

MINUTES

TOWNSHIP OF HILLSBOROUGH

MUNICIPAL UTILITIES AUTHORITY

WEDNESDAY, March 25, 2020

Hillsborough Township Municipal Utilities Authority met via teleconference at a scheduled meeting on Wednesday, March 25, 2020, with the following members present:

Chairman Avolio

Robert Damiano

Richard Nunn

Also present were Peter Cipparulo, General Counsel and Robert Hough, P.E. of Van Note Harvey Associates, Inc. Members Robert McCray and Frank Scarantino were noted as absent.

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 on February 28, 2020.

APPROVAL OF MINUTES – February 19, 2020

Motion by Mr. Damiano, seconded by Mr. Nunn; and the roll call vote was Chairman Avolio –yes, Mr. Damiano – yes and Mr. Nunn – yes.

BUSINESS FROM THE FLOOR None

MATTERS FOR CONSIDERATION

Resolution - Authorizing the Appointment of Mr. Robert A. Hough, P.E. of Van Note Harvey Associates, Inc. to provide Consulting Engineering Services to support the Currently Vacant Position of the Executive Director for up to 90 Days:

WHEREAS, there exists a need for consulting engineering services to support The Township of Hillsborough Municipal Utilities Authority (Authority) with respect to the currently vacant position of the Executive Director; and

WHEREAS, Van Note Harvey Associates, Inc. (VNHA) currently has an agreement with the Authority to provide Consulting Engineering Services; and

WHEREAS, VNHA has provided a proposal dated February 28, 2020 to the Authority that designates Mr. Robert A. Hough, P.E. of VNHA to provide said Consulting Engineering Services; and

WHEREAS, the Authority has determined and certified that the value of the contract may exceed \$17,500; and

WHEREAS, funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute an agreement and file with the Acting Executive Director of the Authority between the Authority and VNHA for consulting engineering services to support The Township of Hillsborough Municipal Utilities Authority (Authority) with respect to the currently vacant position of the Executive Director for up to 90 days from March 1, 2020.
2. The Acting Executive Director shall publish a notice of said appointment in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution – Authorizing Approval of a Sanitary Sewer Connection for Primrose Childcare School, 32 Falcon Road (Block 141, Lot 16.02)

WHEREAS, Primrose Childcare Center, 32 Falcon Road (Block 141, Lot 16.02), has requested a sanitary sewer connection for a proposed childcare center on the above referenced property; and

WHEREAS, the requested wastewater flow from the proposed childcare center is 2,880 gallons per day (GPD); and

WHEREAS, the connection of the proposed childcare center will be via a gravity sewer lateral; and

WHEREAS, plans entitled “Preliminary & Final Major Site Plan” dated August 23, 2019 (Revision 1), prepared by Bohler Engineering, has been reviewed by the Township of Hillsborough Municipal Utilities Authority’s consulting engineer CME Associates.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. CME Associates review memo of February 14, 2020.
2. Approval of the Somerset Raritan Valley Sewerage Authority and, if required, the New Jersey Department of Environmental Protection.
3. As-built plans of the sanitary sewer connection shall be prepared by the applicant’s engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
4. 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, as may be applicable.
5. 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, as may be applicable.
6. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
7. Because this connection serves a single structure, a proposed childcare center, all off-site and on-site sanitary sewer mains and force mains, laterals and connections shall be the responsibility of the owner.

8. 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, as applicable, the New Jersey Department of Environmental Protection for approval and the Acting Executive Director be authorized to execute applications required in connection with said submittal.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution – Authorizing Approval of a Sanitary Sewer Connection for Green Village Brookhaven Lofts, Route 206 (Block 141, Lots 30.01, 30.02 and 30.03)

WHEREAS, Green Village Brookhaven Lofts, Route 206 (Block 141, Lots 30.01, 30.02 and 30.03), has requested a sanitary sewer connection for the proposed Brookhaven Lofts project as part of the overall Green Village development on the above referenced property; and

WHEREAS, the requested wastewater flow from the proposed development is 33,900 gallons per day (GPD); and

WHEREAS, the connection of the proposed development will be via a gravity sewer; and

WHEREAS, plans entitled “Green Village, Block 141, Lots 30.01, 30.02 and 30.03, Hillsborough Township, Somerset County, New Jersey” last revised November 8, 2019 (Revision 1), prepared by Van Cleef Engineering Associates, has been reviewed by the Township of Hillsborough Municipal Utilities Authority’s consulting engineer CME Associates.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. CME Associates review memo of March 16, 2020.
2. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection.
3. As-built plans of the sanitary sewer connection shall be prepared by the applicant’s engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar.
4. 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, as may be applicable.
5. 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, as may be applicable.
6. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
7. All on-site sanitary sewer facilities such as sewer mains and force mains, laterals and connections shall be the responsibility of the owner.
8. 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 this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection for approval and the Acting Executive Director be authorized to execute applications required in connection with said submittal.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution - Authorizing Approval of a Sanitary Sewer Connection for 163 Falcon Road (Block 182, Lot 1)

WHEREAS, Sean and Christina La Costa, owners of 163 Falcon Road (Block 182, Lot 1), have requested a sanitary sewer connection for an existing single-family dwelling with a proposed addition on the above referenced property; and

WHEREAS, the requested wastewater flow from the existing single-family dwelling with a proposed addition is 300 gallons per day (GPD); and

WHEREAS, the connection of the existing single-family dwelling with a proposed addition will be via a gravity sewer lateral; and

WHEREAS, plans (2 plan sheets) entitled “Grading and Sanitary Connection Plan for Residential Addition for Block 182, Lot 1, Hillsborough Township, Somerset County, New Jersey” last revised February 19, 2020 and “Soil Erosion and Sediment Control Plan & Details for Residential Addition for Block 182, Lot 1, Hillsborough Township, Somerset County, New Jersey” dated February 21, 2020 , prepared by Van Cleef Engineering Associate, LLC, have been reviewed by the Township of Hillsborough Municipal Utilities Authority’s consulting engineer Van Note – Harvey Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. Approval of the Somerset Raritan Valley Sewerage Authority.
2. As-built plans of the sanitary sewer connection shall be prepared by the applicant’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, as may be applicable.
4. 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, as may be applicable.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
6. Because this connection serves a single-family dwelling, all off-site and on-site sanitary sewer mains and force 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, as applicable, plans be forwarded to the Somerset Raritan Valley Sewerage Authority for approval and the Acting Executive Director be authorized to execute applications required in connection with said submittal.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution - Authorizing Approval of a Sanitary Sewer Connection for 702 Mill Lane (Block 11, Lot 57.02)

WHEREAS, Ray Drake, owner of 702 Mill Lane (Block 11, Lot 57.02), has requested a sanitary sewer connection for an existing single-family dwelling on the above referenced property; and

WHEREAS, the requested wastewater flow from the existing single-family dwelling is 300 gallons per day (GPD); and

WHEREAS, the connection of the existing single-family dwelling will be via a gravity sewer lateral; and

WHERE AS, a plan sheet entitled “Plot Plan & Grading Plan, Minor Subdivision, Lot 57.02 in Block 11 Township of Hillsborough, Somerset County, New Jersey” dated March 6, 2020, prepared by D’Amico Engineering, LLC has been reviewed by the Township of Hillsborough Municipal Utilities Authority’s consulting engineer Van Note – Harvey Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. Approval of the Somerset Raritan Valley Sewerage Authority.
2. As-built plans of the sanitary sewer connection shall be prepared by the applicant’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, as may be applicable.
4. 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, as may be applicable.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
6. Because this connection serves a single-family dwelling, all off-site and on-site sanitary sewer mains and force 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, as applicable, plans be forwarded to the Somerset Raritan Valley Sewerage Authority for approval and the Acting Executive Director be authorized to execute applications required in connection with said submittal.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution - Authorizing Approval of a Sanitary Sewer Connection for 433 Amwell Road (Block 163.22, Lot 37)

WHEREAS, on March 10, 2020, Marion Rosacha, owner of 433 Amwell Road (Block 163.22, Lot 37), requested a sanitary sewer connection for an existing single-family dwelling, served by a failing septic system, on the above referenced property; and

WHEREAS, the requested wastewater flow from the existing single-family dwelling is 300 gallons per day (GPD); and

WHEREAS, the connection of the existing single-family dwelling would be via a gravity sewer lateral; and

WHEREAS, upon review of a properly completed application and payment of connection fees, the TTHMUA staff approved the requested connection so as to permit the construction of a sanitary sewer connection thus allowing for the disconnection from a failing septic system.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved and memorialized subject to the following conditions:

1. Approval of the Somerset Raritan Valley Sewerage Authority was issued on March 10, 2020.
2. As-built plans of the sanitary sewer connection shall be prepared by the applicant'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, as may be applicable.
4. 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, as may be applicable.
5. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
6. Because this connection serves a single-family dwelling, all off-site and on-site sanitary sewer mains and force 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, as applicable, plans be forwarded to the Somerset Raritan Valley Sewerage Authority for approval and the Acting Executive Director be authorized to execute applications required in connection with said submittal.

Motion to Approve by Mr. Damiano, Second by Mr. Nunn; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution – Approving the Hiring of Michael Swayne

WHEREAS, the Authority has identified the need for additional I&I employees, and
WHEREAS, the Authority has advertised for I&I positions, and
WHEREAS, Mr. Smith reviewed the application of Mr. Michael Swayne and schedule an interview, and
WHEREAS, Mr. Smith interviewed Mr. Swayne and determined that he satisfies the criteria for an entry level position in the I&I Department with the Authority, and
WHEREAS, Mr. Smith recommended the Authority hire Mr. Swayne at a rate of \$19.07 per hour or \$39,678 with a standard probationary period of 90 days beginning March 9, 2020.
NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that the hiring of Michael Swayne is hereby approved for an entry level position in the I&I department with a 90 days probationary period and a starting salary of \$ 39,678 a year or \$19.07 per hour.
BE IT FURTHER RESOLVED that upon successful completion of his 90 days probationary period Mr. Swayne will be offered full-time employment with a salary increase of \$1,000 to \$40,678 per year.

Motion to Approve by Mr. Damiano, Second by Mr. Nunn; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

Resolution – Approving the Hiring of Ryan Kinney, Maintenance Department

WHEREAS, the Authority has identified the need for additional maintenance employees, and
WHEREAS, the Authority has advertised for Maintenance positions, and
WHEREAS, Mrs. Hohnhorst reviewed the application of Mr. Ryan Kinney and scheduled an interview, and
WHEREAS, Mrs. Hohnhorst interviewed Mr. Kinney and determined that he satisfies the criteria for an entry level position in the Maintenance Department with the Authority, and
WHEREAS, Mrs. Hohnhorst recommended the Authority hire Mr. Kinney at a rate of \$19.07 per hour or \$39,678 with a standard probationary period of 90 days beginning on or about May 1, 2020.
NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that the hiring of Ryan Kinney is hereby approved for an entry level position in the maintenance department with a 90 days probationary period and a starting salary of \$ 39,678 a year or \$19.07 per hour.
BE IT FURTHER RESOLVED that upon successful completion of his 90 days probationary period Mr. Kinney will be offered full-time employment with a salary increase of \$1,000 to \$40,678 per year.

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

2019 Report of Physical Conditions – Van Note Harvey

This item was tabled.

CORRESPONDENCE

Chairman Avolio reminded the membership that the Annual Financial Disclosure Statements are to be filed by April 30, 2020.

DISCUSSION:

Royce Brook Trunk Line

Mr. Hough indicated that Mr. Hasan sent in the proposals as requested and no further action was necessary at this time.

Copart

Mr. Cipparulo indicated that everything request has been submitted and now is awaiting a response from the Copart attorney.

Request for “Will Serve”- Campus Associates, LLC – 4 Campus Drive, Block 58, Lot 1.05

Mr. Hough indicated that a “will serve” letter is not binding and there is sewer in the area. Mr. Hough wanted to advise the authority of the 21,270 gallon per day potential increase to the system. The response will indicated that there is sanitary sewer service in the area.

Purchase of Point of Repair System for Laterals – Picote Miller Equipment

This item was tabled.

Request for “Will Serve” – C.P. East Brunswick, Inc. – 420 Amwell Road, Block 178 Lot 2 and 430 Amwell Road, Block 178 Lot 3.01

Mr. Hough again indicated that a “will serve” letter is not binding and there is sewer in the area. Mr. Hough wanted to advise the authority of the 1,327 gallon per day potential increase to the system. The response will indicate that there is sanitary sewer service in the area.

Allow staff to approve the connection of single-family dwellings to the Sanitary Sewer System

Mr. Hough brought forth the above discussion item and indicated it is a standard procedure for authorities to permit such activity. It was requested that a procedure be created.

311 Eisler Lane – Notice of Violation

The authority was given an update regarding this resident and that there was no response thus far. Notification had been sent by both certified mail and regular mail. The certified mail was not claimed, the regular mail was not returned. Further notification will be provided giving the resident another 30 days to respond.

Engineering Services – Proposal: Capacity Analysis submitted by Van Note Harvey Associates

This item was tabled.

COMMITTEE REPORTS

No reports at this time.

At 8:48 pm, Mr. Hough left the meeting.

SVRSA REPORT

No report at this time.

CLAIMS LIST

Operating Fund	-	March 25, 2020	\$194,875.33
General Fund	-	March 25, 2020	\$100,390.82

Motion to Approve by Mr. Nunn, Second by Mr. Damiano; and the roll call vote was: Chairman Avolio – yes, Mr. Damiano– yes, and Mr. Nunn – yes.

ADJOURNMENT OF THE REGULAR SESSION

There being no further business to come before the regular session, Mr. Damiano moved that the meeting be adjourned. The motion was seconded by Mr. Nunn and the roll call vote was unanimous for adjournment at 8:52 pm.