

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

Wednesday, June 27, 2018

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, June 27, 2018, with the following members present:

Michael Avolio
Richard Nunn
Robert McCray
Frank Scarantino

Also present were Scott Lynn, Executive Director, and Mr. Mark Wetter, 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 9, 2018.

Approval of Minutes

Mr. McCray moved that the minutes of the meetings of May 23, 2018, be approved as recorded by the Executive Director. The motion was seconded by Mr. Nunn, and the roll call vote was: Chairman Avolio –yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Scarantino – abstain.

BUSINESS FROM THE FLOOR

There was no business.

MATTERS FOR CONSIDERATION

Annual Audit Report - Fiscal Year Ending Nov. 30, 2017

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.

Resolution and Affidavit – Annual Audit report – Fiscal Year Ending Nov. 30, 2017

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, 2017 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, 2017, 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 27th meeting, but did sign the required affidavit on June 28, 2018.

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 27, 2018.

Resolution to Re-Adopt Personnel Policies and Procedures Manual

Mr. Lynn, in accordance with the requirements of the New Jersey Utility Authority Joint Insurance Fund (NJUAJIF), reported the Authorities Personnel Policy and Procedures Manual have been updated. All the updates required by the JIF and additional policies and/or policy changes have been completed and were included in the member's packets for review.

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

WHEREAS, In accordance with the New Jersey Utility Authority Joint Insurance Fund the Authority is required to update the Personnel Policy and Procedures Manual every two years; and

WHEREAS, Mr. Lynn has completed the recommended updates and additional changes including new policies required by law or regulation; and

WHEREAS, the members and counsel have reviewed and discussed the updates and/or changes including new policies and their impact upon the Authority and its personnel,

NOW, THEREFORE BE IT RESOLVED, that the revised Personnel Policy and Procedures Manual including the Alcohol/Drug Free Workplace Policies and Procedures and the Managers and Supervisory Policies Manual be hereby readopted and become effective 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. Scarantino - yes.

Resolution – Approval to Replace Inflow Valve at the Ivy Hill Pump Station

Mr. Lynn reported that work is required to be done on the pumps at the Ivy Hill Pump Station. The pumps need to be pulled but inflow to the wet well cannot be stopped because of the frozen valve. Mr. Lynn stated the valve is the original valve and it has served past its service life. Mr. Lynn also stated that the replacement of the valve is required in order to stop the flow into the wet well.

Mr. Lynn said that three proposals were obtained for the replacement of the valve and Pumping Services had the lowest estimate.

Mr. Nunn asked if we had a schedule for exercising the valves at the other stations so this problem could be avoided. Mr. Lynn said that we initiated a program to exercise the valve's

to help alleviate this condition. Mr. Lynn also stated that these are wear items and even though exercising the valves helps they are still prone to wear.

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

WHEREAS, it has been determined that the valve is required to be replaced at the Ivy Hill Pump Station in order to perform the required repairs to the pumps; and

WHEREAS, Mr. Lynn has obtained the required quotes from three companies to perform the work required; and

WHEREAS, Mr. Lynn said the funds are available to replace the valve and that Pumping Services is the lowest quote and recommends them to perform the service,

NOW, THEREFORE BE IT RESOLVED, Pumping Services shall replace the valve at the Ivy Hill Pump Station with a not to exceed price of \$32,000.00.

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.

Update – Sunnymead Pump Station Site and Chamber Design

Mr. Lynn reported to the members that a meeting with Mr. Hassan had taken place and that a conceptual design layout for the pump station is progressing. Mr. Lynn stated that metering of the inflow would be required as suggested by Mr. Hassan to help determine the sizing of the wet well and for further development. Mr. Lynn then went on to update the members on the new outfall chamber design and said the required field work was completed. Mr. Lynn reported the progress is proceeding along as expected.

Update – Millstone Borough

Mr. Lynn reported that he and Mr. Wetter are actively working on getting the agreement with Millstone Borough worked out and finalized.

Resignation of Greg Burchette

Mr. Lynn reported to the members that Mr. Burchette had informed him that he was resigning from his position as a member of the Authority effective July 13, 2018.

The members asked Mr. Lynn to inform Mr. Burchette on their behalf that his services and involvement as a member to the Authority were greatly appreciated and he would be missed.

Resolution – Somerset County Agreement to Accept Public Works Commodities

Mr. Lynn stated that the Somerset County Public Works requested that a resolution be passed to continue purchasing of goods and commodities from Somerset County. Mr. Lynn said we have been part of the purchasing agreement for many years. Mr. Lynn also reported that Somerset County has supplied a standard Resolution to be signed.

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

WHEREAS, it has been determined that the Authority shall be part of the Somerset County Public Works Commodities program; and

WHEREAS, Mr. Lynn recommended signing the Somerset County standard resolution; and

NOW, THEREFORE BE IT RESOLVED, Mr. Lynn is authorized to sign the Somerset County Public Works Commodities Resolution.

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.

Resolution – Sunnymeade Inflow Metering Proposal – Van Note and Harvey Assoc.

Mr. Lynn reported that work is progressing on the Sunnymeade Pump Station and as part of the design work it was recommended by Mr. Hassan that inflow metering be performed on the flow into the station. Mr. Lynn explained that this could help determine two factors. One being the sizing of the wet well and help determine the amount of I & I entering our system.

Mr. Lynn stated that a quote from Van Note and Harvey Assoc. was received to collect metering flows and data at a cost of \$13,000.00.

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

WHEREAS, it has been determined that the metering is required to be helpful in the design phase of the new station and for use with the I & I; and

WHEREAS, Mr. Lynn has obtained the required quotes from three companies to perform the metering work required; and

WHEREAS, Mr. Lynn said the funds are available to perform the metering,

NOW, THEREFORE BE IT RESOLVED, Van Note and Harvey Assoc. shall perform the metering and supply the data at a cost not to exceed \$13,000.00.

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.

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 June 27, 2018 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund - \$192,015.65

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

Adjournment

There being no further business to come before the meeting, Mr. McCray 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