

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

Wednesday, July 25, 2018

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, July 25, 2018, with the following members present:

Michael Avolio
Richard Nunn
Frank Scarantino

Also present were Scott Lynn, Executive Director. Absent was member Robert McCray and Mr. Mark Wetter, 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 9, 2018.

Approval of Minutes

Mr. Nunn moved that the minutes of the meetings of June 27, 2018, be approved as recorded by the Executive Director. The motion was seconded by Mr. Scarantino, and the roll call vote was: Chairman Avolio –yes, Mr. Nunn – yes, and Mr. Scarantino – yes.

BUSINESS FROM THE FLOOR

There was no business.

MATTERS FOR CONSIDERATION

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

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 and included in the budget for this purpose, and

WHEREAS, the Authority has determined after much consideration and conversations to renew a one (1) year contract to Daniel 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 \$41.68 per hour between Daniel 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. Nunn, and the roll call vote was: Chairman Avolio – yes, Mr. Scarantino – yes, and Mr. Nunn – yes.

Resolution – Lincoln National – Amended (457)b Deferred Compensation Plan

Mr. Lynn reported to the members that Lincoln Retirement Services. LLC, who manages our deferred compensation plan for our staff requires that the Authority pass a resolution to continue services with this firm. As such, Mr. Lynn recommended the Resolution as stated below be approved.

RESOLUTION: Amended 457(b) Deferred Compensation Plan

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (hereinafter referred to as the "Employer") by resolution previously adopted a Deferred Compensation Plan (hereinafter referred to as the "Plan") for the purpose of making available to eligible employees the accrual of tax benefits under a Section 457 Deferred Compensation Plan; and

WHEREAS, the Economic Growth and Tax Relief Reconciliation Act of 2001, the 2005 final regulations issued under the Uniformed Services Employment and Reemployment

Rights Act of 1994, the Pension Protection Act of 2006, final Treasury Regulation §1.457-4, the Heroes Earnings Assistance and Relief Tax Act of 2008 , the Worker, Retiree and Employer Recovery Act of 2008 and the Small Business Act of 2010 amended sections of the Internal Revenue Code (the “Code”) and the rules and/or regulations issued thereunder affecting Section 457 Deferred Compensation Plans (cumulatively referred to as the “Acts and Regulations”);

WHEREAS, the Employer desires its Plan to conform with the changes in the Code and Treasury regulations brought about by the Acts and Regulations;

WHEREAS, the Employer desires to adopt a restated Plan that conforms with the changes in the Code and Treasury regulations resulting from the Acts and Regulations;

WHEREAS, such revised Plan shall supersede the previously adopted Plan;

NOW, THEREFORE BE IT RESOLVED that the Employer hereby adopts a revised Plan 92-PD-Lincoln-121316.

BE IT FURTHER RESOLVED that Lincoln Retirement Services, LLC (hereinafter referred to as “Lincoln”) has agreed to continue to be the provider of the Deferred Compensation Program for employees and elected officials; and

BE IT FURTHER RESOLVED that Lincoln will continue to provide, for the benefit of the participants the Multi-Fund Variable Annuity contract; and

BE IT FURTHER RESOLVED that there has been no collusion, or evidence or appearance of collusion, between any local official and a representative of Lincoln in the selection of a provider pursuant to N.J.A.C. 5:37 - 5.7.

BE IT FURTHER RESOLVED that the Finance Director, Business Administrator or Executive Director is authorized to execute an Administrative Services Agreement with Lincoln (94-SA-Lincoln-110217) and such other agreements as are necessary to implement the Deferred Compensation Program. It is implicitly understood that there is to be no cost or contribution by the Employer to the program; and

BE IT FURTHER RESOLVED that the Finance Director, Business Administrator or Executive Director is authorized to serve as the “Administrator” of the plan, represent the Employer, and execute individual deferred compensation agreements with each said employee; and

BE IT FURTHER RESOLVED by the Employer that the Clerk forward a certified true copy of this resolution to the Finance Director, Business Administrator or Executive Director and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the Director of the Division of Local Government Services at P.O. Box 803; Trenton, NJ 08625-0803.

INTRODUCED BY: Mr. Nunn

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

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 July 25, 2018.

Personnel – Robert Howell

Mr. Lynn opened the conversation with the members of his gratification regarding Robert Howell. Mr. Lynn reported that Robert was asked to attend classes and obtain Certificates to continue his advancement here at the Authority. Robert has attended both pump service classes and basic and advance electrical courses to further his education. Mr. Lynn also reported to the members that Robert is a valuable employee here at the Authority. As such, Mr. Lynn recommended that Mr. Howell's income be increased as it is important

After discussion, the members agreed to make an adjustment to the salary of Mr. Howell. It was suggested to increase Mr. Howells salary by \$4,000. Chairman Avolio then asked the members if they had any other comments or questions. After further discussion, the members agreed with the increase in salary and felt the increase was in line with what Mr. Howell has obtained and his performance level.

WHEREAS, the Authority recognizes the need for its Employees to attend classes and continue their education designed to disseminate technical, management, safety and regulatory information to promote the professional development of its employees, and

WHEREAS, attendance at such classes is beneficial to the Authority to maintain a work force capable of fulfilling their responsibilities to the Authority and operation of the Township of Hillsborough Municipal Utilities Authority, and

WHEREAS, employees who possess the education and advancement in their work related studies should be compensated accordingly, and

WHEREAS, the funds are available and budgeted for to provide the increase in Mr. Howell's salary, and

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the salary increase as suggested to Mr. Howell.

INTRODUCED BY: Mr. Nunn

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

Update – Sunnymead Pump Station Site and Chamber Design

Mr. Lynn reported to the members that a conceptual design layout for the pump station is progressing along with the new chamber design. Mr. Lynn stated that metering of the inflow was taking place and the results would help determine the sizing of the wet well and for further development. Mr. Lynn reported the progress is proceeding along as expected.

SVSA Report

No Report

Claims List Approval

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

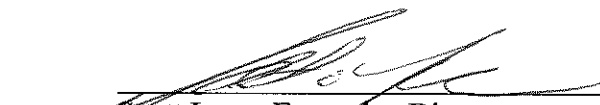
BE IT RESOLVED that the following claims lists dated July 25, 2018 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	\$158,728.11
General Fund	-	\$ 13,803.00

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

Adjournment

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


Scott Lynn, Executive Director