

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, DECEMBER 19, 2018

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, December 19, 2018, with the following members present:

Michael Avolio
Richard Nunn
Robert McCray
Frank Scarantino
Robert Damiano

Also, present were Scott Lynn, Executive Director, and 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. McCray moved that the minutes of the meetings of November 28, 2018 and the Closed Minutes, be approved as amended and recorded by the Executive Director. The motion was seconded by Mr. Nunn, and the roll call vote was: Chairman Avolio –yes, Mr. Nunn – yes, Mr. McCray – yes, Mr. Scarantino – yes, and Mr. Damiano – yes.

BUSINESS FROM THE FLOOR

There was no business.

MATTERS FOR CONSIDERATION

Resolution – Adoption of Revised Rules and Regulations

Mr. Lynn stated that the Authorities “Rules and Regulations Governing the Operations of The Township of Hillsborough Municipal Utilities Authority” created in 1966 and last amended October 26, 2011 should be amended. Certain language, clarification pertaining to the required termination point of sewer extensions, language pertaining to the discontinued use and permanent disconnection of individual grinder pumps all need to be included.

After further discussion, it was determined to amend the Rules and Regulations as recommended, modify and include language pertaining to a restrictive covenant imposed upon the property to ensure the abandonment of the individual grinder pump should gravity sewer become available.

WHEREAS, the Authority has determined the Rules and Regulations need to be amended as recommended.

WHEREAS, the two amendments to the Rules and Regulations are contained within Article 6, Sewer line extensions, sections 6.2 and 6.3.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approve the two amendments in section 6.2 and 6.3 in the Rules and Regulations, Governing the Operations of The Township of Hillsborough Municipal Utilities Authority.

INTRODUCED BY: Mr. Nunn

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

Resolution – Appoint Operations Consultant DFR Consulting, Inc. for a Two Month Appointment

Mr. Lynn recommended the appointment of DFR Consulting, Inc. to act as a Consultant and Supervisor to the Maintenance Department.

WHEREAS, the Authority has determined the need for a consultant for the Maintenance Department for the overseeing of technical and daily operations.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the appointment of DFR Consultant Inc, for a two (2) month contract in accordance with the conditions as stated in the December 19, 2018 Contract between the Authority and DFR Consulting, Inc.

INTRODUCED BY: Mr. Scarantino,

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

Resolution – Adopt Fair and Open Process Regarding Professional Contracts

WHEREAS, the Authority currently requires that all professional contracts in excess of \$17,500 follow the Pay-To-Pay law, Non-Fair and Open procedures as outlined under N.J.S.A. 19:44A-20.4,

WHEREAS, the Authority has determined that it is in the best interest to of the Authority to follow the Fair and Open process regarding the awarding of Professional Contracts as outlined under N.J.S.A. 19:44A-20.5,

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the process Fair and Open for awarding Professional Contracts,

INTRODUCED BY: Mr. Scarantino,

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

Resolution – Additional Security for the Authority Facilities

Mr. Lynn had informed the members that a bullet resistant and forced entry divider into the office beyond the counter is being suggested. Mr. Lynn suggested that this item be tabled until a third quote could be obtained. Mr. Lynn stated that two quotes have been received thus far but securing a third was proving to be a challenge due to this being a specialty item.

Resolution – Revised Fee Proposal from Van Note-Harvey Assoc for the Sunnymead Pump Station.

Mr. Lynn stated that Van Note - Harvey submitted a revised fee proposal entitled “Proposal Professional Services LOI, GP, IP Expedited Environmental Permitting” to finalize and submit the required plans, applications and reports to the NJDEP Land Use Regulation Department for the determination of and issuance of the required L.O.I., General Permits and Individual Permits as may be required for the Sunnymead Pump Station facility. Mr. Lynn stated that combining the required permits onto one plan and application versus a bifurcated application could reduce the time in the approval process.

After further discussions by the members, it was determined to proceed with the approval of the revised fee proposal as submitted by Van Note-Harvey.

WHEREAS, the Authority has determined that a combined LOI, GP and IP plan could reduce the time required in the approval process by the NJDEP.

WHEREAS, the Authority has determined that the NJDEP approval is required to properly proceed with the plans for the Sunnymead Pump Station.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the revised fee proposal as submitted by Van Note – Harvey dated December 7, 2018, with a not to exceed \$12,925.00.

INTRODUCED BY: Mr. Scarantino,

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

Change meeting date of January 23, 2019 to Tuesday, January 22, 2019.

Mr. Lynn informed the members that the January meeting date needed to be scheduled one day sooner to Tuesday, January 22, 2019. Mr. Lynn stated the new date would be properly advertised and notifications to the Township would be provided. As such the members scheduled January's meeting date for Tuesday, January 22, 2019.

Reminder - Employee Christmas Luncheon – Friday, December 21, 2018

Mr. Lynn reminded the members that the Christmas/Holiday lunch would be held at the office 12:00 pm and all are certainly welcome to attend.

SRVSA Report

Mr. Lynn reported that the SRVSA has received their ACO approval from NJDEP and the bidding process was to take place soon. Mr. Lynn also reported the new incinerator was on line and functioning.

Claims List Approval

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

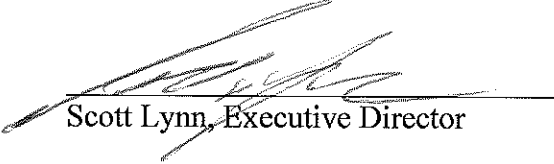
BE IT RESOLVED that the following claims lists dated December 19, 2018 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund - December 19, 2018 \$473,844.13

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



Scott Lynn, Executive Director