

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

Wednesday, April 22, 2020

Hillsborough Township Municipal Utilities Authority met via teleconference at a scheduled meeting on Wednesday, April 22, 2020, with the following members present:

Chairman Avolio
Robert Damiano
Richard Nunn
Frank Scarantino

Also present were Peter Cipparulo, General Counsel and Robert Hough, P.E. of Van Note Harvey Associates, Inc. Member Robert McCray was 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 – March 25, 2020 Regular Session Minutes

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

APPROVAL OF MINUTES – March 25, 2020 Closed Session Minutes

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

BUSINESS FROM THE FLOOR None

MATTERS FOR CONSIDERATION

Resolution #2020-17 – Authorizing Approval of a Sanitary Sewer Connection for 35 Park Avenue (Sun Places LLC) (Block 142, Lot 22)

WHEREAS, Bhavani Veerapaneni (Sun Places LL), 35 Park Avenue (Block 142, Lot 22), has requested a sanitary sewer connection and a sanitary sewer main extension for a proposed single-family dwelling on the above referenced property; and

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

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WHEREAS, the connection of the proposed single-family dwelling will be via a gravity sewer connection and a sanitary sewer main extension; and

WHEREAS, plans entitled “Proposed Improvements for Sun Places LLC situated in Hillsborough Township, Somerset County, New Jersey” last revised February 25, 2020, prepared by Bohren and Bohren Associates, Inc. has been reviewed by the Township of Hillsborough Municipal Utilities Authority’s consulting engineer Van Note – Harvey Associates, Inc and the staff of The Township of Hillsborough Municipal Utilities Authority.

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 and the New Jersey Department of Environmental Protection.
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. All on-site sanitary sewer facilities such as 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 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, Mr. Nunn – yes, and Mr. Scarantino – yes.

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Resolution #2020-18 – Approving the Hiring of Anthony Donnadio full-time, from 90-day Probation

The Authority previously approved the request of Mr. Scott Lynn, the then Executive Director, to hire a maintenance person and that position was filled in February 2020. Mr. Lynn recommended hiring of Mr. Anthony Donnadio with a starting hourly rate of \$19.07/hr. and a 90-day probationary period.

Mr. Dan Reiter, Maintenance Supervisor, has advised that Mr. Donnadio has successfully completed his probationary period and Mr. Reiter recommends removing Mr. Donnadio from probation and adjusting Mr. Donnadio's salary to \$19.56/hr. (yearly salary of \$40,684.80) effectively May 1, 2020.

After further discussion, the Authority introduced the following resolution and moved it be adopted:

WHEREAS, the Authority has identified the need for an additional maintenance employee, and

WHEREAS, Mr. Donnadio has successfully completed his 90-day probationary period, and

WHEREAS, the 2020 Operating Budget includes the hiring of a new maintenance employee.

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of the staff, the Authority hereby acknowledges that Mr. Anthony Donnadio has successfully completed his 90-day probationary period for the maintenance position and as a result will be offered permanent employment.

Motion to Approve by Mr. Damiano, Second by Mr. Scarantino; the roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. Nunn – yes, and Mr. Scarantino – 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 files by April 30, 2020.

DISCUSSION:

Royce Brook Trunk Line

Mr. Hough reported that MUA staff was in contact with NJDEP and filed the appropriate report. To date, there has been no further contact from the NJDEP.

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Copart

Mr. Cipparulo stated that the agreement was sent to the Copart attorney and the MUA was awaiting a response. He further stated that Mr. Agha Hasan had advised him that he (Mr. Hasan) has a “standing call” with Copart and at this time there was nothing to further report.

Route 206 Gravity Sewer Rehabilitation: NJDOT Permit Update & Bid Schedule

Mr. Hough indicated that NJDOT issued a permit for the project and will allow for daytime work. Van Note – Harvey was directed to put complete the bid specifications and incorporate the permit requirements. A recent Local Finance Notice has provided guidelines on how to receive bids under the current restrictions resulting from COVID-19. Bids will probably be “out” for 30 days. A motion was made by Mr. Scarantino, seconded by Mr. Damiano to go out to bid, all members present voted affirmatively.

Van Note – Harvey Proposal for Homestead Trunk, Royce Brook Interceptor Capacity and Video Inspection (Previously Provided)

This discussion item was tabled.

Purchase of Point of Repair System for Laterals (Previously Provided) - Picote Miller Equipment

Chairman Avolio expressed concern over expending funds during the pandemic. Mr. Hough explained the benefits of such a purchase. The members discussed the need for an I/I budget and a program plan. It was agreed that Mr. Hough would set up a “meeting” with Mr. Nunn and Mr. Scarantino to discuss I/I removal. Mr. Hough was also directed to prepare a memo recommending the purchase of the new equipment. The item was tabled pending a memo from Mr. Hough.

311 Eisler Lane – Notice of Violation

Mr. Cipparulo recapped the events leading to the violation at 311 Eisler Lane in which a contractor constructed a poorly installed connection thus resulting in documented (TV inspection) ground water infiltration. He suggested the MUA make the required repair and send the property owner an invoice for the work. It was determined that another formal notice be sent to the contractor indicating that the MUA will make the repair and would then send an invoice to the contractor. It was further requested that the Township’s Board of Health be copied on the notice.

Potential Extension of Grace Periods for 2nd Quarter Sewer Charges

Given the current environment with respect to COVID-19 it was agreed that staff would be directed to allow an additional 30-day grace period for the 2nd Quarter.

2020 Summary of Will Serve Letters & 2020 Summary of Sewer Connection Approvals

Mr. Hough stated that he had prepared and will continue to update and provide a monthly / yearly summary of will serve letters and sewer connection approvals. This will allow the members to follow flow approvals and requests.

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COMMITTEE REPORTS

Mr. Cipparulo brought forth the issue of longevity and changing the employee handbook. New hire employees after January 2020 will no longer receive longevity. Previously hired employees will be grandfathered to keep their longevity.

SVRSA REPORT

No report at this time.

CLAIMS LIST

Operating Fund	April 22, 2020	\$206,529.93
General Fund	April 22, 2020	\$ 23,064.76

Motion to Approve by Mr. Damiano, Second by Mr. Nunn; and the roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. Nunn – yes, and Mr. Scarantino – 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 8:50 pm.

CLOSED SESSION

Frank Scarantino made a motion to go into closed session. Robert Damiano seconded the motion. The motion was unanimously approved.

REOPENED SESSION

Mr. Hough was telephoned and offered the position. Mr. Hough accepted. The Board expressed that it looked forward to working with Mr. Hough. He was advised to report to Acting Executive Director Tracie Hohnhorst and to follow new employee procedures.

Mr. Scarantino made a motion to close the meeting. The motion was seconded by Mr. Damiano. The motion was unanimously approved.