

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, June 22, 2016

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, June 22, 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 and April 27, 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

Mr. Nunn requested that he would like to take a couple of minutes of the Boards time to discuss the overall condition of the systems pump stations. Chairman Avolio offered Mr. Nunn the floor. Mr. Nunn proceeded to explain to the Board members how important it is for the MUA to be good neighbors and provide proper screening and maintenance of the MUA pump stations. As such, Mr. Nunn recommended that a committee be established to perform evaluations on each of the pump stations to ensure the appearance of the individual pump stations with regard to the neighborhoods. Mr. Nunn express that the system is getting up in age and most of the older pump stations might need updating on the screening and appearance.

Mr. Lynn stated that he was currently in the process of having each pump station evaluated and a report is being prepared on each pump station. Mr. Lynn then told Mr. Nunn that he would have the reports completed by the July meeting and those reports would be available.

Chairman Avolio recommended that a subcommittee be formed with Mr. Nunn being the Chairman and Mr. McCray being a member of the subcommittee to perform the evaluations.

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

WHEREAS, Mr. Nunn has expressed a need to perform evaluations on each of the systems pump stations; and

WHEREAS, Mr. McCray has offered to assist in the evaluations bringing his experience with sewer systems and pump stations and would accept his position on the subcommittee.

NOW, THEREFORE BE IT RESOLVED, Mr. Nunn will act as the Chairman of the Pump Stations Evaluation Committee; and Mr. McCray has accepted to be a member of the said committee. The subcommittee will perform evaluations of the pump stations and report its findings back to the Members for further discussions and actions required.

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

MATTERS FOR CONSIDERATION

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 nearly completed with restoration of the roads and right of ways being performed. Mr. Lynn reported that approximately seventy five percent of the residents have made applications for connections to the system.

Update – River Road Pump Station

Mr. Lynn reported to the members that the River Road Pump Station was nearing completion of the new control panels and switching over the power could take place soon. However, PSE&G was not able to commit to a date of which they would be able to switch the power over. As such, our electrician was going to work out the details with PSE&G.

Resolution to Readopt Personnel Policies and Procedures Manual

Mr. Lynn, in accordance with the requirements of the New Jersey Utility Authority Joint Insurance Fund (NJUAJIF), reported the Authorities Personnel Policy and Procedures Manual have been updated. All the updates required by the JIF and additional policies and/or policy changes have been completed and were included in the member's packets for review.

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

WHEREAS, In accordance with the New Jersey Utility Authority Joint Insurance Fund the Authority is required to update the Personnel Policy and Procedures Manual every two years; and

WHEREAS, Mr. Lynn has completed the recommended updates and additional changes including new policies required by law or regulation; and

WHEREAS, the members and counsel have reviewed and discussed the updates and/or changes including new policies and their impact upon the Authority and its personnel,

NOW, THEREFORE BE IT RESOLVED, that the revised Personnel Policy and Procedures Manual including the Alcohol/Drug Free Workplace Policies and Procedures and the Managers and Supervisory Policies Manual be hereby readopted and become effective immediately.

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

Resolution to Purchase a New Ridgid SeeSnake Camera

Mr. Lynn has reported to the members that our current lateral camera was approximately five years old and is nearing the service life of that unit. Mr. Lynn has suggested the purchase of the SeeSnake Ridgid Camera system to replace the current unit. The SeeSnake system is a good unit and is excepted in the industry for this type of use. This new system was purchased in the past by the Authority and the unit has performed well.

Mr. Lynn reported that two quotes had been obtained, one from Ridgid and the other from Envirosight with the Ridgid system being the lesser of the two.

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

WHEREAS, Mr. Lynn express the need to replace the current SeeSnake Camera system in order to inspect laterals and smaller places that a large camera could not fit; and

WHEREAS, Mr. Lynn has obtained two quotes on the systems; and

WHEREAS, the SeeSnake Ridgid Camera System MReel, L100 and Unit CS6 Monitor Unit is recommended as the replacement unit based upon the lower cost and having experience with this system in the past,

NOW, THEREFORE BE IT RESOLVED, that the approval to purchase the camera system mentioned above be approved with a not to exceed price of \$7,000.00.

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

SRVSA Report

No report.

Claims List Approval

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

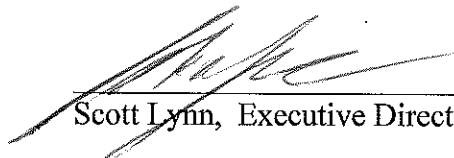
BE IT RESOLVED that the following claims list dated June 22, 2016 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$146,736.64
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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