

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, May 27, 2015

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, May 27, 2015, with the following members present:

Michael Avolio
Michael Merdinger
Robert McCray
Richard Nunn
Greg Burchette

Also present were Executive Director, Scott Lynn, and Peter Cipparulo, General Counsel.

Announcement – Open Public Meetings Act

Following the roll call, Chairman Avolio made the following announcement: In accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231, as amended, notice of this meeting was duly provided as part of the annual meeting notice on March 5, 2015.

Approval of Minutes

Mr. Nunn moved that the regular monthly and closed meeting minutes of April 22, 2015 be approved as recorded by the Executive Director. The motion was seconded by Mr. Merdinger, and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Burchette – abstain.

BUSINESS FROM THE FLOOR

There was no business from the floor.

MATTERS FOR CONSIDERATION

Twp. of Hillsborough – Groundwater Discharge – Underground Storage Tank Site – Status Report

Mr. Lynn reported there was no breakthrough detected at any of the testing points. Pumping of the wells continues.

Resolution – Authorizing a Bond Reduction for completed sanitary sewer improvements to the Hidden Brook Subdivision

WHEREAS, the sanitary sewer, force main and other appurtenances for the Hidden Brook subdivision have been constructed and final testing of the force main has been completed under the Authority's inspection and found acceptable; and

WHEREAS, the pump station, pump station facilities and testing of the pump station have not been completed and as-built plans have not yet been submitted;

NOW, THEREFORE, BE IT RESOLVED, that the Authority accept a reduced Performance Bond in the amount of \$344,137.50 versus the original Performance Bond in the amount of \$554,134.

INTRODUCED BY: Mr. Nunn

The motion and resolution were seconded by Mr. Merdinger and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Burchette - yes.

I, Scott Lynn, Certifying Officer of The Township of Hillsborough Municipal Utilities Authority, hereby certify that the above is a true resolution adopted by the Authority at a meeting duly convened on May 27, 2015.


Scott Lynn, Certifying Officer

Resolution – Plan Approval Richmond Properties, LLC Sewer Extension, Block 182, Lots 2 and 2.01

WHEREAS, an application has been received from Van Cleef Engineering Associates on behalf of the applicant for a proposed sanitary extension to service four (4) new single family dwellings and an existing single family dwelling for a total of five (5) new connections, in Block 182, Lots 2 and 2.01 with; and

WHEREAS, plans for said subdivision as prepared by Van Cleef Engineering Associates, dated February 1, 2015 revised through May 21, 2015 consisting of ten (10) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said plans be approved subject to the following conditions:

1. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection. The Authority specifications, signed and sealed by Jerome A. Harris, P.E., shall be included in the treatment works approval application.

2. As-built plans of the sanitary sewers constructed shall be prepared by the developer's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
3. Performance Bond and inspection fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction.
4. A Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the performance bond.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority.
6. Approval shall remain in effect for a period of two (2) years, at which time if construction of the facilities has not been initiated, re-approval will be required.

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority and the N.J. Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

INTRODUCED BY: Mr. Nunn

The motion and resolution were seconded by Mr. Merdinger, and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. McCray – yes, Mr. Burchette – yes and Mr. Nunn – yes.

I, Scott G. Lynn, Certifying Officer of the Hillsborough Township Municipal Utilities Authority, hereby certify that the above is a true and correct copy of a resolution adopted by the Authority at a meeting duly convened on May 27, 2015


Scott G. Lynn, Certifying Officer

Resolution - Plan Approval – Senior Housing Development, LLC Sewer Extension, Block 182, Lot 37

WHEREAS, an application has been received from Van Cleef Engineering Associates on behalf of the applicant for a proposed sanitary extension to service 112 bed extended care facility, in Block 182, Lot 37 with; and

WHEREAS, plans for said site plan as prepared by Van Cleef Engineering Associates., dated March 1, 2015 and consisting of twelve (12) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said plans be approved subject to the following conditions:

1. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection. The Authority specifications, signed and sealed by Jerome A. Harris, P.E., shall be included in the treatment works approval application.

2. As-built plans of the sanitary sewers constructed shall be prepared by the developer's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
3. Performance Bond and inspection fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction.
4. A Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the performance bond.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority.
6. Approval shall remain in effect for a period of two (2) years, at which time if construction of the facilities has not been initiated, re-approval will be required.

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority and the N.J. Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

INTRODUCED BY: Mr. Merdinger

The motion and resolution were seconded by Mr. Nunn, and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. McCray – yes, Mr. Burchette – yes and Mr. Nunn – yes.

I, Scott G. Lynn, Certifying Officer of the Hillsborough Township Municipal Utilities Authority, hereby certify that the above is a true and correct copy of a resolution adopted by the Authority at a meeting duly convened on May 27, 2015.


Scott G. Lynn, Certifying Officer

Resolution – Authorizing Schilke Construction to Construct a New Generator Pad at the River Road Pump Station

Mr. Lynn reported that the Authority has initiated the relocation of the generator at the River Road Pump Station. The purpose of the relocation is to position the generator out of the floodplain of the Millstone River. Mr. Lynn stated the generator has been in jeopardy several times as the river floods. Up to this point in time there was an issue with PSE&G moving the service location thus preventing the relocation of the pad. That issue has been resolved and now the Authority can move forward with the new pad and relocation.

Mr. Lynn stated that two proposals were received for the pad project and Schilke Construction was the lowest. Mr. Lynn reported that there is funding available as part of Authority's 5 Year Capital Plan and certified that sufficient funds are available for said improvements.

After further discussion Mr. Nunn introduced the following resolution and moved it be adopted:

WHEREAS, Mr. Lynn has identified the issues and problems with the current location of the generator and generator pad at the River Road Pump Station; and

WHEREAS, it is essential for the Authority to protect its equipment and be able to access the generator when the Millstone River floods; and

WHEREAS, Mr. Lynn has confirmed the allocation of funds is in line with the Authority's 5 Year Capital Plan and certified that sufficient funds are available for said project.

NOW, THEREFORE BE IT RESLOVED, that Mr. Lynn be hereby authorized to award the Generator Pad project to Schilke Construction with a not to exceed amount of \$34,000 in accordance with the Local Public Contracts Law.

The resolution and motion were seconded by Mr. Merdinger, and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. Nunn – yes, Mr. McCray-yes, and Mr. Burchette – yes.

Resolution – Authorizing the Authority the Hiring of an Operations Consultant

Mr. Lynn reported to the Board that Mr. Jacukowicz will be retiring from the Authority after 37 years of service. After much deliberation with Mr. Jacukowicz, Mr. Lynn expressed to the Board the need to bring in a consultant who would be able to carry on with the knowledge and experience that Mr. Jacukowicz has and more importantly expand on the technology and engineering improvements needed to bring the entire system up to date. Mr. Lynn, Mr. Jacukowicz, Mr. Avolio and Mr. Merdinger have interviewed Dan Reiter, LLC and believe Mr. Reiter is more than capable of providing the operations consulting and engineering services needed. Also, Mr. Lynn stated another key role of Mr. Reiter's responsibility that Mr. Reiter would be able to train the other Maintenance employees of the Authority on the different aspect of the systems including new technology and improvements that would be forthcoming; and

WHEREAS, there exists a need for the services of an Operations Consultant to The Township of Hillsborough Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Authority has determined after much consideration and conversations to hire a consultant and Dan Reiter, LLC is qualified; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bidding be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The contract is awarded without competitive bidding as a “Professional Service” because engineering services are exempt from bidding under N.J.S.A. 40A:11-1-2 (6) (a).
2. The Chairman and Treasure hereby authorized and directed the Executive Director of the Authority to execute a one year agreement at a rate of \$38.46 per hour between Dan Reiter, LLC and the Authority.
3. The Executive Director shall publish a notice of the award of said contract in the Courier News and the Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

The resolution and motion were seconded by Mr. McCray, and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. Nunn – yes, Mr. McCray-yes, and Mr. Burchette – yes.

Update – Winding Way Sewer Project

Mr. Lynn reported the project has been progressing. The contractor started the project on the Euclid and Camden areas first and is about to move onto the Winding Way portion of the project.

Update - Frankfort Trunk Line Repair

Mr. Lynn reported to the Board that while our crews were performing GIS functions including locating manholes along a portion of the Frankfort Trunk line they noticed what could be a leak emanating from near a manhole. Upon further investigation it was discovered a portion of the trunk line might be damaged by Williams Pipeline during the installation of the Williams gas pipeline. As a result of the damage an excavation of our trunk line was required. Upon uncovering our pipe it was clear that the ACP pipe had been compromised by the installation of the Williams pipe. Our crews performed all the work to repair the leak which included replacement of approximately 20 feet of ACP with ductile iron pipe. The total repair took two full days to complete and was successful.

SRVSA Report

Tabled until June.

Claims List Approval

Mr. McCray introduced the following resolution and moved that it be adopted:

BE IT RESOLVED that the following claims list dated May 27, 2015 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$878,077.11
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The motion and resolution were seconded by Mr. Nunn and the roll call vote was: Chairman Avolio – yes, Mr. Merdinger – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Burchette – yes.

Adjournment

There being no further business to come before the meeting, Mr. Merdinger moved that the meeting be adjourned. The motion was seconded by Mr. McCray and the roll call vote was unanimous for adjournment.



Scott Lynn, Executive Director