

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

Wednesday – June 24, 2020

Hillsborough Township Municipal Utilities Authority met via teleconference at a scheduled meeting on Wednesday, June 24, 2020, with the following members present:

Chairman Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Also present were Robert Hough, P.E., Executive Director and Peter Cipparulo, General Counsel. Member Robert Damiano was noted as absent.

ANNOUNCEMENT – Open Public Meetings Act

Following the roll call Chairman Mr. 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 – May 27, 2020 Regular Session Minutes as amended

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

BUSINESS FROM THE FLOOR None at this time.

CORRESPONDENCE None at this time.

MATTERS FOR CONSIDERATION

Resolution #2020-26 – Authorizing the Transfer of Funds in the Amount of \$175,000.00 to the Township of Hillsborough for the Fiscal Year Ending in 2020

WHEREAS, The Township of Hillsborough, by letter dated May 14, 2020, a copy of which is attached hereto, has requested that the Township of Hillsborough Municipal Utilities Authority appropriate \$175,000.00 to the Township of Hillsborough for the reason stated in the aforesaid letter; and

WHEREAS, the members of the Authority, upon review of the above stated letter, have determined that the sum of \$175,000.00 may be submitted to the Township of Hillsborough for the fiscal year ending in 2020.

NOW, THEREFORE, BE IT RESOLVED, the Township of Hillsborough Municipal Utilities Authority hereby approves the allocation of \$175,000.00 to the Township of Hillsborough.

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

**Resolution #2020-27 Hillsborough Municipal Utilities Authority Budget Amendment
Fiscal Year December 1, 2019 To November 30, 2020**

WHEREAS the Hillsborough Municipal Utilities Authority Budget for the Fiscal Year ending November 30, 2020 was adopted on the 26th day of November 2019; and

WHEREAS it is desired to amend said adopted Budget; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Hillsborough Municipal Utilities Authority hereby requests the Director of the Division of Local Government Services approve the following amendment to the adopted Budget of the Hillsborough Municipal Utilities Authority for the fiscal year ending November 30, 2020.

INCREASE REVENUE:

Unrestricted Net Position (Rate Stabilization)	\$175,000
------------------------------------------------	-----------

INCREASE APPROPRIATIONS:

Appropriation to the Township of Hillsborough	\$175,000
-----------------------------------------------	-----------

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

**Resolution #2020-28 Hillsborough Municipal Utilities Authority Budget Amendment
Fiscal Year December 1, 2019 To November 30, 2020**

WHEREAS the Hillsborough Municipal Utilities Authority Budget for the Fiscal Year ending November 30, 2020 was adopted on the 26th day of November 2019; and

WHEREAS it is desired to amend said adopted Budget; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Hillsborough Municipal Utilities Authority hereby requests the Director of the Division of Local Government Services approve the following amendment to the adopted Budget of the Hillsborough Municipal Utilities Authority for the fiscal year ending November 30, 2020.

INCREASE REVENUE:

Unrestricted Net Position (Rate Stabilization)	\$422,000
------------------------------------------------	-----------

INCREASE APPROPRIATIONS:

Cost of Providing Services	\$422,000
Salary & Wages	142,000
Fringe Benefits	48,000
SRVSA Treatment	214,000
Miscellaneous COPS	18,000

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

Resolution #2020-29 – Authorizing Approval of a Sanitary Sewer Extension along Route 206 to Serve Three (3) Properties Known as 325 US Route 206 (Block 182, Lot 41), 327 US Route 206 (Block 182, Lot 40) and 329 US Route 206 (Block 182, Lot 39)

WHEREAS, on behalf of the New Jersey Department of Transportation (NJDOT), Malick & Scherer, PC, has submitted a sanitary sewer extension request in conjunction with infrastructure improvements to US Route 206 between Doctors Way and Valley Road; and

WHEREAS, the requested sanitary sewer extension will provide sanitary sewer service to three (3) existing homes known as 325 US Route 206 (Block 182, Lot 41), 327 US Route 206 (Block 182, Lot 40) and 329 US Route 206 (Block 182, Lot 39) all of which are currently served by septic systems; and

WHEREAS the requested wastewater flow from the connection of the three (3) existing single-family dwelling is a total of 900 gallons per day (GPD) (300 GPD per home); and

WHEREAS the connection of the existing three (3) single-family dwellings will be via gravity sewer connections and a sanitary sewer main extension; and

WHEREAS, plans bearing the general title “Route U.S. 206 – Doctors Way to Valley Road Contract No. 066108022” last revised February 25, 2020, prepared by Malick & Scherer P. C. have been reviewed by 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 Executive Director be authorized to execute applications required in connection with said submittal.

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

Resolution #2020-30 – Authorizing the 2020 Service Contract Between the Somerset Raritan Valley Sewerage Authority and the Borough of Millstone (as a Customer of Hillsborough Municipal Utilities Authority) and the Hillsborough Township Municipal Utilities Authority

WHEREAS, on November 26, 2019 the Township of Hillsborough Municipal Utilities Authority (TTHMUA) adopted a resolution authorizing the “Customer Service Agreement” between the Borough of Millstone and the TTHMUA to accept sanitary flows from the Borough of Millstone; and

WHEREAS the 2020 Service Contract Between the Somerset Raritan Valley Sewerage Authority and the Borough of Millstone (as a Customer of Hillsborough Municipal Utilities Authority) and the Hillsborough Township Municipal Utilities Authority has been prepared and found to be acceptable to TTHMUA.

NOW, THEREFORE, BE IT RESOLVED, the Township of Hillsborough Municipal Utilities Authority hereby approves the 2020 Service Contract Between the Somerset Raritan Valley Sewerage Authority and the Borough of Millstone (as a Customer of

Hillsborough Municipal Utilities Authority) and the Hillsborough Township Municipal Utilities Authority and authorizes the Executive Director to execute the Contract on behalf of the Township of Hillsborough Municipal Utilities Authority.

Motion to Approve subject to Mr. Cipparulo reviewing and verifying the date of the inter-municipal COOP agreement between Hillsborough Township and Millstone Borough: by Mr. Nunn, seconded by Mr. McCray; the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

DISCUSSION:

Status meeting with Van Note-Harvey Associates and CME Associates

Mr. Hough provided the authority an update that he met with the above-mentioned vendors as an introductory meeting and reviewed their current contracts.

Meeting with Hillsborough Building Department and Hillsborough Engineering Department

This meeting, originally scheduled for June 15, 2020, was postponed until June 25, 2020.

311 Eisler Lane – Notice of Violation

Mr. Cipparulo indicated that there has not been a response to the notice. The Authority will make the repair. Follow up notice being sent regarding the repair to be made, which will be followed by a bill.

Sunnymeade Pump Station and Force Main Project

Mr. Hough advised that he had received and was reviewing current design plans. He has also received a proposal for extra services related to easements, test pits and Green Acres. He will be reviewing same with the Engineering Committee. Mr. Cipparulo indicated that he needs to follow up with the Copart attorney. Mr. Hough is working on the cost estimates regarding the Green Acres test pits which will be reviewed with the Engineering Committee.

Route 206 Gravity Sewer Rehabilitation

There was a pre-bid meeting held on June 16, 2020 in which 6 of the 9 current documents holders participated. An addendum was issued on June 23, 2020. Bids are still on schedule to be received on July 9, 2020 at 11 am.

Review of wastewater flows to SRVSA

Mr. Hough indicated that he and the staff continue to compile flow data from SRVSA and the MUA pump stations. He also indicated that there are issues with the flow metering

equipment at several of the pump stations and that staff has been working with vendors related to repairing and / or replacing this equipment.

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

Mr. Hough is still reviewing the flows. No recommendation at this time.

2020 Summary Will Serve Letters

Nothing new to report since the last meeting.

2020 Summary Connection Approvals

Three properties along Route 206. No further discussion.

COMMITTEE REPORTS

Engineering / Facilities
Meeting scheduled for June 25, 2020.

Finance
Nothing to report.

I/I and GIS
Nothing to report.

Personnel
Nothing to report.

SVRSA REPORT

No report at this time.

CLAIMS LIST

Operating Fund	\$177,139.28
General Fund	\$228,212.97

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

OTHER DISCUSSION

Mr. Hough inquired about moving the meeting time to earlier, either 6 or 7 pm. It will be taken under consideration.

For informational purposes only, the budget process will start in July.

Mr. Hough reported that on June 24, 2020 the MUA received a call from IHOP and they were inquiring about receiving relief from their sewer bill. Staff advised them to put the request in writing to the Authority.

ADJOURNMENT OF THE REGULAR SESSION

There being no further business to come before the regular session, Mr. McCray 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.