

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

**WEDNESDAY, October 23, 2019**

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, October 23, 2019, with the following members present:

Michael Avolio  
Richard Nunn  
Frank Scarantino  
Robert McCray  
Robert Damiano

Also, present were Scott Lynn, Executive Director and Mr. 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**

Chairman Avolio moved that the open meeting minutes of the meetings of September 25, 2019 be approved as recorded by the Executive Director. Mr. Avolio suggested the closed minutes from the Closed portion of the meeting be tabled until the November meeting. The motion was seconded by Mr. Damiano, and the roll call vote was: Chairman Avolio –yes, Mr. Scarantino – yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Damiano – yes.

**BUSINESS FROM THE FLOOR**

No business from the floor.

**PUBLIC HEARING**

Chairman Avolio noted the first order of business is the Public Hearing on the proposed amendments to the rate resolution relating to Connection Fees.

Mr. Damiano moved the public hearing be opened. The motion was seconded by Mr. McCray and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Nunn, Mr. Damiano – yes, and Mr. Scarantino - yes.

Mr. Lynn noted the public hearing had been duly advertised in accordance with statutory requirements. The proposed amendment reflects the annual recalculation of the

connection fee in accordance with the requirements and formula set forth in N.J.S.A. 40:14B-22. The connection fee for an equivalent dwelling unit will decrease from the present fee of \$2,814.00 to \$2,771.00. The proposed revisions and the calculation had been supplied to the members previously.

There being no public present, Mr. Nunn moved to close the public hearing. The motion was seconded by Mr. McCray, and the roll call vote was: Chairman Avolio – yes, Mr. Scarantino – yes, Mr. Nunn – yes, Mr. Damiano – yes, and Mr. McCray - yes.

Chairman Avolio then introduced the following resolution and moved that it be adopted:

**RESOLUTION BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES  
AUTHORITY ESTABLISHING CERTAIN SEWER SERVICE CHARGES AND  
CONNECTION OR TAPPING FEES**

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on November 1, 2019.

**SECTION IV. is hereby amended as follows:**

**SECTION IV. CONNECTION OR TAPPING FEES**

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,771
Multiple family residential dwellings	
Including townhouses, condominiums, and apartments.	
1 bedroom unit	\$1,663
2 bedroom unit	\$2,354
3 bedroom unit	\$2,771

Senior housing (age restricted):	
1 bedroom unit	\$1,025
2 bedroom unit	\$1,579
3 bedroom unit	\$2,078
 Assisted living facilities:	
Per bed	\$ 924
 All other uses – charge per gallon of estimated average daily flow	 \$9.24

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

**SECTION V. is hereby amended as follows:**

**SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.24 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution, and will be added to the billing of such customer for the next following quarter after such excess has been determined.

THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY

Michael Avolio, CHAIRMAN

**MATTERS FOR CONSIDERATION**

**RESOLUTION: Sewer Connection – 350 Triangle Road for Lot 2.01 in Block 153**

WHEREAS, Suriakaht Doshi owner of Lot 2.01 in Block 153 located at 350 Triangle Road Hillsborough, NJ, has requested a sanitary sewer connection of her property consisting of one (1) residential dwelling and home occupation doctor's office to the Authority's sanitary sewer system; and

WHEREAS, the onsite wastewater disposal system is failing and a gravity sewer line connection in Triangle Road is available for a connection of this property.; and

WHEREAS, the Authority recognizes the need for the connection of Lot 2.01 in Block 153 to alleviate the failing septic system, and

WHEREAS, an application has been received from the applicant for a sanitary sewer extension to service a residential dwelling with a home occupation doctor's office on Lot 2.01 in Block 153 located at 350 Triangle Road; and

WHEREAS, plans for said sanitary sewer extension as prepared by Van Cleef Engineering Associates, dated August 27, 2019, consisting of Two (2) sheets, have been reviewed;

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of Scott Lynn, Executive Director that said plans be approved subject to the following conditions:

1. Approval from the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection. The Authority specifications 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. 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. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority.
5. 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, if required, 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. Nunn – yes, Mr. McCray – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

I, Scott G. Lynn, Certifying Officer of the Hillsborough Township Municipal Utilities Authority, hereby certify that the above is a true and correct copy of a resolution adopted by the Authority at a meeting duly convened on October 23, 2019.

**Resolution – Purchase of a TV Video Inspection Van**

Mr. Lynn stated that the Authority previously approved the purchase of a 2019 Ford Transit 350 van to replace the current Dodge van for use in the Maintenance Department as primarily a CCTV/camera vehicle. Mr. Lynn stated the van will have shared duties with the I&I Department as well. Mr. Lynn stated that the NJ State Contract is behind in the pricing and issuance of the contracts for a van and it would not be available until possibly October, 2020. Mr. Lynn said a van, is available from Smith Ford with a purchase price of \$39,500. Mr. Lynn said that Smith Ford is the lowest of two other quotes obtained. As such, Mr. Lynn recommends the purchase of a 2019 Ford Van from Smith Ford.

After further discussions by the members Mr. McCray introduced the following resolution and moved it be adopted:

WHEREAS, there is a need to replace the TV Video Van for the Inspection and I&I Departments and the purchase of the new vehicle is accounted for in the Budget;

WHEREAS, the purchase of a 2019 Ford Transit 350 HD having a VIN No. 1FTRS4XM9KK be purchased from Smith Ford be approved at a price not to exceed \$39,500;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the purchase of the TV Video Van Inspection vehicle as needed:

The resolution and motion 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.

I, Scott G. Lynn, Certifying Officer of the Hillsborough Township Municipal Utilities Authority, hereby certify that the above is a true and correct copy of a resolution adopted by the Authority at a meeting duly convened on October 23, 2019.

**Resolution – Purchase of a Quick Lock Point Repair System**

Mr. Lynn has reported that the Authority's I & I Department has been researching point repair equipment to repair broken laterals to control I & I. Mr. Lynn stated the Authority can benefit greatly from the purchase of such equipment and recommends a system as supplied by Pipeline Renewal Technologies know as a Quick Lock QL-VP-200-300 VFW and its apparatus and the purchase of five (5) QL-8-Sleeve 1 flares to start.

Mr. Lynn said the Quick Lock Packer is priced at \$10,708 and the sleeves are \$552.00 each bringing the total to \$13,468.00

After further discussions by the members Mr. Nunn introduced the following resolution and moved it be adopted:

WHEREAS, there is a need purchase the Quick Lock system for the I&I Department and the purchase of the equipment is accounted for in the Budget;

WHEREAS, the purchase of equipment and sleeves shall be approved as stated above at a not to exceed price of \$14,000;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the purchase of the Quick Lock system with five sleeves from Pipeline Renewal Technologies as needed:

The resolution and motion 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.

I, Scott G. Lynn, Certifying Officer of the Hillsborough Township Municipal Utilities Authority, hereby certify that the above is a true and correct copy of a resolution adopted by the Authority at a meeting duly convened on October 23, 2019.

### **Resolution – Closed Meeting**

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

BE IT RESOLVED, in accordance with the provisions of the Open Public Meetings Act, P.L. 1975, c. 231, as amended, the Authority shall meet in closed session for the purpose of reviewing personnel.

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.

### **Reconvene Public Meeting**

Following the closed session, the public meeting was reconvened.

### **Millstone Borough Update**

Mr. Lynn reported to the members that the Millstone Borough Counsel had met and would place the proposed sewer agreement on the next Millstone Borough Township Committee meeting, being November 18, 2019 for action to be taken.

Mr. Lynn said, assuming they approve the agreement, we can place the agreement on our agenda for November 26, 2019 to pass a Resolution to sign the agreement.

**AEA Convention**

Mr. Lynn reminded the Board members of the AEA and NJ League of Municipalities Convention in Atlantic City on November 19 thru 21, 2019.

**Claims List Approval**

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

BE IT RESOLVED that the following claims list dated October 23, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund Claims List	- \$152,606.63
Construction Fund Claims List	- \$ 4,250.00
Inspection Trust Claims List	- \$ 17,815.00

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

---

Scott Lynn, Executive Director