

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

**WEDNESDAY, October 24, 2018**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, October 24, 2018, with the following members present:

Michael Avolio  
Richard Nunn  
Frank Scarantino  
Robert McCray  
Robert Damiano

Also, present were Scott Lynn, Executive Director 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**

Chairman Avolio moved that the minutes of the meetings of September 26, 2018 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. Scarantino – yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Damiano - yes.

**Presentation by Agha Hassan, P.E. of Van Note and Harvey Assoc. on the I and I of the System and an update on the Sunnymead Pump Station.**

Mr. Hassan presented the information to the Members as obtained from the flow monitoring report compiled in July and August on the incoming flows to the Sunnymead Pump Station. Mr. Hassan, described the methods of recording the incoming flow and used a Power Point presentation to indicate the results and the amount of I and I that was being generated from what would be a normal flow condition to a high I and I flow condition. The results of the metering indicate to the Authority that I and I is entering into our system at a high enough rate, dependent upon the rainfall, to affect our systems capacity and our expenditure of fees paid to the SRVSA.

After further discussion and questions by the Members it was suggested to expand the I and I flow metering in the future to better pin point entries of the I and I and repair those points. The members thanked Mr. Hassan for presenting the report and the presentation.

**BUSINESS FROM THE FLOOR**

No business from the floor.

**MATTERS FOR CONSIDERATION**

**Resolution – Plan Approval, Homescape Properties, LLC, Lot 9 in Block 175.18**

WHEREAS, Homescape Properties, LLC, owner of the above mentioned lots located on South Branch Road, Hillsborough, NJ, has requested a sanitary sewer connection of a property consisting of one (1) residential dwelling to the Authority's sanitary sewer system via a grinder pump and low pressure force main; and

WHEREAS, the onsite wastewater disposal system is failing and a gravity sewer line connection in South Branch Road is not available for a connection of this property. However, the gravity line in Wescott Road is available via a pump system, As a result, the property will be able to tie into the gravity sewer located in Wescott Road with the use of an on-site, privately maintained grinder pump; and

WHEREAS, the Authority recognizes the need for the connection of the dwelling to alleviate the failing septic system, and

WHEREAS, an application has been received from Homescape Properties, LLC for a sanitary sewer extension to service a residential dwelling South Branch Road; and

WHEREAS, plans for said sanitary sewer extension as prepared by Casey & Keller, Inc., dated July 30, 2018 revised through October 12, 2018 consisting of two (2) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Scott Lynn, Executive Director that said plans be approved subject to the following conditions:

1. Homescape Properties, LLC, the current property owner, and any other property owners thereafter, should they not be the same, is responsible to disconnect the temporary connection and replace it with a 4-inch gravity lateral and reconnect its lateral to the sanitary sewer system in accordance with the Authority's specifications at such time a gravity connection is available regardless of cost and direction of the lateral location.
2. All costs associated with the temporary connection and the gravity reconnection to the Authority's sanitary sewer system is the sole responsibility of the owner of the above mentioned lot and at no point shall the Authority or Township incur any cost associated with the future connection.
3. Approval from the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection, as may be required. The Authority specifications shall be included in the treatment works approval application.

4. As-built plans of the sanitary sewers constructed shall be prepared by the developer's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
5. Inspection Fees in the amounts established by the Authority shall be provided to the Township Municipal Utilities Authority prior to the start of construction.
6. The connection is considered temporary.
7. The maintenance of the on-site grinder pump and apparatus shall be that of the homeowner including all delivery lines of sanitary sewer up to the right-of-way of South Branch Road.
8. An extension of the force main shall be extended to the common property line between Lot 9 and Lot 8, as shown on the above mentioned plan.

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority and the N.J. Department of Environmental Protection, if required, for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

INTRODUCED BY: Mr. McCray

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

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 October 24, 2018.

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Scott G. Lynn, Executive Director

**Resolution – To Authorize the signing of an NJDOT Utility Engineering and Construction Agreement for Route 206.**

Mr. Lynn reported the NJDOT has a new requirement that requires a Resolution be approved by the Authority for the Utility, Engineering and Construction Agreement. Mr. Lynn reported the agreement in question is for the northern portion of Route 206 currently being designed.

Mr. Lynn stated the State has a standard Resolution that can be used by the Authority.

After further discussions,

WHEREAS, Mr Lynn suggested that approval to sign the NJDOT Resolution was in order and;

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Scott Lynn, Executive Director, that an NJDOT Resolution be signed in accordance with the requirements of the NJDOT:

INTRODUCED BY: Mr. Nunn

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

**Resolution – Performance Bond to Maintenance Bond Meadow Brook Estates**

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

NOW, THEREFORE, BE IT RESOLVED, that the Performance Bond be released upon receipt of a two year Maintenance Bond.

INTRODUCED BY: Mr. Nunn

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

**Resolution – Plan Approval Mr. Barstow, 565 South Woods Road Lot 46 in Block 203.14**

WHEREAS, Mr. Barstow, owner of the above-mentioned lot, located on South Woods Road Hillsborough, NJ, has requested a sanitary sewer connection of his property consisting of one (1) residential dwellings to the Authority’s sanitary sewer system via a gravity connection; and

WHEREAS, the onsite wastewater disposal system is failing and a gravity sewer line connection is in the rear of his property, within an easement, is available for a connection of this property. The gravity line, a 4” lateral would flow to an existing system which ultimately flows to the Carriage Hill Pump Station. Since the lateral is situated on private property and not within the right of way, the lateral will be privately maintained; and

WHEREAS, the Authority recognizes the need for the connection of the dwelling to the sewer system, and

WHEREAS, an application has been received from Mr. Barstow for a sanitary sewer extension to service one (1) residential dwelling on South Woods Road; and

WHEREAS, plans for said sanitary sewer extension as prepared by Van Cleef Engineering Associates, dated August 15, 2018 consisting of two (2) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Scott Lynn, Executive Director that said plans be approved subject to the following conditions:

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority and the N.J. Department of Environmental Protection, if required, for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

1. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection. The Authority specifications, signed and sealed by Jerome A. Harris, P.E., shall be included in the treatment works approval application.
2. As-built plans of the sanitary sewers constructed shall be prepared by the developer's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
3. Performance Bond and Inspection Fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction.
4. A Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the Performance Bond.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority.
6. Approval shall remain in effect for a period of two (2) years, at which time if construction of the facilities has not been initiated, re- approval will be required.

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority and the N.J. Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

INTRODUCED BY: Mr. McCray

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

### **AEA Convention**

Mr. Lynn reminded the Board members of the AEA Conference and NJ League of Municipalities Convention in Atlantic City on November 13 and 14, 2018.

### **SRVSA 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 list dated October 24, 2018 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	- \$146,771.91
General Fund Claims List	- \$98,930.50
Inspection Trust	- \$7,330.00

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

**Adjournment**

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