardyston for the cost to purchase a truck in accordance with shared services agreement. In favor: Kaminski, Caiazzo, O’Grady, Codner, and Carey.

**A RESOLUTION OF THE HARDYSTON TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY AUTHORIZING REIMBURSEMENT OF THE TOWNSHIP OF
HARDYSTON FOR THE COST TO PURCHASE A TRUCK IN ACCORDANCE WITH
SHARED SERVICES AGREEMENT**

WHEREAS, the Hardyston Township Municipal Utilities Authority (the “Authority”) owns and operates a water supply system and a wastewater conveyance system servicing the residents of Hardyston Township (collectively the “Systems”); and

WHEREAS, the Authority has entered into a Shared Services Agreement with the Township of Hardyston (“Township”), effective January 1, 2024 (“2024 Shared Services Agreement”), copy of which is attached hereto as **Exhibit A**, with respect to water and sewer services; and

WHEREAS, the terms of the 2024 Shared Services Agreement are the same as the terms of the prior Shared Services Agreement between the parties, which was effective from January 1, 2023 until December 31, 2023 (“2023 Shared Services Agreement”); and

WHEREAS, under the terms of the 2024 Shared Services Agreement, the Authority is obligated to reimburse the Township for capital purchases such as vehicles, tools and equipment necessary to perform the services required under the 2024 Shared Services Agreement; and

WHEREAS, the Authority’s 2023/2024 capital budget included an appropriation to purchase a new pickup truck for the operator; and

WHEREAS, the Township purchased a 2023 Model Ford F-250 4WD Supercab pickup truck (“Truck”) in June 2023 for \$63,159.00, as documented by the Voucher and Purchase Order a copy of which is attached hereto as **Exhibit B**; and

WHEREAS, the Township desires to provide the Truck to the Authority, and the Authority desires to accept the Truck from the Township, subject to reimbursement under the terms of the 2024 Shared Services Agreement; and

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

1. The Authority agrees to accept the Truck from the Township and to reimburse the Township in accordance with the 2024 Shared Services Agreement attached hereto as **Exhibit A**, in the amount of \$63,159.00, said amount being the actual value of the Truck as documented by the Voucher and Purchase Order attached hereto as **Exhibit B**.
2. The Authority shall take all other actions necessary to effectuate the intent and purpose of this Resolution.
3. That this Resolution shall take effect upon adoption

PAYMENT OF BILLS:

A MOTION was made by O’Grady and seconded by Caiazzo to pay the bills, as per the bill list for February 5, 2024. In favor: Kaminski, Caiazzo, O’Grady, Codner, and Carey

CORRESPONDENCE:

A MOTION was made by Kaminski and seconded by O’Grady to accept the correspondence as presented. In favor: Kaminski, Caiazzo, O’Grady, Codner, and Carey.

OFFICER’S REPORTS:

Nothing new to report

PROFESSIONAL’S REPORTS:

Administrator – Ms. Kaufer provided an update to the Commissioners on the staffing the MUA relative to the shared service agreement with the Township for operations and maintenance. She advised the members that the current operator has provided the Township with notice of his retirement effective June 1, 2024. She stated that the Township does have another licenses operator who is capable of maintaining the system and will be posting to fill the position vacated by the retirement. She said that the MUA will need to consider the most effective way to provide for a back-up operator as required by NJDEP for both the immediate future and the long-term.

Operator – Was not present.

Billing Clerk – Nothing further to report.

CFO – Was not present.

Accountant – Nothing further to report.

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.

There being no further business, A MOTION was made by Codner to adjourn, meeting adjourned at 7:22 p.m.

Respectfully submitted,

Nicole Niebuhr

Board Secretary