

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

**WEDNESDAY, APRIL 26, 2017**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, April 26, 2017, with the following members present:

Michael Avolio  
Richard Nunn  
Robert McCray

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

**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 March 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.

**BUSINESS FROM THE FLOOR**

There was no business from the floor.

**MATTERS FOR CONSIDERATION**

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

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

**2016 Report on the Physical Conditions Report**

Mr. Lynn distributed copies of the 2016 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 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.

**Update – River Road Pump Station**

Mr. Lynn reported to the members that the River Road Pump Station is functioning nicely with the new pumps installed this month and now that spring is approaching the final remaining items can take place to complete the upgrade of the station. Mr. Lynn informed the members that the car-port enclosure, previously approved in the fall for purchase, will be installed next week. Mr. Lynn also mentioned that the paving quotes and fence replacement quotes are in and we can discuss these items later in the meeting since they are on this month's agenda.

Mr. McCray was glad to hear the pumps were installed and the station is functioning once again. Mr. McCray also went on to express how important it is to stay on top of the pumps and schedule regular maintenance so situations like this can be avoided if possible.

**Resolution – Authorizing the Replacement of the Fence Enclosure at the River Road Pump Station.**

Mr. Lynn reported the fence enclosure around the River Road Pump Station is original to the station and is in need of repair and should be replaced. Mr. Lynn also mentioned that the configuration of the gates needs to be revised from their original location due to generator pad having been relocated. Mr. Lynn also stated the station and its area needs to be secured from trespassers.

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

WHEREAS, the Authority has determined it is necessary to repair and replace the fence enclosure at the River Road Pump Station.

WHEREAS, funds to purchase said fencing 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 lowest priced company being Eagle Fence and Supply, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves with a not to exceed of \$16,000.

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.

#### **Resolution Approval of Paving River Road Pump Station Pump**

Mr. Lynn reported the main entrance driveway, parking area and turn-around area at the pump station is in need of replacement. The current driveway is merely dirt and the lower area is dirt and stone as a result of the improvements over the past year. Mr. Lynn reported that several quotes have been acquired to upgrade and install new pavement to handle the truck loads we subject the driveway to.

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

WHEREAS, the Authority has determined the main driveway at River Road 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 \$10,000.00.

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 – Approval of Replacement Generators at the Hodge Road and Ninth Street Pump Station.**

Mr. Lynn reported the generators located at the Ninth Street and Hodge Road pump stations are in need of replacing. The generators were installed in the early 1980's and are powered by White diesel motors which are no longer being manufactured and parts are very hard to obtain. Mr. Lynn reported the radiator at the Ninth Street generator needed to be replaced about a year ago and completing the repair was difficult due to the configuration and requirements of the old, out dated system. Mr. Lynn also stated the two generators are

becoming harder to maintain their running condition causing concern over the longevity of the motors and systems. Mr. Lynn said the generators are a key piece of equipment to the function of the systems in the event of a power outage and the generators must be functioning to ensure proper operation of the system. Mr. Lynn recommended replacing the existing generators with the same type system as currently being used. That is to say, a self-contained unit (sled) type unit to keep the replacement cost down and effectively this being a “plug and play” system. Mr. Lynn recommen replacing the Ninth Street generator first since this generator is in of a need right now versus Hodge Road.

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

WHEREAS, the Authority has determined it is necessary to replace the generators at the Ninth Street Pump Station first and foremost.

WHEREAS, funds to purchase said generators have been provided in the Authority’s 5 year Capital Budget; and

WHEREAS, three quotes have been obtained and Mr. Lynn recommended the purchase be from the lowest priced company being GenServe, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the replacement of the generator at Ninth Street with a not to exceed of \$28,000.

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.

#### **Update – Madison Avenue Backup**

Mr Lynn reported to the members that a call from a Mrs. Puzio came in on April 1, 2017 regarding a backup of sewage into her basement bathroom. A crew was sent out to the residence and found that while only a small amount of sewage had overflowed the facilities that the Authority should reimburse Mrs. Puzio for the damages to her items. Mr. Lynn stated the blockage was caused by 45 years of accumulated debris in the line near the point where the riser discharges into the trunk line. Mr. Lynn stated that our crews worked diligently to clean the line and restore flow. Mr. Lynn also stated that this line has not been a problem in the past and rainwater was extensive during this weekend and days prior. This might have contributed to the problem.

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

WHEREAS, the Authority has determined the blockage was on our side of the line and the Authority should reimburse Mrs. Puzio for damages; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the reimbursement in the amount of \$1,175.81

INTRODUCED BY: Mr. Nunn

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 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

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves Eric Lehman to attend the conference in Atlantic City

INTRODUCED BY: Mr. Nunn

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

**Reminder – Ethic Financial Disclosure Forms**

Mr. Lynn reminded the member that the on-line FDF need to be filed with the State by April 30, 2017.

**SRVSA Report**

No report for March

**Claims List Approval**

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

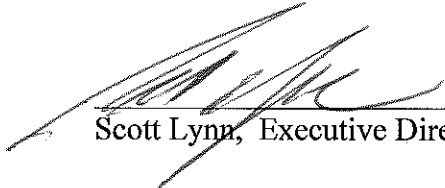
BE IT RESOLVED that the following claims list dated April 26, 2017 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	\$202,691.69
General Fund Claims List	\$ 15,120.00

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.

**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.

  
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Scott Lynn, Executive Director