

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

**Wednesday, July 24, 2019**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, July 24, 2019, with the following members present:

Michael Avolio  
Richard Nunn  
Robert McCray  
Robert Damiano  
Frank Scarantino

Also present was Scott Lynn, Executive Director 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. Nunn suggested that the minutes of the meetings of May 22, Special and Closed June 12, 2019 and June 26, 2019 minutes be tabled until further clarifications can be reviewed.

**BUSINESS FROM THE FLOOR**

There was no business.

**Presentation By Agha S. Hassan, P.E.**

Mr. Lynn started the conversation by introducing Mr. Hasan to the Board members and said the Mr. Hasan was here to give an update on the projects he is working on for the Authority.

Mr. Hasan said that he is actively working on three projects. The three being Route 206, the new design of the Sunnymead Pump Station and the new force main design.

Mr. Hasan went on to inform the members that he had the Route 206 plans and specifications ready to go out for bid but would defer until the Authority's Attorney had a chance to review the documents.

Mr. Cipparulo agreed and took the document package for his review.

Mr. Hasan then went on to inform the members of the progress of the Sunnymead Pump design plans and the progress on the plans thus far. Mr. Hasan described his design criteria and the types of pumps, wet well sizing and apparatus to be designed into the new station.

Mr. Hasan then went on to describe the third project being the new force main and chamber design. Mr. Hasan recommended the new force main be designed and installed along with the new Sunnymead Pump Station to work efficiently with the new pumps and provide a bypass line which we currently do not have.

After many conversations regarding the new station the new force main the resolutions were moved to a vote. (see below)

Prior to Mr. Hasan's departure the members asked Mr. Hasan to briefly talk about the possibilities of a wetland delineation and permitting for the clearing of the Authority's trunk lines. Mr. Hasan said Mr. Lynn and himself had discussed this and is looking into it with the environmental expert in his office.

### **MATTERS FOR CONSIDERATION**

#### **Resolution – Proposal for Engineering Services, Additional Force Main, New Force Main Discharge Chamber – Van Note Harvey Assoc.**

Mr. Lynn reported that there is a need for an additional force main to be incorporated into the Sunnymead Pump Station design process. This additional force main is required to serve as a bypass pipe in the event that the existing force mains should need bypassing and in addition to conveying additional flows from Hillsborough Township to the SRVSA in the future, as may be required. Mr. Lynn stated the proposal also includes the new force main discharge chamber.

After further discussions by the members, Mr. Lynn recommended the approval of Van Note – Harvey proposal to perform and prepare the necessary plans, reports, specifications and documents required for the bid process, awarding of the bid with the exception of item XIX of the fee schedule. Item XIX, The Construction Observation Administration section totaling \$222,000 be reserved, with the right to be determined in the future. The proposal was submitted by Van Note-Harvey dated June 19, 2019 with the exception as noted above.

INTRODUCTED BY: Mr. Scarantino

WHEREAS, the Authority has determined it is necessary to incorporate the design of an additional force main and discharge chamber into the overall Sunnymeade Pump Station plans, and

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

WHEREAS, Mr. Lynn received a proposal to perform such services in the amount of \$745,250.00 from Van Note – Harvey dated July 19, 2019, but excluding the Construction Administrative section XIX, the amount shall be \$523,250.00

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 July 19, 2019 as amended.

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. Damiano – yes, and Mr. Scarantino – yes.

**Resolution – Professional Engineering Services – Sunnymeade Pumping Station – Upgrade/Relocation, Survey/Design/Permitting/Construction Phase Services/Commissioning Proposal**

Mr. Lynn reported he had received the proposal from Van Note – Harvey for the Upgrade, Relocation, Survey, Design, Permitting, Construction Phase Services, and Commissioning for the Sunnymeade Pump Station. Mr. Lynn stated that the design of the new station has been confirmed, the NJDEP permitting is in place and now we should commence with final design and bid documentation, awarding and construction of the new pump station.

After further discussions by the members, Mr. Lynn recommended the approval of Van Note – Harvey proposal to perform and prepare the necessary plans, reports, specifications and documents required for the bid process, awarding of the bid with the exception of item XVI of the fee schedule. Item XVI, The Construction Observation Administration section totaling \$293,000 be reserved, with the right to be determined in the future. The proposal shall be as submitted by Van Note-Harvey dated June 19, 2019 with the exception as noted above.

INTRODUCTED BY: Mr. Scarantino

WHEREAS, the Authority has determined it is necessary to proceed with the Sunnymead Pump Station plans as planned, and

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

WHEREAS, Mr. Lynn received a proposal to perform such services in the amount of \$889,000.00 from Van Note – Harvey dated July 19, 2019, but excluding the Construction Administrative section XVI, the amount shall be \$596,000.00

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 July 19, 2019 as amended.

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. Damiano – yes, and Mr. Scarantino – yes.

**Resolution – Approval of a Sanitary Sewer Connection for Hillsborough 206 Holdings, LLC, Block 202, Lot 4**

WHEREAS, an application has been received from Hillsborough 206 Holdings, LLC for a proposed sanitary extension to service a total of (14) buildings, containing a total of 175 residential units being one (1) through three (3) bedroom apartments, three (3) retail buildings containing 12,500 sf and a 6,300 sf recreation building with an estimated daily flow of 37,394 gallons per day, in Block 202, Lots 4; and

WHEREAS, plans for said site plan as prepared by Bowman Consultant Group, Ltd., dated March 22, 2019, revised through July 19, 2019 and consisting of twenty two (22) sheets, have been reviewed;

INTRODUCED BY: Mr. Nunn

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 responsibly 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.

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. Damiano – yes, and Mr. Scarantino – yes.

#### **Discussion - Creating of Subcommittees of the Authority**

Mr. Scarantino suggested the creating of subcommittees. Mr. Scarantino recommended three, being a Personnel, Policy and Finance, Infiltration and Inflow, GIS/Asset Management and the third being an Engineering and Facilities.

After further discussion regarding the subcommittees, the members of each will consist of Mr. Scarantino and Mr. McCray on the Engineering and Facilities, Mr. Nunn and Mr. McCray on the I and I and GIS/Asset Management committees, and Mr. Damiano and Mr. Scarantino on the Personnel, Policy and Finance committees.

#### **Claims List Approval**

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

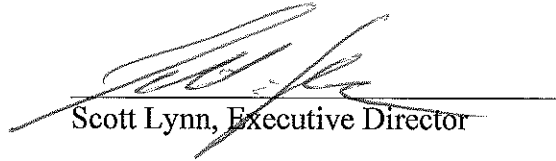
BE IT RESOLVED that the following claims lists dated July 24, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	\$115,656.36
General Fund	-	\$ 25,437.05

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

**Adjournment**

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