

(Revised)
MINUTES

TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

Wednesday, March 27, 2019

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, March 27, 2019, with the following members present:

Richard Nunn
Robert McCray
Frank Scarantino

Also present were Scott Lynn, Executive Director, and Peter Cipparulo, Esq. Absent were members Michael Avolio and Robert Damiano.

Announcement – Open Public Meetings Act

Following the roll call, Vice Chairman Nunn 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.

Oath of Office

Resolution – Appointing Frank Scarantino to a Five year Term

Mr. Lynn reported that Mr. Scarantino was appointed by the Hillsborough Township Committee to the Authority on February 12, 2019 for a five-year term until February 1, 2024.

The oath of office was then administered by Mr. Lynn to newly appointed member, Frank Scarantino, for a 5-year term to end January 31, 2024. The members congratulated Mr. Scarantino on his appointment to the board.

Approval of Minutes

Mr. Nunn moved that the minutes of the meetings of February 27, 2019 be approved as recorded by the Executive Director. The motion was seconded by Mr. McCray, and the roll call vote was: Vice Chairman – yes, Mr. McCray – yes, and Mr. Scarantino - abstained.

BUSINESS FROM THE FLOOR

There was no business.

Presentation – Agha Hasan, P.E. Sunnymeade Pump Station.

Tabled until April's meeting.

MATTERS FOR CONSIDERATION

2018 Physical Conditions Report – Van Note –Harvey

Mr. Lynn reported to the members that Van Note-Harvey Associates had finalized and submitted the required 2018 Report on Physical Conditions of which each member was given a copy for their perusal. Mr. Lynn stated the report is given to the Bank of New York once the members had an opportunity to review the report.

Mr. Nunn requested to have several items clarified prior to the submittal to the Bank of New York.

Resolution – Approving the Hiring of Randy Smith, I and I Coordinator

Mr. Lynn reported that the Authority is creating an “Inflow and Infiltration” (I and I) Program to help control inflow into the system and control costs to the SRVSA. Mr. Lynn reported there is a need to hire a full-time employee to head up this program. Mr. Lynn stated that Randy Smith came in for an interview and satisfies the criteria for a position with the Authority as the I and I Coordinator. The members asked about Mr. Smith's background. Mr. Lynn said Mr. Smith, although new to the work place and sewer type of work, he does have the experience and general knowledge of sewer systems and an understanding of I and I to assume this position.

Mr. Lynn recommended the Authority hire Mr. Smith at a rate of \$39.90 per hour with a standard probationary of 90 days.

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

WHEREAS, the Authority has identified the need for an I and I Program, and

WHEREAS, there exists a reason to hire a full time to head up the I and I Program, and

WHEREAS, Mr. Lynn has stated that the 2019 Budget includes the appropriations for an I and I program:

WHEREAS, Mr. Lynn stated that Mr. Smith would be a good candidate for this position; and

NOW, THEREFORE BE IT RESOLVED, that the approval to hire Mr. Randy Smith as the I and I Coordinator be approved at a starting salary of \$39.90 or \$83,000 per year be approved.

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

Resolution – Authorizing Beyer Ford to Release an in stock 2019 Ford Utility Truck as opposed to a 2019 Ford Pickup Truck

Mr. Lynn stated that Beyer Ford had inadvertently ordered two Utility Body trucks as part of the recent pickup truck order as opposed to two pickup trucks and one utility body trucks. Beyer Ford had corrected the order and we are awaiting the pickup truck to arrive. Mr. Lynn stated that after several conversations with the Maintenance Department, it is suggested, as opposed to receiving the third pick up but rather take delivery of the Utility body truck. In light of the I and I program being created; this type of vehicle would suit the Authority well.

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

WHEREAS, the Authority has identified the need for an additional Utility Body truck, and

WHEREAS, Beyer Ford has a Utility body truck on-site, ready to purchase, be put in service, and

WHEREAS, funds to purchase said vehicle has been provided in the Authority’s Capital Budget for the fiscal year ending November 30, 2019; and

WHEREAS, the State of New Jersey, Division of Purchase and Property, Department of Treasury has entered into State Contract No. #A83577 Ford F250 Utility Body Truck;

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of one (1) utility body truck not to exceed \$28,000.

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

Resolution – Purchase of a Large Format Plotter

Mr. Lynn stated that the current Ricoh Wp-3600 plotter that was purchase by the Authority in 2008 is longer able to plot or communicate with the updated computers in the office. It is merely a large format copier at this point in time. Representatives from the Authority’s IT company, Look First and Ricoh have been here to resolved many issues we are having with the plotter, and are to a point where a replacement is required and recommended. Mr. Lynn added that a plotter is required to be able to “plot” out our digitally recorded plans and any new plans emailed as part of projects.

Mr. Lynn mentioned that the State of New Jersey, Division of Purchase and Property has the ability to provide a new plotter under their State contracts.

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

WHEREAS, the Authority has identified the need for a new large format plotter, and

WHEREAS, State of New Jersey, Division of Purchase and Property has a contract with Ricoh for large format plotters, and

WHEREAS, funds to purchase said plotter has been provided in the Authority's Capital Budget for the fiscal year ending November 30, 2019; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that it hereby approves the purchase of a Ricoh Large Format Plotter, not to exceed \$15,000.00

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

Loss Control Report - JIF Safety Inspection Report

Mr. Lynn reported to the members that the New Jersey Utilities Authority Joint Insurance Fund (JIF) had conducted its annual inspection of our facilities on February 21, 2019 and has found "There are no New Suggestions for Improvements being submitted at this time."

Mr. Lynn expressed to the members that this a great accomplishment considering we once, just a couple of years ago, had an 11-page report generated from the JIF.

Discussion – Somerset County Mt. View Park Pump Station

Mr. Lynn informed the members, that the Somerset County has been asking the Authority to assume the sanitary pump station located on the park grounds. Mr. Lynn reported that a Maintenance Bond is normally required prior to the Authority assuming the responsibility of the station. Mr. Lynn stated that Somerset County does not have a "mechanism" to provide such a bond. Mr. Lynn then recommended that the Authority assume the pump station and waive the Maintenance Bond requirement. Mr. Lynn based his recommendation on the fact the inspections while under construction had been performed, the manuals and all required documentation had been provided and Mr. Lynn stated the station has not had any issues thus far. The members suggested following Mr. Lynn's recommendation on the taking over of the station.

SVSA Report

No Report

Claims List Approval

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

BE IT RESOLVED that the following claims lists dated March 27, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	\$899,226.56
General Fund	-	\$ 1,000.00
Construction Fund	-	\$ 5,430.00

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