

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – September 23, 2020**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:05 PM on Wednesday, September 23, 2020, with the following members present:

Chairman Michael Avolio  
Richard Nunn  
Frank Scarantino – via teleconference

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

**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 and amended on August 7, 2020.

**APPROVAL OF MINUTES**

**August 26, 2020 Regular Session Minutes** - Motion to approve by Mr. Nunn, second by Chairman Avolio and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – Yes, Mr. Scarantino – abstained (he was not present at said meeting).

**August 26, 2020 Closed Session Minutes** - Tabled.

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

**CORRESPONDENCE** Mr. Hough received and shared an email from a resident regarding a very pleasant experience with our crew – how efficient and courteous the crew was doing their work.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #2020-38 – Resolution to Advertise Public Hearing for Revisions to Rate Schedule (Sewer Connection Fee)**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay

the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable; and

**WHEREAS**, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees;” and

**WHEREAS**, the Authority, according to law, must establish and hold a public hearing.

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “A Resolution Amending a Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees”, does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 6:00 P.M. on October 28, 2020.

The resolution and motion were introduced by Mr. Nunn and seconded by Chairman Avolio; and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – Yes, Mr. Scarantino – yes.

### **DISCUSSION**

#### **Proposed Operating Budget and Capital Budgets – Fiscal Year Ending November 30, 2021**

Mr. Hough presented the operating and capital budgets. A resolution, in a format provided by the Department of Community Affairs (DCA), is required to approve said budgets and authorize the submission of the budgets to the DCA for review, approval and authorization for a public hearing on November 24, 2020.

The resolution and motion were introduced by Mr. Nunn, seconded by Chairman Avolio; and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – Yes, Mr. Scarantino – Yes.

**Annual Revision to Connection Fee** – see above resolution #2020-38

#### **Sunnymeade Pump Station and Force Main Project**

Design Update

Copart Update

Green Acres Update / Test Pits for Force Main Location

Flow Meter Installation – completed on August 27, 2020

### Pump Station Design Flows

Mr. Hough participated in a conference call on September 8, 2020 with representatives of the railroad and VNHA. In summary, the railroad is very interested in having a very accurate assessment of where the existing force mains cross the railroad tracks and concerned with not doing test pits. Mr. Hough also met with Mr. McCray and Mr. Scarantino to review the status of these part of the project.

Subsequently, the MUA reached out to Advanced Infrastructure Design (AID) a firm that specializes in locating underground structures. AID visited the site on September 23, 2020 and were able locate the force mains on the Green Acres portion, however, they could not confirm the crossing at the railroad nor on the Copart property.

It was further discussed that the next step could be to submit the permit applications to the railroad and Green Acres based on the current information and write the specifications to require test pits to be completed at the beginning of the project. Consensus was reached to proceed in this manner.

Mr. Hough reported that Copart was very helpful during this process and allowed access to the property in an effort to locate the existing force mains.

Mr. Cipparulo indicated that there will be conference call regarding the adjoining property owner shortly.

Mr. Hough reported that regarding the flow meters, there has been data issues and that staff was working with the vendor.

### **Rehabilitation of the Route 206 Gravity Sewer - Contract Documents and Project Schedule**

The Route 206 rehabilitation project contract documents are in the process of being executed and there was a conference call with the contractor to review the proposed schedule. There is a conference call scheduled with Hillsborough Township Police Department and NJDOT on Friday, September 25, 2020 to further discuss the project. The target start date is November 9, 2020 and will take approximately six weeks to complete. The contractor is proposing to do the lining work at night and these details will be confirmed during the up-coming conference call. The shop drawings have not been submitted yet.

**Mountain View Park Pump Station - Completion of Pump Station**

Mountain View Park Pump Station has been completed. The Authority has received from the County Engineering Department all the pertinent documents, and the Authority is assuming the operations as per a letter dated September 16, 2020.

**Blackwell's Mills Pump Station Replacement**

Five (5) engineering proposals have been received for the aforementioned project. Staff hopes to have a recommendation for the October 28, 2020 meeting.

**Rohill Pump Station - Generator and Automatic Transfer Switch (ATS) replacement**

This item has been placed on hold until a response is received from the Morris County Cooperative Pricing Council (MCCPC).

**Facilities Plant Update**

This will be completed by staff as there is no reason for VNHA to update the facilities for the bond, the staff will complete the updates, a form will be completed for each pump station, as well as an inventory of the pipes to provide an up to date summary of what is owned by the authority.

**Tour of Pump Station Facilities**

Will be scheduled soon.

**Summary Will Serve Letters** – no new projects.

**Summary of Sewer Connection Approvals** - one (1) existing single family home requested approval to connect.

There was a brief discussion regarding the “labeling” of all MUA vehicles and the possible placement of GPS tracking in all MUA vehicles. Mr. Hough was directed to discuss same with Dan Reiter.

**COMMITTEE REPORTS**

**Engineering / Facilities** – No additional report – Mr. Scarantino reported that all items were covered in discussion topics.

**Finance** – No report.

**I/T and GIS** – Mr. Hough reported that staff has been working with the MUA’s vendors to coordinate and resolve computer and program issues. In addition, the Authority previously authorized a replacement large format printer. That replacement is being implemented.

**Personnel** - No report.

**SRVSA REPORT** – no report.

**CLAIMS LIST**

- **Operating Fund**                      \$203,091.72
- **General Fund**                         \$ 97,456.48

A motion was made by Mr. Nunn, seconded by Chairman Avolio to approve both claims lists; and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – yes and Mr. Scarantino – yes.

**ADJOURNMENT**

Motion to adjourn was made at 6:34 pm by Mr. Nunn, seconded by Chairman Avolio and the meeting adjourned.