

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

**WEDNESDAY, July 27, 2016**

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

Richard Nunn  
Gregory Burchette  
Robert McCray

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

**Announcement – Open Public Meetings Act**

Following the roll call, Vice Chairman Nunn 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**

Approval of the June 22, 2016 Minutes to be tabled until July since Chairman Avolio is not present to vote on the Minutes.

**BUSINESS FROM THE FLOOR**

No business from the floor.

**Annual Audit Report - Fiscal Year Ending Nov. 30, 2015**

Mr. Lynn reported the annual audit had been circulated to the members. He advised the members the Audit has been filed with the Township Clerk and the Synopsis of Audit will be published in accordance with the regulation upon acceptance by the members.

Mr. Lynn reported and highlighted several points regarding the audit. He noted that operating expenses were \$371,915 less than budgeted and revenues were up \$261,915. As is the Authority's policy, these funds are restricted to our Rate Stabilization Fund. The Rate Stabilization Fund resolution limits the Fund amount to 20% of our operating expenses, with the balance being placed into the System Replacement Fund.

Mr. Lynn stated \$15,766 we budgeted from the Rate Stabilization Fund for 2015, but we did not need to utilize any of the funds. These funds may come in handy considering the flux of the building industry and help manage any possible rate increase from SRVSA.

**Resolution and Affidavit – Annual Audit Report - Fiscal Year Ending Nov. 30, 2015**

Mr. Lynn stated it is now in order for a resolution to be adopted and the members to execute the affidavit confirming that they have reviewed the report.

Vice Chairman Nunn introduced the following resolution and moved it be adopted:

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended November 30, 2015 has been completed and filed with The Township of Hillsborough Municipal Utilities Authority pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

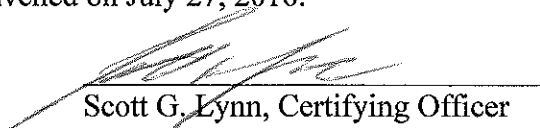
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of The Township of Hillsborough Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2015, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board:

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

The motion and resolution were seconded by Vice Chairman Nunn, and the roll call vote was: Mr. McCray – yes, Vice Chairman Nunn – yes and Mr. Burchette –yes. Chairman Avolio was not in attendance at the July 27 meeting, but did sign the required affidavit on August 10, 2016.

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 July 27, 2016.

  
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Scott G. Lynn, Certifying Officer

### **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.

#### **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. We are still waiting on PSE&G 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. It is understood that the power transfer would be scheduled for August.

#### **Emergency Repair – Burger King**

Mr. Lynn reported a call from the Burger King restaurant on Route 206 came in for a blockage and their waste water was not draining properly. Mr. Lynn reported that our crew arrived and discovered via our camera system that an old cast iron inspection riser along Route 206 had failed over time and soil, rocks and pieces of the riser had caused the blockage. As a result and because of the location, depth and business affected, an outside contractor would have to be brought in to make the repair. Schilke Construction was brought in to make the emergency repair and did a great job in a timely manner. The Burger King manager was very understanding considering that the restrooms could not be used for over 8 hours. Once the repair was completed, the same business day, business was back to normal for Burger King.

#### **Resolution – Authorizing the Purchase of an Updated Dialer Systems**

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 Microsoft "XP" operating systems that is no longer supported as well. As a result Mr. Lynn recommended the purchase of six new systems for the pump stations in dire need. The HighTide system is recommended, the same system as currently being used at the new pump station Hidden Brook, Sunnymead and River Road. 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 six (6) new dialer systems be purchased for use at the pump 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 six (6) HighTide Dialer systems for use at the pump stations with a not to exceed \$16,000.

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

**Resolution to Renew a One Year Contract – Consultant Daniel Reiter, LLC - Operations Consultant**

Mr. Lynn reported to the Board that Mr. Reiter's contract was up for renewal. Mr. Lynn stated Mr. Reiter is a key role of the Maintenance Department as he is 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. Mr. Lynn reported that Mr. Reiter has been doing a fine job and recommends renewal of Mr. Reiter's contract.

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 renew a one (1) year contract to Dan Reiter, LLC who 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 consulting 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 \$39.23 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: Vice Chairman Nunn – yes, Mr. McCray - yes, and Mr. Burchette – yes.

#### **SRVSA Report**

No report.

#### **Claims List Approval**

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

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

Operating Fund Claims List	- \$198,008.04
Construction Fund Claims List	- \$ 12,556.13

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

#### **Adjournment**

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

  
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Scott Lynn, Executive Director