

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, JUNE 28, 2017

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, June 28, 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 April 26, 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.

MATTERS FOR CONSIDERATION

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

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

Annual Audit Report - Fiscal Year Ending Nov. 30, 2016

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 \$28,572 we budgeted from the Rate Stabilization Fund for 2016, 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, 2016

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.

Chairman Avolio 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, 2016 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, 2016, 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, Mr. Scarantino –yes and Chairman Avolio – yes. Mr. Burchette was not in attendance at the June 28th meeting, but did sign the required affidavit on June 30, 2017.

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 June 28, 2017.

Scott G. Lynn, Certifying Officer

Update – River Road Pump Station

Mr. Lynn reported to the Board that the River Road Pump Station is complete with the exception of the new fence. Mr. Lynn stated the pavement had been completed, the pumps installed, the new dialer system functioning, the generator pad complete and that everything was operating smoothly. Mr. Lynn provided pictures of the “before” and “after” construction results of the pump station and the pump station site. The Board members where happy to see the results of the “new” pump station. Mr. Lynn then mentioned that since the improvements where just about compete, a monthly update to the Board would not be required any longer.

Resolution – Approval to replace and update the Electrical Controls at the Mulford Road Pump Station

Mr. Lynn has reported to the members that our current Mulford Road pump station electrical and control system is of the same age as the River Road pump station and is in need of replacement. Mr. Lynn stated that system has had issues since the MUA was ordered to take over the station and up until now repairs have been made but it is to a point where the controls and system need to be replaced. Mr. Lynn reported that this station is affectively a mirror image to the River Road station and as such the same type of control panel and electrical system would be installed as installed at River Road. Mr. Lynn provided pictures of the existing system and the problems with it to the Board members for clarification.

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

WHEREAS, Mr. Lynn express the need to replace the current electrical system and controls at the Mulford Road pump station in order to ensure the operation of that station; and

WHEREAS, Mr. Lynn has obtained three quotes to perform the replacement and updates; and

WHEREAS, Mr. Lynn express that the improvements are in keeping with the 5 year Capital Budget and that funds are in place to perform the required improvements; and

WHEREAS, the electrical and control system at Mulford Road be replaced based upon the condition of the system,

NOW, THEREFORE BE IT RESOLVED, that the approval to replace the electrical system and control panel be issued to the lowest quote being Water Resource Technologies with a price not to exceed \$18,000.

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 and Mr. Scarantino – yes.

Resolution – Approval to repair a portion of driveway at 89 Perrine Pike

Mr. Lynn reported that a portion of our riser and clean out within the property limits of 89 Perrine Pike had to repaired due to a separation of the pipe. The repair was at a depth of approximately fourteen feet deep. The repair was completed but due to the proximity of the driveway and the depth of the excavation, this caused a portion of the driveway to be damaged and in need of repair. The existing driveway is approximately twenty years old and the owners of 89 Perrine Pike had the entire driveway paved by their own contractor. The MUA portion of the damaged driveway was approximately one third of the overall length and width of the driveway. The owners agreed to have the MUA contribute via a reimbursement of \$1,500 towards the total \$4,000 cost of the repave.

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

WHEREAS, Mr. Lynn recommended the need to reimburse the owners for the damaged portion of the driveway; and

WHEREAS, Mr. Lynn and the owners agreed to a \$1,500 reimbursement; and

NOW, THEREFORE BE IT RESOLVED, that the approval to reimburse the owners of 89 Perrine Pike in the amount of \$1,500 towards their driveway replacement .

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

Discussion – Carrier Clinic Foundation

Mr. Lynn reported that the Carrier Clinic Foundation had submitted a letter requesting the MUA to investigate and look into the possibility of the MUA receiving flow from their facility. Mr. Lynn stated that their on-site disposal system was being ordered by the NJDEP to resolve issues at the site by 2019. One of the options the Foundation has is to tie into our system. Mr. Lynn said the problem is the Foundation is in Montgomery Township and an agreement would have to be set in place for the MUA and SRVSA. Mr. Lynn also suggested that the system be of a private system with limitations in the agreement that no other properties from Montgomery would be included. The Board agreed. As such, Mr. Lynn will prepare a letter requesting the Foundation to first meet with SRVSA and Montgomery Township of the details of the situation. Until such time the MUA will assist in any way we can but not agree to anything until the Foundation has made an amendment to the County Sewer Service Area Plan.

Discussion – Royce Brook Country Club

Mr. Lynn reported the Royce Brook Country Club had received an approval from the NJDEP to be included within the Somerset County Wastewater Management area and as such has been approved for 145,000 gallons of sewer flow. Mr. Lynn reported that representatives from Toll Brothers, including their Engineer had a meeting here to discuss tying into the Claremont Pump Station. After review of the conceptual plan Mr. Lynn had suggested to their Engineer to look into avoiding the Claremont pump station and run an independent force main from their project directly to our gravity discharge point.

Discussion – Route 206 Improvements

Mr. Lynn reported to the Board that NJDOT is gearing up once again to start improvements along Route 206 from Doctors way to Valley Road. Mr. Lynn said as of right now they are in the design stage and as more information becomes available he would keep the Board apprised.

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 May 24, 2017 and June 28, 2017 be approved and the Treasurer be authorized to issue checks in payment of said claims.

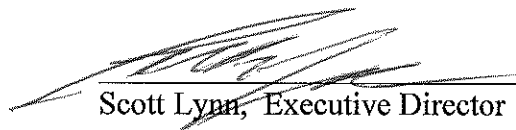
May: Operating Fund Claims List \$784,301.98

	General Fund Claims List	\$ 39,280.00
June:	Operating Fund Claims List	\$203,802.03

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 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