

**MINUTES**  
**TOWNSHIP OF HILLSBOROUGH**  
**MUNICIPAL UTILITIES AUTHORITY**

**WEDNESDAY, July 22, 2015**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, July 22, 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. Merdinger moved that the regular monthly minutes of May 27, 2015 be approved as recorded by the Executive Director. The motion was 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.

**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.

**Update – Winding Way Sewer Project**

Mr. Lynn reported the project has been progressing. The contractor started on the Winding Way portion of the project. Mr. Lynn also stated that the consultant engineering firm of Maser Consulting Engineers has used all the inspection fees and therefore, the Authority along with the Township Engineering Department, will be performing the on-site inspections. The Township does not want to endure any additional cost of inspections back to the homeowners.

**Resolution: Approval to Purchase a New Maintenance Vehicle**

Mr. Lynn reported the fleet of vehicles in the maintenance department are getting rather old, worn out and generating maintenance and reliability issues on a regular basis. As such, Mr. Lynn requested the purchase of a Jeep for use by the maintenance department and the inspectors of the Authority.

WHEREAS, the Authority has determined it requires an additional vehicle in connection with its maintenance operations; and

WHEREAS, funds to purchase said vehicle have been provided in the Authority's Capital Budget for the fiscal year ending November 30, 2015; and

WHEREAS, the State of New Jersey, Division of Purchase and Property, Department of Treasury has entered into State Contract No. A83011 with Hertich Fleet Services for a 2015 Jeep Patriot with 4-Wheel Drive;

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of one (1) 2015 Jeep Patriot with at a total contract price not to exceed \$19,000.

INTRODUCED BY: Mr. Burchette

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.

**Annual Revision to Connection Fee – Resolution Establishing Public Hearing**

Chairman Avolio stated that information relative to the annual recalculation of the sewer connection fee had been prepared. The Statute, NJSA 40:14B-22, defines the method of calculating a connection fee and requires that it be recalculated at the end of each year. Based on the calculations, the connection fee for an equivalent dwelling unit (300 gallons per day) will increase from \$2,827 to \$2,862.

The members reviewed the proposed amendment and calculations. Mr. Lynn announced a resolution should be adopted authorizing a public hearing and advertising same.

Following discussion, Mr. Merdinger introduced the following resolution and moved that it be adopted:

**TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
PUBLIC NOTICE**

BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
OF A PUBLIC HEARING ON A RESOLUTION ESTABLISHING CERTAIN SEWER  
SERVICE CHARGES AND CONNECTION OR TAPPING FEES

PUBLIC NOTICE is hereby given by The Township of Hillsborough Municipal Utilities Authority (hereinafter called the "Authority") that at 8:00 P. M. prevailing time on the 23<sup>rd</sup> day of September, 2015, at a meeting of the Authority at the offices of the Authority at 220 Triangle Road, Suite 234, Hillsborough, New Jersey, the Authority will consider the rates, fees, or other charges to be charged to the users of the sewerage services or facilities of the Authority, and that it will consider or may take action and prescribe such charges in accordance with the Municipal Utilities Authorities Law, and TAKE FURTHER NOTICE that at such time and place aforesaid, a Public Hearing will be held by the Authority with respect to such charges at which time all persons interested may appear and will be heard. The following amended resolution will be considered at the time aforesaid.

RESOLUTION BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES  
AUTHORITY ESTABLISHING CERTAIN SEWER SERVICE CHARGES AND  
CONNECTION OR TAPPING FEES

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the "Authority") is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues there from will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on October 1, 2015.

**SECTION IV. is hereby amended as follows:**

SECTION IV. CONNECTION OR TAPPING FEES

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated

in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,862
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1 bedroom unit	\$1,715
2 bedroom unit	\$2,430
3 bedroom unit	\$2,862
Senior housing (age restricted):	
1 bedroom unit	\$1,048
2 bedroom unit	\$1,620
3 bedroom unit	\$2,144
Assisted living facilities: Per bed	\$ 953
All other uses – charge per gallon of estimated average daily flow	\$9.53

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

**SECTION V. is hereby amended as follows:**

**SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.53 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard.

Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution, and will be added to the billing of such customer for the next following quarter after such excess has been determined.

THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY

MICHAEL AVOLIO, CHAIRMAN

**NJUAJIF Safety Awards**

Mr. Lynn reported that the Authority again obtained a perfect score on the Safety Incentive Program and completed the year without a lost time accident. Chairman Avolio and the members asked Mr. Lynn to congratulate the employees on continuing the good work on the Safety Incentive Program. Mr. Lynn stated in the past, in recognition for these accomplishments, the Authority awarded the employees with a Safety Day to be utilized as a personal day, anytime during the current year. Chairman Avolio asked the members for their thoughts. Mr. Nunn said he felt it was important to let the employees know the commitment necessary to have a successful Safety Program and felt the Safety Day was both a way to recognize their efforts and incentive to continue.

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

WHEREAS, the Township of Hillsborough Municipal Utilities Authority has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program and completed the year without a lost time accident;

NOW, THEREFORE, BE IT RESOLVED that in recognition of the aforementioned award and accomplishment, the staff be awarded a Safety Day to be utilized as a personal day within the current year.

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

**Update - 2016 Budget Requirements**

Mr. Lynn reported that 2016 is the first year the Authority will be required to submit the new budget format as adopted by the State of NJ last December. As such, the members will be required to provide information pertaining to their positions on the Authorities Board. Mr. Lynn also stated that he will be starting the 2016 budget shortly and asked the members to read over the State budget format.

**Update – Office Software Upgrade**

Mr. Lynn reported that the new office software as purchased in 2014 and 2015 is working out nicely and has provided a welcoming upgrade to the billing and information process. Mr. Lynn also reported that the Authority will soon be accepting credit card payments and online payments. Mr. Lynn mentioned this might aid in the amount of delinquent accounts the Authority currently has.

**Resolution – Auctioning off of Three Unused Vehicles - 1984 GMC Truck, 2000 Chevrolet Malibu and 2010 Ford Escape**

WHEREAS, the Authority has determined it no longer has the need for three vehicles which have serviced the Authority beyond their service life.

WHEREAS, the three vehicles have been replaced by newer vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the auctioning of the 1984 GMC Truck having a VIN # 1DJP3 2M7E3 50628 2, 2000 Chevrolet Malibu having a VIN # 1G1ND 52J4Y 62679 64 and a 2010 Ford Escape having a Vin # 1 FMCU 9D72A KB759 29 at the Somerset County Surplus Action to be held in Somerville, NJ during the month of October 2015

INTRODUCED BY: Mr. Burchette

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

**Resolution – Authorizing the Hiring of One (1) New Employee**

Mr. Lynn stated the Authority has a need to hire a part time office aid who could assist in the daily operations of the many office tasks. The tasks would include the answering of the phone, helping customers at the counter, retrieving and sorting mail, sorting the billing and help with computer assignments. Mr. Lynn stated at one time the office had four persons who helped in this field and the Authority is down to two(2). Mr. Lynn added the office aid would be part time, typically from 10:00 am to 2:00 pm as needed. This office aid would not be a full time employee and therefore, would not be entitled to benefits as offered by the Authority. Mr. Lynn stated there is allocated money in the budget for such a hire.

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

WHEREAS, the Authority has identified the need for a part time office aid, and

WHEREAS, the Authority staff has been conducting interviews with several candidates for the positions, and

WHEREAS, Mr. Lynn has stated that the 2015 Operating Budget includes the hiring of a new employee:

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Mr. Lynn and staff, the Authority hereby approves the hiring of one part time office aid.

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

**Resolution – Plan Approval R.P.M. Development, LLC Sewer Extension, Block 163.05, Lots 101- 105**

WHEREAS, an application has been received from Van Cleef Engineering Associates, on behalf of the applicant, for a proposed sanitary extension to service two (2) apartment buildings containing fifty four (54) affordable rental housing units. The 54 units will be comprised of 8 (eight) one bedroom units, 32 (thirty-two) two bedroom units and 14 (fourteen) 3 bedroom units in Block 163.05, Lots 101 - 105 with; and

WHEREAS, plans for said subdivision as prepared by Van Cleef Engineering Associates, dated May 1, 2015 consisting of fourteen (14) 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.

**SRVSA Report**

Tabled until August since the SRVSA monthly meeting would be after July 22, 2015.

**Claims List Approval**

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

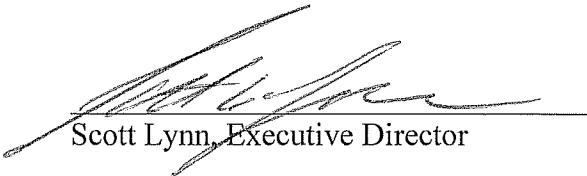
BE IT RESOLVED that the following claims list dated July 22, 2015 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$167,232.60
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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