

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

**Wednesday, May 22, 2019**

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

Michael Avolio  
Robert McCray  
Robert Damiano  
Frank Scarantino

Also present was Scott Lynn, Executive Director. Absent was member Richard Nunn and Peter Cipparulo, 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 12, 2019.

**Approval of Minutes**

Mr. Scarantino moved that the minutes of the meetings of March 27, 2019 and April 24, 2019, 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. McCray – yes, Mr. Scarantino – yes, Mr. Damiano - March 27, 2019 – abstain, and April 24, 2019 - yes.

**BUSINESS FROM THE FLOOR**

There was no business.

**Presentation by Agha S. Hasan, P.E. - Sunnymeade Pump Station**

Present for the presentation was Committeewoman Gloria McCauley.

Mr. Hasan, opened his presentation by giving an overview of the sewer system for the Township of Hillsborough. He described how the flow from within the sewer service area of the township flows to the Sunnymeade Pump Station and is then pumped to the treatment facility known as SRVSA in Bridgewater.

Mr. Hasan describe the Sunnymeade pump station in detail as to its age, design, type of construction and its average flows the station receives on a daily basis.

Mr. Hasan went on to describe the concerns of the existing station due to its age, being close to fifty years old, its weaknesses and areas of the station that are beyond its service life that should be addressed.

Mr. Hasan, then described how there is a need to replace the existing station and went on to describe how the new site plan would be laid out.

The members, including Gloria McCauley, asked Mr. Hasan questions regarding the new station design including the layout, location, design capacities if the station was going to be designed for potential future development. Mr. Hasan answered the questions and stated the new station would be constructed in anticipation of additional areas being sewered in the far future. After future discussions the board members thanked Mr. Hasan and Committeewoman Gloria McCauley for attending.

**MATTERS FOR CONSIDERATION**

**Resolution – Approval of a Major Subdivision - Shelburne Place, Lot 25 in Block 204.04**

WHEREAS, an application has been received from D'Amico Engineering, LLC on behalf of the applicant, MAAC, Development Group, Inc. for a subdivision approval of a proposed sanitary extension to service 7 new single-family dwellings and one existing dwelling; and

WHEREAS, plans for said site plan as prepared by D'Amico Engineering, LLC, dated September 4, 2018, revised through March 27, 2019 consisting of eleven (11) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said plans be approved subject to the following conditions:

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. Scarantino,

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

**Resolution – Approval of a Sanitary Sewer Connection for Hillsborough Village Center, Block 178, Lots 4-11 and 12.01**

WHEREAS, an application has been received from LD Construction, LLC for a proposed sanitary extension to service a total of (13) buildings, containing a total of 191 one (1) through three (3) bedroom apartments, a recreation building and 28,000 square feet of commercial space in Block 178, Lots 4-11 and 12.01; and

WHEREAS, plans for said site plan as prepared by Van Cleef Engineering Associates., dated September 14, 2018, revised through January 21, 2019 and consisting of sixteen (16) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said plans be approved subject to the following conditions:

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, as may be applicable.
6. All on-site sanitary sewer mains, laterals and connections shall be the responsibility of the owner.
7. 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. Damiano, and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Scarantino – yes, and Mr. Damiano – yes.

**Resolution – Plan Approval - General Tool Specialties - Lots 35 and 35.01 in Block 183**

WHEREAS, an application has been received from Van Cleef Engineering Associates on behalf of the applicant for site plan approval of a proposed sanitary extension to service a proposed office and warehouse facility containing 7,526 of office and 48,312 sf of warehouse space; and

WHEREAS, plans for said site plan as prepared by Van Cleef Engineering Associates, dated January 11, 2019 revised through April 8, 2019 consisting of twenty-one (21) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, said plans be approved subject to the following conditions:

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. Damiano, and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Scarantino – yes, Mr. Damiano – yes.

**Resolution – Professional Engineering Services – Route 206 Pipe Rehabilitation**

Mr. Lynn reported that plans for the southern portion of the Route 206 pipe rehabilitation project could commence even though the NJDOT is performing work on the bypass within the area of the sewer line rehabilitation project area. Mr. Lynn stated he had asked Van Note-Harvey, the Authority's Engineer, to prepare a quote for the preparation of survey work, plan preparation and all that is required to obtain the permits from NJDOT, specifications and construction plans for the bidding process and construction management of the pipe rehabilitation project.

After further discussions by the members, Mr. Lynn recommended the hiring of Van Note – Harvey to perform and prepare the necessary plans, reports, specifications and documents required for the bid process, awarding of the bid and construction management in accordance with the proposal by Van Note-Harvey dated May 17, 2019.

WHEREAS, the Authority has determined it is necessary to rehabilitate the sewer line on Route 206, and

WHEREAS, Mr. Lynn stated that funds are allocated for such services in the Capital Budget.

WHEREAS, Mr. Lynn received a quote to perform such services in the amount of \$127,050.00 from Van Note – Harvey dated May 17, 2019,

WHEREAS, Mr. Lynn recommended the hiring of Van Note-Harvey Associates to perform the work outlined, and

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the hiring of Van Note – Harvey Associates to perform the services required as stated above in accordance with the proposal dated May 17, 2019.

INTRODUCED BY: Mr. Scarantino,

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

**Resolution – Removal of vehicles – 2001 Ford Pick Up Truck and 1984 Autocar Pump Truck**

Mr. Lynn stated to the Board, the above referenced vehicles have gone beyond their service life and are ready to be removed from the fleet.

Mr. Lynn recommends placing the vehicles at the Somerset County Auction.

WHEREAS, the Authority has determined the two vehicles are no longer required to be part of the fleet, and

WHEREAS, the two vehicles be placed on the Somerset County Auction list.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the removal of the 2001 Ford Pickup truck and the 1984 Autocar Pump truck.

INTRODUCED BY: Mr. McCray,

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

**Resolution – Trunk Line – Tree Clearing Proposal**

Mr. Lynn stated that there are several trunk lines within our system that have not been cleared in recent years and are in need. The clearing is required to access our trunk lines with equipment and right now we do not have that ability. Mr. Lynn stated that it is required to clear the lines for the I and I program as well.

Mr. Lynn reported the he received three proposals for clearing the lines and that Predator Tree Service was the lowest. Mr. Lynn recommended the hiring of Predator Tree Service.

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

WHEREAS, the Authority has identified the need for clearing of the trunk lines, and

WHEREAS, Mr. Lynn stated Predator Tree Service had submitted the lowest quote, and

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Mr. Lynn the Authority hereby approves the hiring of Predator Tree Service to perform the tree clearing as required.

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Mr. Lynn, the Authority hereby approves the hiring of Predator Tree Service with a not to exceed amount of \$6,000.00.

Introduced by: Mr. Damiano,

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

**Resolution – The Hiring of Daniel Reiter as a Full Time Employee**

Tabled until the next available meeting.

**Claims List Approval**

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

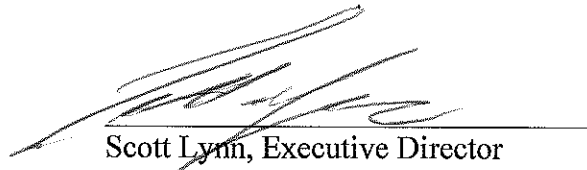
BE IT RESOLVED that the following claims lists dated May 22, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund - \$975,367.09

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

  
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Scott Lynn, Executive Director