

## AGENDA

### TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY

#### ORGANIZATION MEETING

February 24, 2016

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, February 24, 2016, with the following members present:

Michael Avolio.  
Richard Nunn  
Greg Burchette  
Robert Mc Cray

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

#### **Roll Call**

#### **Announcement of Compliance with Open Public Meetings Act**

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 7, 2015.

#### **Oaths of Office**

#### **Resolution – Appointing Greg Burchette to a Five year Term**

Mr. Lynn reported that Mr. Burchette was appointed by the Hillsborough Township Committee to the Authority on February 23, 2016 to fill an unexpired term until February 1, 2021.

The oath of office was then administered by Mr. Lynn to newly appointed member, Greg Burchette for a 5 year term to end January 31, 2021. The members congratulated Mr. Burchette on his appointment to the board.

#### **Election of Officers**

Mr. Lynn, acting as Chairman Pro Tem, called for nominations for Chairman to serve until the reorganization meeting in February, 2017.

Mr. Nunn moved that Mr. Avolio be nominated Chairman until the reorganization meeting in February, 2017.

The motion was seconded by Mr. McCray, and the roll call vote was: Mr. Nunn – yes, Mr. Burchette – yes and Mr. McCray – yes.

Mr. McCray moved that Mr. Nunn serve as Vice-Chairman until the reorganization meeting in February, 2017.

The motion was seconded by Mr. Burchette, and the roll call vote was: Chairman Avolio – yes, Mr. Burchette – yes and Mr McCary – yes.

Chairman Avolio then called for nominations for Secretary to serve until the reorganization meeting in February, 2017.

Mr. Nunn moved that Mr. McCray serve as Secretary until the reorganization meeting in February, 2017.

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

Chairman Avolio then called for nominations for Treasurer to serve until the reorganization meeting in February, 2017.

Chairman Avolio stated that Mr.Merdinger recently passed away and once a Board member is sworn in to replace Mr. Merdinger, that person would serve as Treasurer until the reorganization meeting in February, 2017. The motion was seconded by Mr. Nunn, and the roll call vote was: Chairman Avolio – yes, Mr. Nunn – yes, and Mr. Burchette – yes, Mr. McCray – yes.

Chairman Avolio then called for nominations for Assistant Secretary-Treasurer to serve until the reorganization meeting in February, 2017.

Mr. McCray moved that Mr. Burchette serve as Assistant Secretary-Treasurer until the reorganization meeting in February, 2017. The motion was seconded by and the roll call vote was: Chairman Avolio – yes, Mr. Nunn – yes, Mr. McCray – yes.

### **Adoption of Order of Business**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the order of business set forth below be adopted by The Township of Hillsborough Municipal Utilities Authority to govern the proceedings of the Authority at all meetings until the Organization Meeting in February, 2017.

1. Roll Call
2. Announcement of Compliance with “Open Public Meetings Act”
3. Disposition of Minutes of Prior Meetings

4. Public Hearings on all matters scheduled pursuant to public notice, such as rate resolutions, bond resolutions, receipt of bids, etc.
5. Business from the floor
6. Reports of -
  - (a) Engineer
  - (b) Consulting Engineer
  - (c) Auditor
  - (d) Attorney
7. Consideration of Matters Requiring Action
8. Consideration of New Matters and Correspondence
9. Approval of Claims
10. Investments
11. Business from the Floor
12. Adjournment

**Resolution Re: Adoption and Publication of Annual Meeting Calendar**

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

**BE IT RESOLVED** that in accordance with the provisions of the “Open Public Meetings Act”, (C, 321, P.L. 1975) the following schedule of public meetings shall be adopted for the year ending January 31, 2017; and

**BE IT FURTHER RESOLVED** that said schedule be posted on the Authority’s Web site, advertised in the Hillsborough Beacon and the Courier-News, and that copies of said schedule be posted on the bulletin board of the Authority and filed with the Township Clerk.

TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
PUBLIC NOTICE

In compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, PLEASE TAKE NOTICE that the Township of Hillsborough Municipal Utilities Authority will hold public meetings for the transaction of the Authority business in accordance with the following schedule:

March 23, 2016  
April 27, 2016  
May 25, 2016  
June 22, 2016

September 28, 2016  
October 26, 2016  
November 22, 2016  
December 14, 2016

July 27, 2016  
August 24, 2016

January 25, 2017  
February 22, 2017

**PLEASE TAKE FURTHER NOTICE** that all of the above listed meetings will commence at 8:00 P.M. at the offices of the Authority at 220 Triangle Road, Suite 234, in the Township of Hillsborough, County of Somerset, State of New Jersey.

Copies of this notice have been posted on the Authority's Web site and at the offices of the Authority, filed with the Hillsborough Township Clerk, and published in the Courier-News and the Hillsborough Beacon.

Scott G. Lynn, Executive Director

THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY

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

**Resolution Re: Mailing of Meeting Notices and Fees**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby directed to mail the annual meeting notice and all 48 hour notices to any person so requesting same upon payment to the Authority of the sum of \$10.00 which is hereby declared to be the reasonable sum for each mailing to be made hereunder; provided, however, that mailing to the newspapers shall be without charge.

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

**Resolution Re: Adoption of By-Laws**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the following By-Laws of The Township of Hillsborough Municipal Utilities Authority be adopted: (By-Laws attached hereto).

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

**Resolution Re: Indemnification**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority this 24<sup>th</sup> day of February 2016, as follows:

Section 1. Except as hereinafter provided, The Township of Hillsborough Municipal Utilities Authority ("Authority") shall, upon the request of any present or former official, employee or appointee of the Authority provide for the indemnification and legal defense of any civil action brought against said person or persons arising from an act or omission falling within the scope of their public duties with the Authority.

Section 2. The terms of this Resolution and the definition of official, employee and appointee are to be construed liberally in order to effectuate the purposes of this Resolution, except that these terms shall not mean a) any person who is not a natural person; b) any person while providing goods or services of any kind under any contract with the Authority, except an employment contract; c) any person while providing legal or engineering services for compensation unless said person is an employee of the Authority; and d) any person who as a condition of his or her appointment or contract is required to indemnify and defend the Authority and/or secure insurance.

Section 3. The Authority shall provide for defense of and indemnify any present or former official, employee or appointee of the Authority who becomes a defendant in a civil action if the person or persons involved a) acted or failed to act in a matter in which the Authority has or had an interest; b) acted or failed to act in the discharge of a duty imposed or authorized by law; and c) acted or failed to take action in good faith. For purposes of this Resolution, the duty and authority of the Authority to defend and indemnify shall extend to a cross-claim or counterclaim against said person.

Section 4. The Authority shall not indemnify any person against the payment of punitive damages, penalties, or fines, but may provide for the legal defense of such claims in accord with the standards set forth herein. The Authority may refuse to provide for the defense and indemnification of any civil action referred to herein if the Authority determines that a) the act or omission did not occur within the scope of a duty authorized or imposed by law; b) the act or failure to act was the result of actual fraud, willful misconduct or actual malice of the person requesting defense and indemnification; or c) the defense of the action or proceeding by the Authority would create a conflict of interest between the Authority and the person or persons involved.

Section 5. In any other action or proceeding, including criminal proceedings, the Authority may provide for the defense of a present or former official, employee or appointee, if the Authority concludes that such representation is in the best interest of the Authority and that the person to be defended acted or failed to act in accord with the standards set forth in this Resolution.

Section 6. Whenever the Authority provides for the defense of any action set forth herein and as a condition of such defense, the Authority may assume exclusive control over the representation of such persons defended and such person shall cooperate fully with the Authority.

Section 7. The Authority may provide for the defense pursuant to this Resolution by authorizing its General Counsel to act on behalf of the person being defended or by employing other counsel for this purpose or by asserting the right of the

Authority under any appropriate insurance policy that requires the insurer to provide defense.

Section 8. This Resolution shall take effect immediately.

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

### **Appointment of General Counsel**

**WHEREAS**, there exists a need for legal advice and professional legal services to The Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”); and

**WHEREAS**, the Authority has determined and certified that the value of the contract will not exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, 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 bids must be publicly advertised;

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

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 24, 2016 and filed with the Executive Director of the Authority between the Authority and Peter Cipparulo III, Esq.
2. The contract is awarded without competitive bidding as a “Professional Service” because legal services are exempt from bidding under N.J.S.A. 40:11-1 (6) (A).
3. The Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

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

### **Appointment of Auditor**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**WHEREAS**, there exists a need for professional auditing services to The Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”), and

**WHEREAS**, the Authority has determined and certified that the value of the contract will not exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, 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 Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 24, 2016 and filed with the Executive Director of the Authority between the Authority and Suplee, Clooney & Company.
2. The contract is awarded without competitive bidding as a “Professional Service” because auditing services are exempt from bidding under N.J.S.A. 40A:11-1 (6) (a).
3. The Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

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

#### **Appointment of Consulting Engineer**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**WHEREAS**, there exists a need for the services of a consulting engineering firm to The Township of Hillsborough Municipal Utilities Authority; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the Authority has determined and certified that the value of the contract will exceed \$17,500 thus requiring this contract is be awarded under a process that does not permit certain political contributions be made pursuant to the provisions of the Pay-To Play Law (N.J.S.A. 19:44A-20.5), and

**WHEREAS**, a Business Entity Disclosure Certification has been submitted which certifies that Van Note-Harvey Associates will not make any reportable contributions to a candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Hillsborough as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r), 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 Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 24, 2016 and filed with the Executive Director of the Authority between the Authority and Van Note-Harvey Associates.
2. 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).
3. The Executive Director shall publish a notice of the award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

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

#### **Appointment of Professional Engineer**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**WHEREAS**, there exists a need for the services of a professional engineer by The Township of Hillsborough Municipal Utilities Authority (hereinafter the "Authority"), and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the Authority has determined and certified that the value of the contract will exceed \$17,500 thus requiring this contract is be awarded under a process that does not permit certain political contributions be made pursuant to the provisions of the Pay-To Play Law (N.J.S.A. 19:44A-20.5), and

**WHEREAS**, a Business Entity Disclosure Certification has been submitted which certifies that CME Associates will not make any reportable contributions to a candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Hillsborough as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r), 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 bids must be publicly advertised.

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

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 24, 2016 and filed with the Executive Director of the Authority between Jerome A. Harris, P. E., P.P. of CME Associates and the Authority.



2. 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 (6) (a).
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 motion and resolution were seconded by Mr. Nunn, and the roll call vote was: Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Burchette - yes.

#### **Designation of Executive Director as "Authority Officer"**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED**, by The Township of Hillsborough Municipal Utilities Authority, that the Executive Director of The Township of Hillsborough Municipal Utilities Authority, Scott G. Lynn, be and is hereby authorized to perform acts and execute documents as "Authority Officer" in accordance with the provisions and definition of "Authority Officer" in Section 105 (9) of the General Bond Resolution adopted on April 26, 1983.

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

#### **Appointment of Public Agency Compliance Officer**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED**, in accordance with N.J.A.C. 17:27-3.5, Scott G. Lynn, Executive Director, is hereby designated the Public Agency Compliance Officer for The Township of Hillsborough Municipal Utilities Authority.

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

#### **Appointment of Risk Management Consultant**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund, and

**WHEREAS**, the bylaws of said fund require that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the judgmental nature of a Risk Management Consultant's duties renders comparative bidding impractical; and

**WHEREAS**, the Authority has determined and certified that the value of the contract will not exceed \$17,500; 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 bids must be publicly advertised,

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

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 24, 2016 and filed with the Executive Director of the Authority between the Danskin Insurance Agency, as its Risk Management Consultant in accordance with the bylaws of the New Jersey Utility Authorities Joint Insurance Fund.
2. The Executive Director shall publish a notice of the award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

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

#### **Establishment of Office Hours and Holiday Schedule**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the offices of the Authority shall be open from 9:00 A.M. until 4:00 P.M. daily Monday through Friday; and

**BE IT FURTHER RESOLVED** that the offices of the Authority shall be closed in observance of the following holidays as well as such other holidays as may be declared from time to time by resolution of the Authority:

New Year’s Day	Columbus Day
Martin Luther King Day	General Election Day
Lincoln’s Birthday	Veteran’s Day
Presidents Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day	Christmas Day
Independence Day	Day after Christmas
Labor Day	

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

#### **Designation of Official Newspaper**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the Hillsborough Beacon and the Courier News be and are hereby designated the official newspapers of the Authority.

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

### **Adoption of Cash Management Plan**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the following Cash Management Plan be adopted by the Township of Hillsborough Municipal Utilities Authority and the Executive Director be authorized to implement said plan:

1. All funds received by the Authority shall be deposited in designated depositories within 24 hours of receipt.
2. All funds shall be deposited in interest bearing accounts.
3. The Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certificates of deposit, whichever shall provide the most favorable rates of interest.
4. All claims shall be approved for payment by a majority of the members and checks shall be issued in payment of said claims in accordance with the authorization for disbursements adopted by the Authority.

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

### **Designation of Official Depositories**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the following banks be designated as Depositories for funds of The Township of Hillsborough Municipal Utilities Authority until the organization meeting in February, 2017.

Chase Bank  
Constitution National Bank  
TD Bank  
Bank of America  
PNC Bank

Peapack Gladstone Bank  
Provident Bank  
Fulton Bank  
Valley National Bank  
Wells Fargo Bank NA

**BE IT FURTHER RESOLVED** that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to any of the above named depositories.

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

**Authorization for Disbursements**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Operating Fund, Construction Fund, General Fund, and Inspection Trust Fund shall be made by checks signed by any two members of the Authority and countersigned by the Executive Director.

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Petty Cash Account be made by checks signed by the Executive Director of the Authority; and

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Revenue Fund transmitting revenues to the Trustee be made by checks signed by any one of the following:

Chairman	Vice-Chairman
Secretary	Treasurer
Asst. Secretary/Treasurer	Executive Director

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

**Authorization for Payroll Disbursements**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that salaries and wages be paid by checks disbursed from the payroll account on a biweekly, monthly or quarterly basis as elected by the employees, said checks to be signed by any one of the following:

Chairman	Vice-Chairman
Secretary	Treasurer
Asst. Secretary/Treasurer	Executive Director

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

**Authorization for Investments**

Chairman Avolio introduced the following resolution and moved that it be adopted:

**BE IT RESOLVED** that the Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certifications of deposit, whichever is the most favorable to achieve the best program for the investment of Authority funds; and

**BE IT FURTHER RESOLVED** that all such transactions shall be reported to the following regular meeting of the Authority.

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

### Approval of Minutes

Mr. Nunn moved that the meeting minutes of December 16, 2015 and January 27, 2016 be approved as recorded by the Executive Director. The motion was seconded by Mr. Burchette, and the roll call vote was: Chairman Avolio – 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

#### Michael Merdinger – Resolution of Appreciation

With the recent passing away of member Mr. Merdinger, Mr. Lynn suggest to the members that a Resolution of Appreciation be signed by all the members and the signed Resolution would be framed and presented to Barbara Merdinger, Mr. Merdinger's surviving wife.

Chairman Avolio introduced the following resolution and moved it be adopted:

*Michael Merdinger*

*THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY*

*1987 - 2016*

*WHEREAS, Michael Merdinger has served The Township of Hillsborough Municipal Utilities Authority for 29 years, starting in October 1987 to January 2016; and*

*WHEREAS, Michael Merdinger has always represented The Township of Hillsborough Municipal Utilities Authority with utmost professionalism, character, integrity, and personality; and*

*WHEREAS, Michael Merdinger has provided The Township of Hillsborough Municipal Utilities Authority, with compassion, courtesy, and a "friendly smile"; and*

*NOW THEREFORE BE IT RESOLVED, this 24th day of February, 2016, that Michael Merdinger is hereby recognized and commended for 29 years of devoted service to The Township of Hillsborough Municipal Utilities Authority, its employees, and the citizens of The Township of Hillsborough; and BE IT FURTHER RESOLVED, that Michael Merdinger be extended heartfelt thanks from The Township of Hillsborough Municipal Utilities Authority Board Members and employees for his thoughtfulness and friendship; and BE IT FURTHER RESOLVED, that a copy of this Resolution be spread upon the minutes of The Township of Hillsborough Municipal Utilities Authority.*

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

The Resloution was then signed by members.

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

Mr. Lynn reported there was no breakthrough reported for the period.

#### **Update on the Winding Way Sewer Project**

Mr. Lynn reported that the project was nearing completion and that approximately 50% of the residents have obtained connection permits from this office.

#### **Resolution – Authorizing the Purchase of an Updated Dialer System for Sunnymead Pump Station and River Road Pump Station.**

Mr. Lynn reported the dialer systems at all of the pump stations need to be replaced with updated systems that work via the internet and on newer versions of a computer systems. The current dialer systems in use, Sensaphone, are outdated and are no longer supported by the Sensephone Company. Mr. Lynn stated the dialer systems currently being used use a dial-up system and is only able to be used on an Microsoft “XP” operating systems that is no longer supported as well. As a result Mr. Lynn recommended the purchase of two new systems at the Sunnymead and River Road pump stations to start. The HighTide system is recommended, the same system as currently being used at the new pump station Hidden Brook. This system has been working well and integrated with the requirements we need to monitor our pump stations.

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

WHEREAS, the Authority has determined it requires two (2) new dialer systems be purchased for use in the Sunnymead and River Road Stations.

WHEREAS, funds to purchase said dialers have been provided in the Authority’s Capital Budget for the fiscal year ending November 30, 2016; and

WHEREAS, two quotes have been obtained and Mr. Lynn recommended the purchase be from the lower priced company.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of two (2) HighTide Dialer systems for use at Sunnymead and River Road pump stations with a not to exceed \$7,000.

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

**Resolution – Authorizing the Repair of Pump No. 2 and Replacement of Incoming Gate Valve for Pump No. 2 at the Blackwells Pump Station.**

Mr. Lynn reported to the members that pump no. 2 at the Blackwell's Pump Station had been in need of repair for quite some time and leaking. However, repairs on the pump could not take place since the gate valve at pump no. 2 had been inoperative and flows could not be shut off to repair the pump. As a result Mr. Lynn recommended to the members that the gate valve be replaced now and repairs on pump no. 2 could be executed. Mr. Lynn added that if we had to shut flows off in case of an emergency we would not be able. Mr. Lynn recommended repairs be done as soon as possible.

Mr. Lynn sought two quotes for the project and Pumping Services was the lowest. Mr. Lynn told the members the cost is projected to be approximately \$20,000 and that Pumping Services included bypassing the station in their quote. Mr. Lynn then recommended Pumping Services perform the work required on Blackwell's to the members.

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

WHEREAS, the Authority has determined it must repair pump no. 2 and replace the gate valve for pump no. 2.

WHEREAS, funds to repair the pump and gate valve are in the Authority's Capital Budget for the fiscal year ending November 30, 2016; and

WHEREAS, two quotes have been obtained and Mr. Lynn recommended hiring the lowest being Pumping Services.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the repair of pump No. 2 and replacing of the gate valve at the Blackwell's Pump Stations with a not to exceed cost of \$20,000.

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

**Resignation of Victor Mercado**

Mr. Lynn informed the members that employee, Victor Mercado had given his letter of resignation to the Authority and that February 26, 2016 was to be his last day.

### **SRVSA Report**

Tabled for this month

### **Claims List Approval**

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

BE IT RESOLVED that the following claims lists dated February 24, 2016 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund -	\$868,078.33
Construction Fund –	\$ 5,450.00

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

### **Adjournment**

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



Scott Lynn, Executive Director