

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – JULY 29, 2020**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting at 6:00 PM on Wednesday, July 29, 2020, with the following members present:

Chairman Avolio via teleconference  
Robert Damiano  
Robert McCray  
Richard Nunn  
Frank Scarantino

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel.

**ANNOUNCEMENT – Open Public Meetings Act**

Following the roll call Vice-Chairman Mr. Nunn 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 and amended on July 27, 2020.

**APPROVAL OF MINUTES – June 24, 2020 Regular Session Minutes.**

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

**BUSINESS FROM THE FLOOR** None at this time.

**CORRESPONDENCE** None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #2020-31 – Extending the Probation Period of Ryan Kinney an Additional 30 Days**

**WHEREAS**, the Authority previously approved the request of Mr. Dan Reiter, Maintenance Supervisor, to hire an additional maintenance employee and on March 25, 2020 the Authority adopted Resolution #2020-16 hiring of Mr. Ryan Kinney with a starting hourly rate of \$19.07/hr. and a 90-day probationary period; and

**WHEREAS**, Mr. Reiter has advised that Mr. Kinney’s 90-day probationary period should be extended an additional 30 days.

**NOW, THEREFORE, BE IT RESOLVED**, based on the recommendation of the staff, the Authority hereby extends Mr. Ryan Kinney’s 90-day probationary period for an additional 30 days after which time, his performance will be re-evaluated.

Motion made by Mr. Scarantino, seconded by Mr. Damiano to extend probation another 30 days.

The roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

**RESOLUTION #2020-32 – Awarding the Contract Known as “Rehabilitation of Route 206 Existing Sanitary Gravity Sewer System – Contract No. 50” to SWERP, Inc., Bristol, Pa. in the Amount of \$318,600.00**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has solicited bids for the contract known as “Rehabilitation of Route 206 Existing Sanitary Gravity Sewer System – Contract No. 50”; and

**WHEREAS**, bids were received and opened on July 9, 2020; and

**WHEREAS**, TTHMUA received six (6) bids [there were nine (9) bid document holders]:

- SWERP, Inc. in the amount of \$318,600.00;
- Arold Construction Co. in the amount of \$321,500.00;
- Insituform Tech LLC in the amount of \$361,827.00;
- National Water Main Cleaning in the amount of \$381,630.00;
- Standard Pipe Services in the amount of \$428,000.00;
- North American Pipeline Services in the amount of \$443,982.00; and

**WHEREAS**, the bids received have been reviewed and found to be acceptable by the TTHMUA staff, the TTHMUA attorney and Van Note – Harvey Associates; and

**WHEREAS**, it is the recommendation of the TTHMUA’s Executive Director that the contract be awarded to SWERP, Inc., 1237 Hayes Boulevard, Bristol, Pa. 19007, as the lowest responsible bidder for the base bid, with no change in the base bid if the work hours for the project are adjusted from the approved daytime hours allowed by the approved New Jersey Department of Transportation permit, and if any spot repairs are required prior to the lining work at the lump sum price for five (5) repairs of \$195,000.00 or \$39,000.00 per repair.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey as follows:

1. The contract be awarded to SWERP, Inc., 1237 Hayes Boulevard, Bristol, Pa. 19007, as the lowest responsible bidder for the base bid, in the amount of \$318,600.00, with no change in the base bid if the work hours for the project

are adjusted from the approved daytime hours allowed by the approved New Jersey Department of Transportation permit, and if any spot repairs are required prior to the lining work at the lump sum price for five (5) repairs of \$195,000.00 or \$39,000.00 per repair.

2. The Executive Director and the Chairman are hereby authorized and directed to execute said Contract on behalf of TTHMUA.

Motion was made by Mr. Damiano and seconded by Mr. McCray.

The roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes and Mr. Scarantino – yes.

**OTHER DISCUSSION:**

Policy granting relief of interest payment and allowing for a payment plan: only one request has been received and that was from IHOP, as the business was closed for a period of time at the onset of the pandemic. They requested that their sewer fee be reduced. The Authority responded no. Mr. Hough stated that capacity flows remain the same. Mr. Hough suggested that a policy be developed for providing interest relief should this issue arise in the future. He further reported that revenue remains steady despite the pandemic. It was determined that it was not necessary for the development of a policy.

Status of the 2016 Ford Explorer. This administrative vehicle has a smoke odor and currently none of the office employees want to utilize it because of the odor. It has been cleaned multiple times. The vehicle could and would be utilized by the field staff. Thus, it was determined that the vehicle be added to the fleet of the field staff for utilization.

**DISCUSSION:**

**311 Eisler Lane – Notice of Violation**

Repair was completed by the homeowner's contractor on July 11, 2020. Mr. Hough reported that the repair was observed by staff, it has been video inspected and appears to have been properly completed. The repair will be re-inspected by TV in a few months.

**Amendments to the 2020 Fiscal Year Budget**

The two amendments proposed at the last meeting were sent to the Division of Community Affairs (DCA) and were subsequently approved by DCA on July 6, 2020.

**Sunnymeade Pump Station and Force Main Project**

Mr. Cipparulo reported that progress has been made with respect to the Copart property and there is a signed agreement, however there is now a question regarding additional piping.

Green Acres and test pits – it has been determined that it is considerably costly to locate the existing force mains, VNHA will be making an application to the railroad (with the \$2,5000 fee). It is the MUA's desire to begin discussing the project with the railroad. It is further hoped that any test pits to locate the existing force mains be completed as part of the construction contract in an effort to save time and expense. The existing force mains are approximately 20 feet deep and unfortunately there is no identifying material on top to assist in location of the pipes. It was determined to wait on performing any test pits at this time and to meet with the railroad as soon as possible.

Van Note Harvey Associates is requesting additional fees related to easement and permitting. VNHA submitted a proposal regarding additional fees for nearly \$300,000. There will be a meeting with VNHA to review the proposal. Questions arose regarding the pump station, the force main and attorney fees associated with this project. The members of the Authority requested an analysis of what has been paid. Mr. Hough has the data and will share it with the membership.

Pump station design flows and flowmeter values have been discussed with Mr. Hasan and the additional unites were allegedly approved by the Authority, also the 24-inch force main was increased to 30 inches. It is believed that this approval was from the previous director.

There also needs to be an analysis of the pump stations to determine the number of flow meters to be replaced. Sunnymede is not functioning properly and a quote of \$14,000 was received for new flow meter. The Authority is waiting for the contractor estimates for the installation and the goal is to have this completed in the next two months. Claremont, Mulford and Blackwell's Mills are also not functioning properly. Mr. Hough is obtaining quotes for these additional pump stations as well. Direction was received to move forward on Sunnymede.

### **Route 206 Gravity Sewer Rehabilitation**

As per previous discussion, the project has been awarded.

### **Mountain View Park Pump Station**

This project is nearing completion. The County's contractor will complete the Bioxide treatment system and once that is completed it will be fully operational and the MUA can accept the project.

### **Rohill Pump Station**

The generator and automatic transfer switch need to be replaced. It has been determined that this particular generator is no longer being manufactured and parts are not available. Mr. Hough has quotes for replacements: natural gas 60 kw generator and ATS combined is \$24,405, with approximately \$12,000 for the installation. Question was posed regarding having portable generators, but it was determined that was not feasible. There will be a resolution for consideration on at the next meeting for this project.

**Sanitary Sewer Main Replacement**

East side of Route 206, connecting to the Valley Road Trunk (Contract 4A) – during recent I/I work a section of sewer main east of Route 206 was found to have sections of pipe missing and other issues at joints. The manhole run is approximately 280 feet and should be completely replaced. The estimated cost of the work is \$53,500.00. The staff has determined this project to be an emergency and will coordinate the appropriate approvals and contracts with Mr. Cipparulo.

**Tour of pump station facilities by Board Members**

Mr. Hough suggested that members of the Board tour the pump stations. The members agreed. Mr. Hough will arrange tours for the members in September / October.

**Van Note – Harvey Proposal for Homestead Trunk, Royce Brook Interceptor Capacity and Video Inspection (Previously Provided)** – nothing to report

**2020 Summary (Last revised July 24, 2020) of Will Serve Letters – For Informational Purposes Only** – nothing to report

**2020 Summary (Last revised July 24, 2020) of Sewer Connection Approvals – For Informational Purposes Only** – single family added

Mr. Hough drafted an RFQ / RFP for Blackwell’s Mills pump station. This station needs replacement due to age, deterioration and reliability. Mr. Hough was directed by the Board to advertise the RFQ / RFP in the newspaper.

**COMMITTEE REPORTS**

Engineering / Facilities – Items were covered in previous discussions.

Finance - Nothing to report.

I/I and GIS - Mr. Randy Smith provided a written report that had been distributed to the Board. GIS status / update will be provided for the next meeting.

Personnel - Question was asked regarding field staff overtime work. Mr. Hough reported that there has been overtime work on July 11, 2020 and July 25, 2020.

**SVRSA REPORT**

No report at this time.

**CLAIMS LIST**

Operating Fund	\$824,757.77
General Fund	\$ 54,530.33

Motion to Approve by Mr. Damiano, Second by Mr. Scarantino; and the roll call vote was: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – 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. McCray moved that the meeting be adjourned. The motion was seconded by Mr. Nunn and the roll call vote was unanimous for adjournment at 7:03 pm.