

MINUTES

TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY

ORGANIZATION MEETING

February 22, 2017

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, February 22, 2017, with the following members present:

Michael Avolio.
Richard Nunn
Greg Burchette
Robert Mc Cray
Frank Scarantino

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 3, 2016.

Oaths of Office

Resolution – Appointing Robert McCray to a Five year Term

Mr. Lynn reported that Mr. McCray was appointed by the Hillsborough Township Committee to the Authority on January 3, 2017 for a five year term until February 1, 2022.

The oath of office was then administered by Mr. Lynn to newly appointed member, Robert McCray, for a 5 year term to end January 31, 2022. The members congratulated Mr. McCray 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, 2018.

Mr. Nunn moved that Mr. Avolio be nominated Chairman until the reorganization meeting in February, 2018.

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

Chairman Avolio then called for nominations for Vice-Chairman until the reorganization meeting in February, 2018.

Mr. McCray moved that Mr. Nunn serve as Vice-Chairman until the reorganization meeting in February 2018.

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

Chairman Avolio then called for nominations for Secretary to serve until the reorganization meeting in February, 2018.

Mr. Nunn moved that Mr. McCray serve as Secretary until the reorganization meeting in February, 2018.

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

Chairman Avolio then called for nominations for Treasurer to serve until the reorganization meeting in February, 2018.

Mr. McCray moved that Mr. Scarantino serve as Treasurer until the reorganization meeting in February, 2018

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, 2018.

Mr. McCray moved that Mr. Burchette serve as Assistant Secretary-Treasurer until the reorganization meeting in February, 2018.

The motion was seconded by Mr. Scarantino and the roll call vote was: Chairman Avolio – yes, Mr. Nunn – yes, Mr. McCray – yes, and Mr. Scarantino – 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, 2018.

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, 2018; 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 22, 2017	September 27, 2017
April 26, 2017	October 25, 2017
May 24, 2017	November 21, 2017
June 28, 2017	December 20, 2017
July 26, 2017	January 24, 2018
August 23, 2017	February 28, 2018

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, at the offices of the Authority, filed with the Hillsborough Township Clerk, published in the Courier-News and the Hillsborough Beacon papers.

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. Scarantino – 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, and Mr. Scarantino – 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. Scarantino – 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 22th day of February 2017, 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, Mr. Scarantino – 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 22, 2017 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, Mr. Scarantino – 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 22, 2017 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, Mr. Scarantino – 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 22, 2017 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. Scarantino – 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 22, 2017 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, Mr. Scarantino – 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, Mr. Scarantino – 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, Mr. Scarantino – 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 22, 2017 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, Mr. Scarantino – 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, Mr. Scarantino – 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, Mr. Scarantino – 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. Scarantino – yes, 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, 2018.

Chase Bank	Peapack Gladstone Bank
Constitution National Bank	Provident Bank
TD Bank	Fulton Bank
Bank of America	Valley National Bank
PNC 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, Mr. Scarantino – 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, Mr. Scarantino – 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, Mr. Scarantino – 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, Mr. Scarantino – yes, and Mr. Burchette - yes.

Approval of Minutes

Mr. Nunn moved that the meeting minutes of January 24, 2017 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 – abstain, and Mr. Burchette – abstain, and Mr. Scarantino - 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 reported for the period.

Resolution – Approval of a Proposal from Van Note – Harvey Associates for the Force Main Assessment:

Mr. Lynn reiterated the ongoing evaluation of the infrastructure related to the sewer facilities to the members. Mr. Lynn reminded the members that back in December, 2016 approval was granted to proceed with the structural integrity testing of the 10 and 14-inch force mains from the Sunny Mead Pump Station to SRVSA.

Mr. Lynn stated that Mr. Hasan, our consulting Engineer from Van Note – Harvey Assoc., and himself had been working on this rather large project and Mr. Hasan was asked to submit a proposal for his engineering services for the remainder of the project. As such, Mr. Hasan submitted an Engineering proposal, entitled, Dual Force Main Condition Assessment, based on the findings of the testing.

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

WHEREAS, Mr. Lynn has identified the need to have an Engineer involved in the Force Main assessment to identify concerns and problems with the existing force mains and recommended to the system if required.

WHEREAS, it is essential for the Authority to protect its equipment and be able to deliver flows uninterrupted to SRVSA for treatment; and

WHEREAS, Mr. Lynn has recommended the approval of the proposal for Professional Engineering services and Mr. Lynn confirmed the allocation of funds is in line with the Authority's 5 Year Capital Plan and certified that sufficient funds are available for said project.

NOW, THEREFORE BE IT RESLOVED, that Mr. Lynn be hereby authorized to award Van- Note Harvey approval of the project with a not to exceed amount of \$10,000 in accordance with the proposal submitted.

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

Resolution – Licensed Operator Assignment – Eric Lehman

Mr. Lynn informed the members that an NJDEP C3 licensed operator needs to be assigned to the Authority in accordance with the rules and regulations of NJDEP for a Collection System.

Mr. Lynn presented that Mr. Lehman possesses a C3 Licenses and the credentials to fulfill the required Operators position.

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

WHEREAS, Mr. Lynn has identified the need to have a C3 Licensee person/operator responsible for the Authority and Mr. Lehman has requested to fill this position.

WHEREAS, it is required by the NJDEP for the Authority to have a person with the credentials to fill this position; and

WHEREAS, Mr. Lynn has recommended the approval of Mr. Lehman who has 25 years of experience with the Authority as a regular employee and Supervisor, possesses all required licenses and experience for the Authority to meet the requirements of the NJDEP; and

NOW, THEREFORE BE IT RESLOVED, that Mr. Lynn be hereby authorized to award Mr. Lehman the title and position of the Licensee Operator for the Authority with a pay increase of \$3,000.00 per year.

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

RESOLUTION – APPOINTMENT OF REPRESENTATIVE TO THE SRVSA

Gail Quabeck:

BE IT RESOLVED, in accordance with the provisions of NJSA 40:14A, that Ms. Gail Quabeck be and is hereby appointed a member of the Somerset Raritan Valley Sewerage Authority to serve for a Five Year term commencing February 1, 2017, and expiring January 31, 2022, or until a successor is appointed.

INTRODUCED BY: Mr. McCray

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

Randy Smith:

Be it resolved that Mr. Randy Smith be appointed to serve as the Authority's representative on the Somerset Raritan Valley Regional Sewerage Authority for an unexpired term of Michael Merdinger ending on January 31, 2018, or until a successor is appointed.

INTRODUCED BY: Mr. Nunn

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

I, Scott 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 February 22, 2017.

Emergency Repair – River Road Pump Station – Pump Failure

Mr. Lynn had reported to the members that the River Road Pump Station, pump number 1 had catastrophically failed last week. This failure prompted the need to have Pumping Services come out to the site, pull the pump from the wet well and install a rental pump suitable to work in its place until an economical solution and plan were derived. It should be noted that the pumps in the River Road Wet Well have been suspect for some time since they are original and have far surpassed their service life. As such, Mr. Lynn requested quotes for replacement of the pumps, rail system and internals of the wet wells. Mr. Lynn also reported that Pumping Services did an inspection of pump number 2 while at the site and have determined pump number 2 is in need of replacement as well.

The members suggested seeking other quotes to replace the internals of the wet well and the replacement of the pumps as well.

SRVSA Report

No Report

Claims List Approval

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

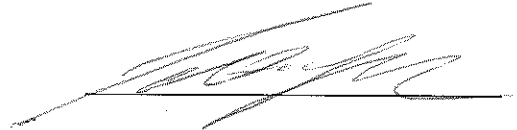
BE IT RESOLVED that the following claims lists dated February 22, 2017 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund -	\$884,097.93
General Fund -	\$ 17,640.00

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

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