

MINUTES
TOWNSHIP OF HILLSBOROUGH
MUNICIPAL UTILITIES AUTHORITY

TUESDAY, NOVEMBER 26, 2019

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Tuesday, November 26, 2019, with the following members present:

Michael Avolio
Robert McCray
Robert Damiano

Also present were Scott Lynn, Executive Director, and Peter Cipparulo, General Counsel. Absent were members Mr. Nunn and Mr. Scarantino.

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. Damiano moved that the minutes of the meetings of Closed Minutes September 25, 2019, and Open and Closed Minutes – October 23, 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, and Mr. Damiano – yes.

BUSINESS FROM THE FLOOR

There was no business from the floor.

MATTERS FOR CONSIDERATION

Public Hearing – Operating and Capital Budgets – Fiscal Year Ending 11/30/2020

Mr. Lynn reported the Operating & Capital Budgets for the fiscal year ending November 30, 2020, as introduced on September 25, 2019, has been approved by the New Jersey Division of Local Government.

Chairman Avolio moved that the Public Hearing of the Operating Budget for the fiscal year ending November 30, 2020 be opened. The motion was seconded by Mr. McCray, and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, and Mr. Damiano - yes.

Chairman Avolio called for questions or comments from the public. There being none, Mr. McCray moved that the Public Hearing be closed. The motion was seconded by Mr. Damiano, and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, and Mr. Damiano – yes.

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

**THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES
AUTHORITY
ADOPTED BUDGET RESOLUTION
FISCAL YEAR: FROM DECEMBER 1, 2019 TO NOVEMBER 30, 2020**

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning Dec. 1, 2019 and ending, Nov. 30, 2020 has been presented for adoption before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of 11/26/19; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,409,500. Total Appropriations, including any Accumulated Deficit, if any, of \$6,846,432 and Total Unrestricted Net Assets utilized of \$436,932; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$4,732,000, and Total Unrestricted Net Assets planned to be utilized of \$4,732,000.

NOW, THEREFORE BE IT RESOLVED, by the governing body of Township of Hillsborough Municipal Utilities Authority, at an open public meeting held on November 26, 2019 that the Annual Budget and Capital Budget/Program of the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, 12/01/19 and, ending 11/30/20 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Resolution – Adopting of the 5 Year Capital Plan

Mr. Lynn stated he has revised the 5 Year Capital Plan. Mr. Lynn stated he has indicated an aggressive plan for 2020.

The members reviewed the revised plan and Mr. Damiano introduced the following resolution and moved it be adopted:

WHEREAS, the 5 Year Capital Plan approved by the Authority on September 26, 2019, be adopted a revised plan with expenditures of \$8,315,000;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the 5 Year Capital Plan:

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

Resolution – Adopting of Reserve Fund

Mr. Lynn informed the member the need to approve the Reserves for System Replacement portion of the Reserve for Capital Improvements and System Repairs in the amount \$4,732,000.

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

NOW, THEREFORE, BE IT RESOLVED that the Authority continues its policy of maintaining the following reserves to be utilized for said expenditures, thereby eliminating the need to issue additional bonds:

Reserve for Capital Improvements – not to exceed \$8,315,000

Reserve for System Replacement – not to exceed \$4,732,000

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

**RESOLUTION: BOND RELEASE – Release of a Maintenance Bond
John Sullivan, Hodge Road Sewer Extension**

WHEREAS, sanitary sewer facilities for John Sullivan have been constructed and tested under the Authority's inspection and found acceptable;

WHEREAS, a Maintenance Bond that has been in place for the two-year period and;

WHEREAS, John Sullivan has requested the release of the Maintenance Bond;

NOW, THEREFORE, BE IT RESOLVED, that a Maintenance Bond, in the amount of \$7,330.00 be released.

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, and Mr. Damiano – yes

Resolution – Millstone Borough Agreement

Mr. Lynn stated that the “Customer Service Agreement” between the Millstone Borough and The Township of Hillsborough Municipal Utilities Authority to accept sanitary flows from Millstone Borough had been prepared to the satisfaction of the Authority’s attorneys, the Millstone Borough attorney and the Millstone Borough Mayor, Mr. Raymond Hall. Mr. Lynn said that the Mayor, Raymond Hall, had signed the agreement on November 18, 2019.

Mr. Lynn reported the Authority needs a Resolution authorizing the signing of the “Customer Service Agreement” between Millstone Borough and the Authority.

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

WHEREAS, the Customer Service Agreement has been prepared and found acceptable to the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the signing the Customer Service Agreement the Authority on this date, being November 26, 2019.

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

Mr. Lynn noted that Mr. Nunn joined the meeting at 8:15pm.

Resolution – Purchase of a Kubota Track Loader

Mr. Lynn has reported that the Authority and the I and I Department has been researching the purchase of a machine for the clearing and ongoing maintenance of our easements. Mr. Lynn stated the Authority can benefit greatly from the purchase of such equipment and recommends the purchase of the Kubota Track Loader SVL95-2 SHFC with attachments from the lowest quote being Highway Equipment Company under the ESCNJ Contract No. 18/19-25.

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

WHEREAS, there is a need to purchase the equipment and is accounted for in the Budget;

WHEREAS, the purchase of the Kubota and accessories shall be approved as stated above at a not to exceed price of \$71,000;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the purchase of the Kubota Track Loader SVL95-2 SHFC with attachments from Highway Equipment Company under the ESCNJ Contract No. 18/19-25;

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

Resolution – Purchase of a CCTV Camera System

Mr. Lynn has reported that the Authority has been researching the purchase of a CCTV Camera system for use on our sewer lines. Mr. Lynn stated that our current camera system which has been in operation for the past seven years is working but is showing signs of reliability issues. The new camera system will work in conjunction with our I and I program as well. Mr. Lynn stated the new camera system will be installed into the Ford Transit, as approved in October. Mr. Lynn stated the Authority can benefit greatly from the purchase of the new camera with accessories including a lateral launcher and recommends the purchase of Subsite – TrakStar Inspection Camera as supplied by Timmerman Equipment Company in accordance with the ESCNJ Contract 18/19-42.

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

WHEREAS, there is a need purchase the camera equipment and is accounted for in the Budget;

WHEREAS, the purchase of the camera equipment shall be approved as stated above at a not to exceed price of \$174,000;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the purchase of the TrakStar Inspection Camera, CCTV Camera System as supplied by Timmerman Equipment Company in accordance with the ESCNJ Contract 18/19-42;

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

Resolution – Purchase of Flow Meters

Mr. Lynn has reported that the Authority has been researching the purchase of flow meters to be used by the I and I department. Mr. Lynn stated that meters would be installed at various points to determine I and I in our system. Mr. Lynn stated the Authority can benefit greatly from the purchase of the new meters as we continue to control I and I. As such, Mr. Lynn recommends the purchase of two (2) FloWave Meters PSA-AV-35S-30 with accessories as supplied by FloWave. Two other quotes were obtained and FloWave is the lowest and meets the requirements needed.

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

WHEREAS, there is a need purchase the flow meters and is accounted for in the Budget;

WHEREAS, the purchase of the FloWave flow meters shall be approved as stated above at a not to exceed price of \$12,000;

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby approve the purchase of two (2) flow meters from FloWave:

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

Reminder – December Meeting Date

Mr. Lynn reminded the members that the December meeting will be held on December 11, 2019.

Reminder – Employee Holiday Lunch

Mr. Lynn informed the members that the Authority Holiday lunch will be held on December 19, 2019 at 12:00 noon at Old Man Rafferty’s.

Claims List Approval

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

BE IT RESOLVED that the following claims lists dated November 26, 2019 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	November 26, 2019	\$749,416.53
General Fund	-	November 26, 2019	\$222,099.04
Inspection Trust	-	November 26, 2019	\$ 7,330.00

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

Adjournment

There being no further business to come before the meeting, Mr. Damiano moved that the meeting be adjourned. The motion was seconded by Mr. McCray and the roll call vote was unanimous for adjournment.

Scott Lynn, Executive Director