

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, April 27, 2016

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, April 27, 2016, with the following members present:

Michael Avolio
Richard Nunn
Robert McCray

Also present were Scott Lynn, Executive Director and Peter Cipparulo III, General Counsel. Absent was member Greg Burchette

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 3, 2016.

Approval of Minutes

Mr. Nunn moved that the minutes of the meetings of March 23, 2016 be approved as recorded by the Executive Director. The motion was seconded by Mr. McCray, and the roll call vote was: Chairman Avolio –yes, Mr. McCray – yes, and Mr. Nunn – yes.

BUSINESS FROM THE FLOOR

There was no business from the floor.

MATTERS FOR CONSIDERATION

Update on the State of NJ DCA Extension to File the Annual Report for 2015

Mr. Lynn informed the members that the NJ DCA had extended the deadline, state wide, for submittal of the Annual Audit due to an error and changes in the numbers issues by the DCA. Therefore, Supplee and Clooney are working through the revisions and will have the audit submitted to the DCA in the timeline granted by the DCA.

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

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

Update - Winding Way Sewer Project

Mr. Lynn reported that the project was nearing completion and as-builts have been submitted. Mr. Lynn reported that approximately seventy percent of the residents have made applications for connections to the system.

Resolution: Approval to Purchase Two Replacement Pickup Trucks for use in the Maintenance Department

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 two (2) Ford F-250 Pickup trucks to replace two (2) 2001 Ford Pickup trucks. The new pickup trucks will be for use by the maintenance department of the Authority.

The two existing 2001 Ford pickup trucks being replaced are 15 years old, have over 125,000 miles on them and are at the end of their service life. Mr. Lynn stated the new trucks will not have snow plows units.

WHEREAS, the Authority has determined it requires two replacement 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, 2016; and

WHEREAS, the State of New Jersey, Division of Purchase and Property, Department of Treasury has entered into State Contract No. A88727 for a 2016 Ford F-250 with 4-Wheel Drive;

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of two (2) Ford F-250 pickup trucks with at a total contract price not to exceed \$25,000 each.

INTRODUCED BY: Mr. McCray

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

Resolution: Approval to Purchase of a Basic Office Vehicle.

Mr. Lynn reported to the members the need for an office vehicle. Mr. Lynn reported that our office vehicle had been rotated in the Maintenance Department about a year ago to

replace the Inspection vehicle that needed replacement. Mr. Lynn stated the office vehicle was needed to run daily errands, provide transportation to classes and serve as a vehicle for emergency use by the Maintenance department as well.

WHEREAS, after further discussion, the Authority has determined the office requires a vehicle in connection with its daily operations; and

WHEREAS, employees should not be using their own vehicle in connection with its daily operations; and

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

WHEREAS, the State of New Jersey, Division of Purchase and Property, Department of Treasury has entered into State Contract No. A86921 for a 2016 Ford Fiesta;

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of a 2016 Ford Fiesta with at a total contract price not to exceed \$14,000.00.

INTRODUCED BY: Mr. McCray

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

Resolution: Authorizing the Paving of the Sunnymead Pump Station Entrance Driveway.

Mr. Lynn reported the main entrance driveway into the pump station is in need of replacement. Repairs have been done to fill pot holes over the years but now the pavement is completely deuterated and needs to be replaced. Mr. Lynn reported that several quotes have been acquired to remove the pavement and install new pavement to handle the truck loads we subject the driveway to.

WHEREAS, the Authority has determined the main driveway at Sunnymead is in need of replacement; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the hiring of a Hicks Paving contractor to perform the scope of services not to exceed \$12,000.00.

INTRODUCED BY: Mr. McCray

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

2015 Report on the Physical Conditions Report

Mr. Lynn distributed copies of the 2015 Physical Conditions Report as prepared by Van Note – Harvey Associates. Mr. Lynn gave a brief description of the report and the contents of the report. Mr. Lynn reiterated to the members of the recommendations as stated and they are as follows:

“Given the age of older components of the wastewater conveyance system, the Authority continues to pay increasing emphasis on prioritizing and implementing preventative maintenance programs and proceeding with repair and replacement work where required and permissible. This particularly applies to the more complex power distribution, emergency power, sewage pumping equipment and control systems. Potential operation and maintenance, and energy cost savings afforded by newer technologies continue to be a consideration.

We concur with the approach taken by the Township of Hillsborough Municipal Utility Authority to maintain the wastewater conveyance system and related facilities and recommend that current efforts be continued in the present manner.”

As such the members and Mr. Lynn concurred with the report and will continue to perform duties on upgrades and maintenance of the system.

Resolution – Authorizing Eric Lehman to Attend the NJWEA Conference in Atlantic City

Mr. Lynn informed the members of the NJWEA annual conference is coming up in May. The conference is an excellent forum to see the latest technology and meet the various local vendors we associate with, all in one location. It provides an excellent opportunity to keep up on the latest technology especially with the projects the Authority has coming up.

Mr. Lynn requested permission for Eric Lehman to attend the conference.

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

WHEREAS, the Authority recognizes the need for its Employees to attend seminars, conferences and conventions designed to disseminate technical, management, safety and regulatory information to promote the professional development of its employees, and

WHEREAS, attendance at such seminars, conferences and conventions is beneficial to Board Members and Employees in fulfilling their responsibilities in the management and operation of the Township of Hillsborough Municipal Utilities Authority, and

WHEREAS, employees who possess an operator license, are required by the State of New Jersey Department of Environmental Protection to obtain a minimal number of Technical Contact Hours every three years in order to maintain their licenses, and

WHEREAS, the Authority encourages cost effective participation in local, county, state and national programs; and

WHEREAS, Mr. Lynn has certified there are funds available to send the aforementioned employee to the NJWEA Conference,

NOW, THEREFORE, BE IT RESOLVED that Eric Lehman be hereby authorized to attend the NJWEA Conference in Atlantic City on one of the days from May 16 through May 20, 2016; and

BE IT FURTHER RESOLVED that Mr. Lehman be reimbursed expenses for the Conference in accordance with the Authority's Employee Travel Policy.

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

Emergency – Update River Road Pumping Station

Mr. Lynn reported to the members that there is a crucial need to progress with improvements to the River Road Pump Station. Originally, the plan was to merely relocate the backup generator to a new location, out of the floodplain of the Millstone River. Doing this required the construction of a new concrete pad along with this certain electrical modifications to the controls and power to the pump station. The new generator pad had been constructed according to plan. However, due to circumstance beyond our control and the contractors control additional work and materials are being required. Quite a few of the existing operating systems where not reusable and would have to be upgraded. Existing buried conduits needed to be replaced. The existing support structure on the pump station was found to be inadequate to support the new controls. Mr. Lynn stated it should be noted the River Road Pump Station is one that was court mandated for the Authority to take over operations from a private owner since the condition of the facility was in dire need of repairs as determined by the NJDEP. As such certain minor improvements have been completed over years since the Authority was required to take ownership of the system. Now the station is “hanging by a thread” and Mr. Lynn reported that the repairs must be completed in order to prevent a major failure of the systems.

After further discussions, the Board members asked specific questions and requested to see the facility. Mr. Lynn had taken pictures and disturbed them to the members. The members all agreed that work must commence in order to ensure the station continues to run and serve the public. Mr. Lynn asked the members to meet at the station in the upcoming week to see the facility. The members agreed and a day and time would be scheduled.

Reminder -Ethic Financial Disclosure Forms

Mr. Lynn reminded the members that the E.F.D.F. have to be filed with the State of NJ by April 30, 2016.

SRVSA Report

No report for April

Claims List Approval

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

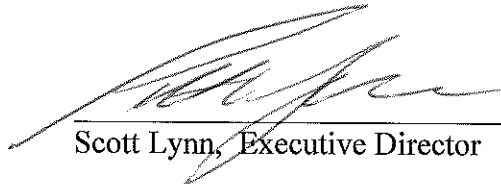
BE IT RESOLVED that the following claims list dated April 27, 2016 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$182,245.06
Construction Fund	\$ 49,367.94

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

Adjournment

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



Scott Lynn, Executive Director