

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

**WEDNESDAY, March 22, 2017**

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

Michael Avolio  
Richard Nunn  
Robert McCray  
Frank Scarantino

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, 2017.

**Approval of Minutes**

Mr. Nunn moved that the minutes of the meetings of February 22, 2017 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, and Mr. Scarantino – yes.

**BUSINESS FROM THE FLOOR**

There was no business from the floor.

**PUBLIC HEARING**

Chairman Avolio noted the first order of business is the Public Hearing on the proposed amendments to the rate resolution relating to Connection Fees.

Mr. Nunn moved the public hearing be opened. The motion was seconded by Mr. McCray and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

Mr. Lynn noted the public hearing had been duly advertised in accordance with statutory requirements. The proposed amendment reflects the annual recalculation of the connection fee in accordance with the requirements and formula set forth in N.J.S.A. 40:14B-22. The connection fee for an equivalent dwelling unit will decrease from the present fee of \$2,862.00 to \$2,814.00. The proposed revisions and the calculation had been supplied to the members previously.

There being no public present, Mr. Nunn moved to close the public hearing. The motion was seconded by Mr. McCray, and the roll call vote was: Chairman Avolio – yes, Mr. Scarantino – yes, Mr. Nunn – yes, and Mr. McCray - yes.

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

Chairman Avolio stated that information relative to the annual recalculation of the sewer Connection Fee had been prepared. The Statute, NJSA 40:14B-22, defines the method of calculating a connection fee and requires that it be recalculated at the end of each year. Based on the calculations, the connection fee for an equivalent dwelling unit (300 gallons per day) will decrease from \$2,862 to \$2,814.

The members reviewed the proposed amendment and calculations. Mr. Lynn announced a resolution should be adopted authorizing a public hearing and advertising same. Following discussion, Mr. Nunn introduced the following resolution and moved that it be adopted:

**TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
PUBLIC NOTICE**

BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
OF A PUBLIC HEARING ON A RESOLUTION ESTABLISHING CERTAIN SEWER  
SERVICE CHARGES AND CONNECTION OR TAPPING FEES

PUBLIC NOTICE is hereby given by The Township of Hillsborough Municipal Utilities Authority (hereinafter called the "Authority") that at 8:00 P. M. prevailing time on the 22<sup>nd</sup> day of March, 2017, at a meeting of the Authority at the offices of the Authority at 220 Triangle Road, Suite 234, Hillsborough, New Jersey, the Authority will consider the rates, fees, or other charges to be charged to the users of the sewerage services or facilities of the Authority, and that it will consider or may take action and prescribe such charges in accordance with the Municipal Utilities Authorities Law, and TAKE FURTHER NOTICE that at such time and place aforesaid, a Public Hearing will be held by the Authority with respect to such charges at which time all persons interested may appear and will be heard. The following amended resolution will be considered at the time aforesaid.

RESOLUTION BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES  
AUTHORITY ESTABLISHING CERTAIN SEWER SERVICE CHARGES AND  
CONNECTION OR TAPPING FEES

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the "Authority") is required by law and by Section 303 of its Service Contract with The

Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues there from will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on April 1, 2017.

**SECTION IV. is hereby amended as follows:**

**SECTION IV. CONNECTION OR TAPPING FEES**

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,814
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1 bedroom unit	\$1,688
2 bedroom unit	\$2,392
3 bedroom unit	\$2,814
Senior housing (age restricted):	
1 bedroom unit	\$1,041
2 bedroom unit	\$1,604
3 bedroom unit	\$2,111
Assisted living facilities: Per bed	\$ 938
All other uses – charge per gallon of estimated average daily flow	\$9.38

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after

the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase "estimated average daily flow" shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

**SECTION V. is hereby amended as follows:**

**SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.38 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution, and will be added to the billing of such customer for the next following quarter after such excess has been determined.

THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY

MICHAEL AVOLIO, CHAIRMAN

**MATTERS FOR CONSIDERATION**

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

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

**Resolution – Performance Bond to Maintenance Bond MAAC Development Group, Inc.**

WHEREAS, sanitary sewer facilities for MAAC Development Group, Inc. have been constructed and tested under the Authority's inspection and found acceptable;

WHEREAS, MAAC Development Group, Inc. has requested the Performance Bond to converted to a Maintenance Bond;

NOW, THEREFORE, BE IT RESOLVED, that Performance Bond No. CT021636 in the amount of \$38,236.00 be released upon receipt of a two year Maintenance Bond in the same amount of \$5,735.00

INTRODUCED BY: Mr. Nunn

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

I, Scott Lynn, Certifying Officer of The Township of Hillsborough 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 March 22, 2017.

**Resolution: BOND RELEASE – Performance Bond to Maintenance Bond  
Richmond Properties.**

WHEREAS, sanitary sewer facilities for Richmond Properties have been constructed and tested under the Authority’s inspection and found acceptable;

WHEREAS, Richmond Properties has requested the Performance Bond to converted to a Maintenance Bond;

NOW, THEREFORE, BE IT RESOLVED, that Performance Bond No. 39148 in the amount of \$120,736 be released upon receipt of a two year Maintenance Bond in the same amount of \$18,110.

INTRODUCED BY: Mr. Nunn

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

I, Scott Lynn, Certifying Officer of The Township of Hillsborough 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 March 22, 2017.

**Resolution – Endorsement of Treatment Works Approval Application – Route 206  
Bypass – Contract B**

WHEREAS, an application has been received from Dewberry Engineers Inc. on March 1, 2017 on behalf of the NJDOT for a proposed sanitary extension and reconfiguration as a result of the Route 206 realignment Contract B project ; and

WHEREAS, applications for said project as prepared by Dewberry Engineers Inc., consisting of an NJDEP Treatment Works Approval (TWA) and Statement of Consent form WQM-003, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said applications be approved for signature and submittal to the NJDEP;

INTRODUCED BY: Mr. Nunn

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

BE IT FURTHER RESOLVED, On March 22, 2017, that the said applications be signed and forwarded to Dewberry Engineers Inc. for their submittal and approval by the New Jersey Department of Environmental Protection, Somerset Raritan Valley Sewer Authority (if required) and the Executive Director be authorized to execute applications required in connection with said submittal.

#### **Resolution – Authorizing the Purchase High Tide Technologies SCADA System**

Mr. Lynn reported the dialer systems at six of the remaining 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 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 other pump stations. This system has been working well and integrated with the requirements we need to monitor our pump stations.

Mr. McCray 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, 2017; 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) High Tide Dialer systems for use at the pump stations with a not to exceed of \$16,000.

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

#### **Resolution and Update – River Road Pump Station Pump Replacement**

Mr. Lynn requested the approval of replacing two existing pumps at the River Road Pump Station. Pump number one (1) had catastrophically failed and Pumping Services was called to remedy the problem at the time, under an Emergency situation. It was determined that

the windings in the pumps had failed. It should be noted that the pumps are over thirty years old and have been nursed along until now. Pumping Services provided a rental pump in place of pump one temporarily just to get the station back and running. While Pumping Services were there, they provided an analysis on pump two and determined that pump two was not far behind in failing. As a result, the Authority acquired three quotes to replace both pumps and replace the rail system. Pumping Services was the lowest. Mr. Lynn therefore recommended that Pumping Services replace the pumps and rail systems.

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

WHEREAS, the Authority has determined it requires two new pumps and rail systems are needed at the River Road Pump Station.

WHEREAS, funds to purchase said pumps have been provided in the Authority's Capital Budget for the fiscal year ending November 30, 2017; and

WHEREAS, three quotes have been obtained and Mr. Lynn recommended the purchase be from the lower priced company, Pumping Services, not to exceed \$39,500.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of two(2) pumps and rail systems for use at the River Road Pump Station.

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. Scarantino – yes.

### **NJUAJIF Safety Awards**

Mr. Lynn reported that the Authority again obtained a perfect score on the Safety Incentive Program and completed the year without a lost time accident. Chairman Avolio and the members asked Mr. Lynn to congratulate the employees on continuing the good work on the Safety Incentive Program. Mr. Lynn stated in the past, in recognition for these accomplishments, the Authority awarded the employees with a Safety Day to be utilized as a personal day, to be used anytime during the current year. Chairman Avolio asked the members for their thoughts. Mr. Nunn said he felt it was important to let the employees know the commitment necessary to have a successful Safety Program and felt the Safety Day was both a way to recognize their efforts and incentive to continue.

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

WHEREAS, the Township of Hillsborough Municipal Utilities Authority has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program and completed the year without a lost time accident;

NOW, THEREFORE, BE IT RESOLVED that in recognition of the aforementioned award and accomplishment, the staff be awarded a Safety Day to be utilized as a personal day within the current year.

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

**SRVSA Report**

No report for March

**Claims List Approval**

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

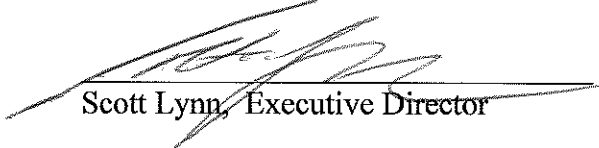
BE IT RESOLVED that the following claims list dated March 22, 2017 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$267,883.36
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The motion and resolution were seconded by Mr. Nunn and the roll call vote was: Mr. Avolio – yes, Mr. Nunn – yes, and Mr. McCray – yes, and Mr. Scarantino – 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. McCray and the roll call vote was unanimous for adjournment.

  
Scott Lynn, Executive Director