

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

Tuesday, January 22, 2019

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Tuesday, January 22, 2019, with the following members present:

Michael Avolio
Rick Nunn
Robert McCray
Frank Scarantino
Robert Damiano

Also present were Scott Lynn, Executive Director. Absent was 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 3, 2018.

Approval of Minutes

Mr. Damiano moved that the minutes of the meetings of December 19, 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. McCray – yes, Mr. Nunn – yes, and Mr. Scarantino – yes, and Mr. Damiano – yes.

BUSINESS FROM THE FLOOR

There was no business.

MATTERS FOR CONSIDERATION

Resolution – Approving the Hiring of Brien Batori, Maintenance Department

Mr. Lynn reported that the Authority is in need of Maintenance employees and the staff has been conducting interviews for new maintenance department employees. Mr. Lynn stated that Brien Batori come in for an interview and satisfies the criteria for an entry level positions with the Authority. Chairman Avolio asked about Mr. Batori's background. Mr. Lynn said Mr. Batori although new to the work place he does have training in welding,

general knowledge of mechanical systems, experiences from part time previous employment and his schooling.

Mr. Lynn recommended the Authority hire Mr. Batori at a rate of \$16.50 per hour with a standard probationary of 90 days.

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

WHEREAS, the Authority has identified the need for an additional maintenance employee, and

WHEREAS, the Authority staff has been conducting interviews with several candidates for the positions, and

WHEREAS, Mr. Lynn has stated that the 2019 Operating Budget includes the hiring of new maintenance employees:

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Mr. Lynn and the staff, the Authority hereby approves the hiring of Mr. Brien Batori for an entry level position and upon completion of a 90-day probationary period a review of Mr. Batori will be conducted prior to being offered permanent employment.

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

Resolution – Approval for Additional Security at the Authority Office

Mr. Lynn reported to the members that an increase in security at the office should be considered. Mr. Lynn suggested that a security glass enclosure be installed at the front counter at the office similar to the enclosure installed at the Hillsborough Township Tax Office. Mr. Lynn said that he had received several proposals from different companies who install such structures and was waiting on several others to determine the lowest proposal.

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

WHEREAS, the Authority has identified the need for an additional security at the front counter of the office, and

WHEREAS, the Authority staff has been soliciting proposals for such an enclosure, and

WHEREAS, Mr. Lynn has stated that the enclosure could be installed for \$24,000 based upon quotes already received.

WHEREAS, Mr. Lynn stated that the 2019 Operating Budget has funds included;

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Mr. Lynn, the Authority hereby approves installation of a security enclosure with a not to exceed cost of \$24,000.

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

Resolution – Plan Approval, Belle Mead Hot Glass, Lot 3 in Block 180.01

WHEREAS, Belle Mead Hot Glass, owner of the above-mentioned lot located on Route 206 South, Hillsborough, NJ, has requested a sanitary sewer connection of a property consisting of one (1) 5,361 SF commercial building to the Authority’s sanitary sewer system via a grinder pump and low-pressure force main; and

WHEREAS, Belle Mead Hot Glass is in the process of rebuilding their business after a fire destroyed their existing facility. Belle Mead Hot Glass was utilizing an on-site disposal field prior to the fire that was failing. A location to construct a new disposal field on the property is not practical. The property is within the sanitary sewer service area however a gravity connection is not available to the property. A sanitary sewer connection is available by use of an on-site grinder pump system.

WHEREAS, the Authority recognizes the need for the connection of the building to provide sanitary sewer service, and

WHEREAS, an application has been received from Belle Mead Hot Glass for a sanitary sewer connection via an onsite grinder pump system to service a commercial building; and

WHEREAS, Belle Mead Hot Glass assumes all maintenance and the responsibility including any and all cost of the grinder pump system and all of its apparatus.

WHEREAS, plans for said sanitary sewer extension as prepared by E&LP, dated October 17, 2018 consisting of nine (9) 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. Belle Mead Hot Glass, the current property owner, and any other property owners thereafter, should they not be the same, is responsible to disconnect the temporary grinder pump 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, NJDOT 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 property owner including all delivery lines of sanitary sewer up to the right-of-way of Route 206.

BE IT FURTHER RESOLVED, that plans be forwarded to the Somerset Raritan Valley Sewerage Authority, NJDOT 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 January 22, 2019.

Update – Sunny Mead Pump Station

Mr. Lynn reported to the members that Van Note-Harvey Assoc, had been out to the property and conducted a site evaluation for the purpose of submittal to NJDEP for the LOI and GP's as required. Mr. Lynn stated to the members that the plan was coming along nicely and a conceptual site plan for the pump station and outbuildings has been prepared in accordance with the environmental restrictions. Mr. Lynn stated the LOI and GP application was ready to submit to NJDEP and has instructed Van Note- Harvey to proceed with the submittal.

Reminder – MEL Training for MUA

Mr. Lynn informed the members that Chuck Casagrande will be conducting the MEL Training at the February 27, 2019 Board meeting at 7:00 pm.

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 January 22, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund - \$188,995.64

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


Scott Lynn, Executive Director