

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

**Wednesday, August 28, 2019**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, August 28, 2019, with the following members present:

Michael Avolio  
Richard Nunn  
Robert McCray  
Robert Damiano  
Frank Scarantino

Also present were Scott Lynn, Executive Director, Peter Cipparulo, General Counsel, Daniel Reiter, Maintenance Supervisor, and Randy Smith, I & I Coordinator.

**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 moved that the minutes of the meetings of May 22, 2019, 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. Nunn – yes, Mr. Scarantino – yes, Mr. McCray – yes, and Mr. Damiano-yes.

Mr. Nunn moved that the minutes of the Special Meeting, Open and Closed of June 12, 2019 be approved as recorded by the Executive Director. The motion was 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.

Mr. Nunn moved that the minutes of the meetings of June 26, 2019, 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. Nunn – yes, Mr. Scarantino – yes, Mr. McCray – yes, and Mr. Damiano-yes.

Mr. Nunn moved that the minutes of the meetings of July 24, 2019, 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. Nunn – yes, and Mr. Scarantino – yes, Mr. McCray – yes, and Mr. Damiano-yes.

### **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 Sunnymeade 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 and Mr. Hasan said they were working on the documents to finalize them.

Mr. Hasan then went on to inform the members of the progress of the Sunnymeade 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 described the sizing of the wet well and pumps to be used in the design and the confirmed the capacity of the system as sufficient today and for his design.

Mr. Hasan then went on to describe the third project being the new force main and chamber design. Mr. Hasan described the capacity and warned that if we do not install the third force main, the Authority will not have capacity in the future, years from now should development take place in the unsewered area of the Township as shown on the Somerset County Wastewater Management Plan. Mr. Hasan went on to explain that those area are not in the sewer service area but could be in the future.

After further conversations and questions by the members, Mr. Hasan completed his presentation and update.

### **I and I Update**

Mr. Smith was asked to provide an update by Mr. Avolio on his progress and involvement with the I&I Program.

Mr. Smith described the accomplishments he has performed thus far such as clearing of easements, obtaining information and quotes of items he needs for the I & I Program, performing repairs on leaks and working on his long-term planning for the I&I Program. Mr. Smith went on to explain the budget planning he was working on and would provide Mr. Lynn with those amounts to include in the 2020 yearly budget.

Mr. Smith also explained the staff requirements he would like to have. Mr. Reiter said that Randy is correct and we need to start interviewing and hiring employees to come in and both learn and hire experienced persons as several of our employees are eligible now, or will be soon, for retirement.

After further discussions, Mr. Avolio mentioned he had spoken with Peggy Gallo from the AEA and she was willing to come to our next meeting to discuss the opportunities the AEA can offer with finding employees, helping with our I & I program and financial resources available. The members welcome her and her input.

### **MATTERS FOR CONSIDERATION**

#### **Resolution – Increase Amount of Previously Approved to Grout Manholes I-I.**

Mr. Lynn reported, based upon a recommendation from Mr. Smith, he suggested increasing the manhole grout amount previously approved at the June 26, 2019 meeting from \$15,000.00 to \$39,000.00. This recommendation is based upon the discovery of approximately 22 manholes that need to be grouted at this time.

After further discussion,

Mr. Damiano made the following resolution and moved that it be adopted:

WHEREAS Mr. Lynn reports that as part of the I & I program, Mr. Smith has located and identified more manholes since the June 26, 2019 meeting that are in need of grouting;

WHEREAS, two companies were brought in for quotes and the lowest estimate was from the company Swerp, the cost being to repair the manholes is not to exceed \$39,000;

WHEREAS, the maximum amount to spend on the identified manholes is \$39,000.00;

WHEREAS, the need for manholes to be grouted was identified, and

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

#### **Resolution – Approval of a Sanitary Sewer Connection for Village Point - Hillsborough Center, Block 200.10, Lots 5.01 and 5.02**

WHEREAS, an application has been received from 3 Ronson, LLC for a proposed sanitary sewer connection to an existing 8” to service a (1) building, containing a total of 44 apartment units, being 18 one (1) bedroom, 24 two (2) bedroom, and 2 three (3) bedroom apartments,; and

WHEREAS, plans for said site plan as prepared by Van Cleef Engineering Associates., dated March 12, 2019 and consisting of fifteen (15) 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. Damiano

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.

### **Claims List Approval**

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

BE IT RESOLVED that the following claims lists dated August 28, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	\$981,890.30
General Fund	-	\$144,054.16
Construction Fund	-	\$ 3,283.00

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.

**Discussion**

Prior to adjournment there was a conversation regarding Millstone Borough and status of the agreement. Mr. Lynn explained that the Authority was actively working with SRVSA and John Napolitano to finalize the agreement.

**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. Nunn and the roll call vote was unanimous for adjournment.

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Scott Lynn, Executive Director