

**MINUTES
HARDYSTON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
February 2, 2026**

The meeting of the Hardyston Township Municipal Utilities Authority was held on Monday, February 2, 2026 at 7:00 p.m., at the Municipal Building located at 149 Wheatsworth Road.

Members Present: Mr. Cicerale (via Microsoft Teams), Mr. O’Grady, Mr. Alfano, Mr. Caiazzo, Mrs. Carey, and Mr. Marotta

Members Absent: Mr. Codner

Also present: Mrs. Carrine Piccolo-Kaufer, Mr. Paul Cuva (via Microsoft Teams), Mr. Scott Way, and Mr. Mike Vreeland.

After salute to the flag, Mr. O’Grady stated compliance with the Open Public Meetings Act.

Oath of Office

The oath of office was administered by Mr. Cicerale to Mr. Caiazzo and Mr. Alfano.

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 2, 2026 through the next annual reorganization meeting in February 2027.

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 Caiazzo seconded by Alfano to approve the following elections, appointments and designations listed as agenda items a through g. All were in favor.

- a. Frank Cicerale is elected Chairman of the HTMUA.
 - b. Robert Codner is elected Vice-Chairman of the HTMUA
 - c. Tony Alfano 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. Corrinne Hockman is appointed CFO of the HTMUA.
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- h. A MOTION was made by Cicerale, second by Caiazzo to appoint Paul J, Cuva, CPA from Wielkotz & Company, LLC as Auditor. All in favor.

- i. A MOTION was made by Cicerale, second by Caiazzo to appoint Michael Vreeland from Van Cleef Engineering Associated, LLP as Engineer. All in favor.
- j. A MOTION was made by Alfano, second by Caiazzo to appoint Jason Holt from Chiesa Shahinian & Giantomasi PC as attorney. All in favor.

A MOTION was made by Caiazzo seconded by Cicerale to approve the following elections, appointment, and designations listed as agenda items k through n. All were in favor.

- k. New Jersey Herald and New Jersey Sunday Herald is the official newspapers for publication notices.
- l. Provident Bank and New Jersey Cash Management Fund are designated as official depositories of the HTMUA
- m. Adoption of Meeting dates (1st Monday of each month with the exception of September 8, 2026) Meeting time 7:00 p.m.
- n. Direct Recording Secretary to advertise public contract awards and meeting dates.
- o. A MOTION was made by Alfano, seconded by Caiazzo to adopt a resolution appointment Carrine Kaufer as Commissioner and Frank Cicerale as Alternate Commissioner to the Statewide Insurance Fund. In favor, Cicerale, Alfano, Caiazzo, O’Grady and Carey.

**STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER**

WHEREAS, Hardyston Township Municipal Utilities Authority (MUA) (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Hardyston Township MUA (Local Unit) that Carrine Kaufer (entity’s elected official or employee) is hereby appointed as the Fund Commissioner for the Local Unit for the Fund Year 2026; and

BE IT FURTHER RESOLVED that Frank Cicerale (second elected official or employee) is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the Fund Year 2026; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

- p. A MOTION was made by Caiazzo, seconded by O’Grady to adopt a resolution appointing Gallagher as risk management consultant. In favor, Cicerale, Alfano, Caiazzo, O’Grady and Carey.

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Hardyston Township Municipal Utilities Authority (MUA) (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. Hardyston Township MUA (Local Unit) hereby appoints Gallagher its Risk Management Consultant.
 2. The Administrator (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2026 in the form attached hereto.
- q. A MOTION was made by Caiazza seconded by Carey to adopt a resolution of the Hardyston Township Municipal Utilities Authority Authorizing Certain Professional Service Contracts for 2026. In favor, Cicerale, Alfano, Caiazza, O’Grady and Carey.

RESOLUTION AUTHORIZING CERTAIN PROFESSIONAL SERVICE CONTRACTS FOR 2026

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) \$160.00 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 Chiesa Shahinian & Giantomasi PC has provided a proposal for such services and bill for such services at the rate of \$ 175.00 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 Wielkotz & 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 2, 2026 to reorganization in February 2027 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 Chiesa Shahinian & Giantomasi, 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 Chiesa Shahinian & Giantomasi, for the Hardyston Township Municipal Utility Authority for the period February 2, 2026 to reorganization in February 2027, 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 2, 2026 to reorganization in February 2027 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.

REGULAR MEETING

MINUTES: A MOTION was made by Cicerale seconded by Caiazzo, to approve the minutes of the December 1, 2025 meeting. In favor, Cicerale, Alfano, Caiazzo, O’Grady and Carey.

OLD BUSINESS:

a. Indian Fields:

1. Phase II As-Built Plans- Ms. Kaufer advised that completing the conveyance process based on the completed as-builts will be a priority for the new attorney.

b. Crystal Springs:

1. Inverness Conveyance – Mr. Vreeland stated that his office was reviewing the first draft of the as-builts and that inspections would start as soon as the snow melts.

2. Verizon Cellular Lease – Mr. Vreeland stated that a pre-construction meeting was held with the Verizon team and a notice to proceed was issued. He stated that is estimated to take 8 weeks for completion once work begins.

c. Operational Considerations / Metering / Strategic Planning:

1. Conversion to a Meter Based Billing System – nothing new to report.

2. Fixed Assets/Developer Conveyance – No updates. Mr. Alfano raised concerns that there had been no change or advancement in completing the conveyance of the sections within Crystal Springs.

New Business

- a. A MOTION to adopt the Resolution Authorizing the Execution of Certain Shared Service Agreements with the Township of Hardyston for Administration/Secretarial, Billing, and Maintenance Services was made by O’Grady, Second by Caiazzo. In favor, O’Grady, Alfano, Caiazzo, Marotta and Carey.

Resolution Authorizing the Execution of Certain Shared Service Agreements with the Township of Hardyston for Administration/Secretarial, Billing, and Maintenance Services

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. Audit Review for the Year Ended August 31, 2025.** After a presentation of the 2024-2025 Annual Audit Report by Auditor Paul Cuva, a MOTION to adopt the Resolution Certifying the Review of the Annual Audit for the Year Ended August 31, 2025 was made by O’Grady. Second by Caiazza In favor, Cicerale, Alfano, O’Grady, Caiazza and Carey.

**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, 2025 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, 2024, 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.

- c. Rate Discussion- Sewer Charges-** Mrs. Kaufer discussed the increase in the 2026 SCMUA charges and potential impact on the budget. She stated that based on the prior year’s

financial operations the current rate should be sufficient, however without a rate increase there would not be replenishment of reserves. After discussion by the board members, the board directed the professionals to not pursue a rate increase at this time.

d. **SMS Hamburg- Sewer Service Area Expansion Request-** Ms. Kaufer and Mr. Vreeland presented a request from SMS Hamburg seeking an endorsement from the Hardyston Township Council for their application to include Block 14, Lot 21.02, in the Hardyston future sewer service area. The parcel is part of an approved 36-unit, multi-family development in Hamburg Boro. The lot in question will include one, 6-unit building, as part of the overall project, which would connect to Hamburg's sewer system. There would be no connection to the HTMUA system and no use of MUA sewer allocation.

A MOTION to support the endorsement of the WMP amendment application for SMS Hamburg was made by Alfano second by Caiazzo. In favor, Cicerale, Alfano, O'Grady, Caiazzo and Carey.

PAYMENT OF BILLS:

A MOTION was made by Caiazzo and seconded by O'Grady to pay the bills, as per the bill list for January 5, 2026 and February 2, 2026. In favor: Cicerale, Alfano, Caiazzo, O'Grady and Carey.

CORRESPONDENCE:

A MOTION was made by Cicerale and seconded by Caiazzo to accept the correspondence as presented. In favor: Cicerale, Alfano, Caiazzo, O'Grady and Carey.

OFFICER'S REPORTS:

Nothing new to report.

PROFESSIONAL'S REPORTS:

Administrator – Nothing new to report

Operator – Mr. Way provided a status update on the repairs for 18 Tannery and stated he was still waiting on a revised quote from the contractor.

Billing Clerk – Nothing further to report.

CFO – Was not present.

Accountant – Nothing further to report.

Attorney – Was not present.

Engineer – Nothing further to report

OPEN PUBLIC PORTION:

The meeting was opened to the public. No public comment was made. Meeting was closed to public.

There being no further business, A MOTION was made by Caiazzo and seconded by Carey to adjourn. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

Nicole Niebuhr
Board Secretary