

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – October 28, 2020**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:06 PM on Wednesday, October 28, 2020, with the following members present:

Chairman Michael Avolio
Robert Damiano
Robert McCray
Rick Nunn – arrived at approximately 6:15 pm
Frank Scarantino – arrived at approximately 6:22 pm

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 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 (this was deferred until all members were present)

September 23, 2020 Regular Session Minutes - Motion to approve by Mr. Damiano, second by Mr. Scarantino and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, and Mr. Scarantino – yes. Mr. McCray and Mr. Nunn abstained as they were not present at the September 23, 2020 meeting.

August 26, 2020 Closed Session Minutes - Motion to approve by Mr. Damiano, second by Mr. McCray and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. McCray – yes and Mr. Nunn – yes. Mr. Scarantino – abstained as he was not present at the August 26, 2020 meeting.

BUSINESS FROM THE FLOOR

Executive Director Hough inquired as to procedurally if the Authority wished to move forward with the closed session at the beginning of the meeting or late until the end of the meeting, as per the agenda. It was decided that business would move forward until Mr. Nunn and Mr. Scarantino arrived.

CORRESPONDENCE None at this time.

MATTERS FOR CONSIDERATION

RESOLUTION #2020-39 - Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees

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:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on November 1, 2020.

SECTION IV. is hereby amended as follows:

SECTION IV. CONNECTION OR TAPPING FEES

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,808
Multiple family residential dwellings	
Including townhouses, condominiums, and apartments.	
1-bedroom unit	\$1,685
2-bedroom unit	\$2,387
3-bedroom unit	\$2,808
Senior housing (age restricted):	
1-bedroom unit	\$1,039
2-bedroom unit	\$1,600

3-bedroom unit	\$2,106
Assisted living facilities: Per bed	\$ 936
All other uses – charge per gallon of estimated average daily flow	\$9.36

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

SECTION V. is hereby amended as follows:

SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.36 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard.

Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

The opening and closing of the Public Hearing and the introduction of the resolution and motion to adopt were all introduced by Mr. McCray and seconded by Mr. Damiano; and the roll call vote in all cases was: Chairman Avolio -yes, Mr. Damiano – yes, and Mr. McCray – yes. Mr. Nunn and Mr. Scarantino were not yet present at the meeting.

RESOLUTION #2020-40 – Resolution Authorizing the Award of a Contract to GenServe via the Morris County Cooperative Pricing Council for the Purchase and Installation of a New Generator and Automatic Transfer Switch for the Rohill Pump Station in the Amount of \$34,460.00

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that the emergency generator and automatic transfer switch at the Rohill Pump Station be replaced; and

WHEREAS, the Morris County Cooperative Pricing Council (MCCPC) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, TTHMUA is a member of the MCCPC; and

WHEREAS, TTHMUA has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after equipment and labor may be procured through an accepted cooperative purchasing contract, MCCPC Contract #46, in effect until September 30, 2021 between MCCPC and GenServe; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, consistent with the MCCPC cooperative purchasing contract and the needs of TTHMUA, GenServe has submitted a specific quotation, Quote # AAAQ52030, to provide a new emergency generator and automatic transfer switch and required labor to install said equipment for use by TTHMUA for the sum of \$34,460.00.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY (TTHMUA), COUNTY OF SOMERSET, STATE OF NEW JERSEY AS FOLLOWS:

1. The foregoing “WHEREAS” clauses are hereby incorporated as if fully restated.
2. A purchase order for a new emergency generator and automatic transfer switch and required labor to install said equipment for use by TTHMUA in the amount of \$34,460.00 is hereby awarded to GenServe without public bidding as permitted by law.
3. TTHMUA Chairman and Executive Director are hereby authorized and directed to execute that appropriate purchase order with GenServe pursuant to the terms and conditions of the cooperative purchasing contract with GenServe.

4. This Resolution shall take effect immediately upon final passage according to law.

The resolution and motion were introduced by Mr. McCray and seconded by Mr. Damiano; and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, and Mr. McCray – yes. Mr. Nunn and Mr. Scarantino were not yet present at the meeting.

RESOLUTION #2020-41 – Resolution Authorizing the Award of a Contract to H2M Associates, Inc. for Professional Engineering Services for the Blackwell’s Mills Pump Station Replacement in the Amount of \$30,600.00

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that the Blackwell’s Mills Pump Station be replaced; and

WHEREAS, the Request for Qualifications and the Request for Proposals (RFQ / RFP) for Professional Engineering Services for this project were publicly advertised; and

WHEREAS, TTHMUA Staff received and reviewed five (5) RFQ / RFP for this project; and

WHEREAS, TTHMUA Staff based on the above stated review recommends that a contract for Professional Engineering Services for the Blackwell’s Mills Pump Station Replacement be awarded to H2M Associates, Inc. in the amount of \$30,600.00.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY (TTHMUA), COUNTY OF SOMERSET, STATE OF NEW JERSEY AS FOLLOWS:

1. The foregoing “WHEREAS” clauses are hereby incorporated as if fully restated.
2. A purchase order and agreement for Professional Engineering Services for the Blackwell’s Mills Pump Station Replacement in the amount of \$30,600.00 is hereby awarded to H2M Associates, Inc. without public bidding as permitted by law, contingent upon the proper execution and submission of all required documents and forms.
3. TTHMUA Chairman and Executive Director are hereby authorized and directed to execute that appropriate purchase order and agreement with H2M Associates, Inc.
4. The Executive Director shall publish a notice of the award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.
5. This Resolution shall take effect immediately upon final passage according to law.

The resolution and motion were introduced by Mr. McCray and seconded by Mr. Damiano; and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, and Mr. McCray – yes. Mr. Nunn and Mr. Scarantino were not yet present at the meeting.

Mr. Nunn joined the meeting at 6:15 pm.

DISCUSSION

Status Operating and Capital Budgets – Fiscal Year Ending November 30, 2021

- **Approved for adoption by the DCA on October 14 ,2020**
- **Public hearing on November 24, 2020**

Mr. Hough reported that the Operating and Capital Budgets had been approved by DCA and the public hearing is scheduled for the November 24, 2020 meeting.

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 reported that Advanced Infrastructure Design (AID) returned to the site and brought different equipment and they were able to locate the force mains on the Green Acres property, at the railroad crossing and up to the Copart property. This resulted in a high degree of certainty in the correct location and the location is consistent with where the staff believed the force mains to be located and it also aligns with the access gates at Copart. VNHA was authorized to survey the area and MUA staff is waiting for the final report from AID and revised plans from VNHA. Once completed the appropriate permit applications and documents can be submitted to Green Acres and the railroad.

The flow meter work at the pump station has had some difficulty and additional updates will be forth coming as the meters are not reading the flows correctly.

Mr. Cipparulo reported that there was an insurance issue with regards to the agreement with SAI, but that is being resolved.

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

The proposed start date is the week of November 16th. The lining work will take place overnight (8:00 pm to 6:00 am) and the other phases of the work during daytime hours. SWERP, the contractor for the project, has coordinated all work with NJDOT and the Hillsborough Police Department.

Blackwell’s Mills Pump Station Replacement

Resolution passed earlier this evening.

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

Resolution passed earlier this evening.

Facilities Plant Update

Mr. Hough reported that inspections of all pump stations will be completed by the staff and the overall report will be completed by the end of the year.

Mr. Scarantino joined the meeting at 6:22 pm.

Tour of Pump Station Facilities

Board members advised that Wednesday – Friday were good days for the tour. They requested that staff provide them with some dates and coordinate the tour.

Summary Will Serve Letters – no new projects.

Summary of Sewer Connection Approvals – no new projects.

COMMITTEE REPORTS

Engineering / Facilities – No additional report

Finance – No report

I/I and GIS – Mr. Hough reported that the new plotter has been received. He additionally reported that the clearing of easements has been taking place. Mr. Nunn requested that an update on the easements and a map of show the completed easement clearing be completed by next month.

Personnel - No report.

SRVSA REPORT – no report.

CLAIMS LIST

- **Operating Fund** **\$242,418.13**
- **General Fund** **\$ 66,835.49**

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

RESOLUTION – CLOSED MEETING – PART 1

Motion to adjourn the regular meeting and move into closed session was made at 6:35 pm by Mr. Damiano, seconded by Mr. McCray and the roll call vote was: Chairman Avolio - yes, Mr. Damiano - yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Scarantino – yes.

The Authority moved into Closed Session.

RESOLUTION – RETURN TO OPEN MEETING

At 7:12 pm the board members returned from closed session and moved to reopen the Public Meeting, motion made by Mr. McCray, seconded by Mr. Damiano and the roll call vote was: Chairman Avolio -yes, Mr. Damiano - yes, Mr. McCray - yes, Mr. Nunn – yes and Mr. Scarantino – yes.

MISCELLANEOUS ITEMS / UPDATES

Mr. Hough reported that an employee was injured over the weekend and had been with the Authority less than a year, for which he would not have FLMA leave nor any sick time bank. It was determined that no paid time would be provided.

Mr. Hough reported that another employee resigned and his last day would be November 20, 2020.

Mr. Hough reported that two businesses at Nelson’s Corner requested a credit and it was determined that no credit would be offered.

Mr. Hough reported that two of the older vehicles are coming to the end of their service life and that they will need to be replaced sooner rather than later. The board agreed and requested quotes.

Mr. Hough reported he has received “complaints / concerns” with respect to employees smoking in vehicles and around job sites, that it needs to be addressed and he will be working with the employees on this. The board agreed.

Mr. Scarantino left the meeting at 7:16 pm.

RESOLUTION – CLOSED MEETING – PART 2

Motion to adjourn the regular meeting and move back into closed session was made at 7:16 pm by Mr. Damiano, seconded by Mr. McCray and the roll call vote was: Chairman Avolio -yes, Mr. Damiano - yes, Mr. McCray - yes, and Mr. Nunn – yes. Mr. Scarantino had left the meeting.

The Authority moved into Closed Session.

RESOLUTION – RETURN TO OPEN MEETING

At 7:16 pm the board members returned from closed session and moved to reopen the Public Meeting, motion made by Mr. McCray, seconded by Mr. Damiano and the roll call vote was: Chairman Avolio -yes, Mr. Damiano - yes, Mr. McCray - yes, and Mr. Nunn – yes. Mr. Scarantino had left the meeting

ADJOURNMENT

Motion to adjourn was made at 7:16 pm by Mr. Damiano, seconded by Mr. McCray the roll call vote was unanimous for adjournment.