

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – DECEMBER 16, 2020**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:05 PM on Wednesday, December 16, 2020, with the following members present:

Chairman Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino – via teleconference

Also present were Authority Executive Director, Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel who was noted as joining the meeting at 6:10 PM. Absent was member Robert Damiano. Also absent was Pam Borek.

Mr. Hough prepared these meeting minutes.

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

November 24, 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.

BUSINESS FROM THE FLOOR None at this time.

CORRESPONDENCE None at this time.

MATTERS FOR CONSIDERATION

RESOLUTION #2020-43 – Authorizing the Revised 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, on June 24, 2020 TTHMUA adopted 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; 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 revised, the revisions do not impact TTHMUA and the revisions have been found to be acceptable to TTHMUA.

NOW, THEREFORE, BE IT RESOLVED, the Township of Hillsborough Municipal Utilities Authority hereby approves the revised 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.

The resolution and motion were introduced by Mr. McCray, seconded by Mr. Nunn. Roll call vote was: Chairman Avolio - yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

RESOLUTION #2020-44 – Resolution Authorizing the Award of a Contract to National Auto Fleet Group via the Sourcewell (Formerly Known as NJPA) Contract 120716-NAF for the Purchase of One (1) New / Unused 2021 Chevrolet Equinox (1XP26) FWD 4dr LS w/1FL, Factory Order in the Amount of \$24,195.44

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures a new vehicle for administrative use; and

WHEREAS, the staff has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after vehicle may be procured through a nationally-recognized and accepted cooperative purchasing contract in effect until January 17, 2022 between Sourcewell (formerly known as National Joint Powers Alliance (“NJPA”) and National Auto Fleet Group; and

WHEREAS, TTHMUA is a member of the Sourcewell (TTHMUA ID # 65580); and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a

competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, Sourcewell is a regional organization of governmental units operating under the laws of the State of Minnesota and is itself a government corporation and agency pursuant to the laws of Minnesota; and

WHEREAS, the subject cooperative purchasing contract was awarded by then NJPA to National Auto Fleet Group. utilizing a competitive contracting process; and

WHEREAS, also pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, prior to making purchases under nationally-recognized and accepted cooperative purchasing contracts, the authority must determine that the use of the cooperative purchasing contract shall result in cost savings after all factors, including charges for service, material, and delivery have been considered; and

WHEREAS, the staff has determined that TTHMUA’s use of the Sourcewell cooperative purchasing contract to procure the sought-after new vehicle will result in cost savings to TTHMUA; and

WHEREAS, consistent with the Sourcewell cooperative purchasing contract and needs of TTHMUA, National Auto Fleet Group has submitted a proposal, Quote ID 14886, dated November 10, 2020 to provide the new vehicle for use by TTHMUA for the sum of \$24,195.44.

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 One (1) New / Unused 2021 Chevrolet Equinox (1XP26) FWD 4dr LS w/1FL, Factory Order in the amount of \$24,195.44 for use by TTHMUA is hereby awarded to National Auto Fleet Group 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 National Auto Fleet Group pursuant to the terms and conditions of the cooperative purchasing contract with National Auto Fleet Group.
4. This Resolution shall take effect immediately upon final passage according to law.

The resolution and motion were introduced by Mr. McCray, seconded by Mr. Nunn. Roll call vote was: Chairman Avolio - yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

RESOLUTION #2020-45 – Resolution Authorizing the Award of a Contract to National Auto Fleet Group via the Sourcewell (Formerly Known as NJPA) Contract 120716-NAF for the Purchase of One (1) New / Unused 2021 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149” Work Truck 6.9’ Box, A&K Equipment Proposal #19347 & Equipment in the Amount of \$47,281.76

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures a new pick-up truck for maintenance staff use; and

WHEREAS, the staff has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after pick-up truck may be procured through a nationally-recognized and accepted cooperative purchasing contract in effect until January 17, 2022 between Sourcewell (formerly known as National Joint Powers Alliance (“NJPA”) and National Auto Fleet Group; and

WHEREAS, TTHMUA is a member of the Sourcewell (TTHMUA ID # 65580); and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, Sourcewell is a regional organization of governmental units operating under the laws of the State of Minnesota and is itself a government corporation and agency pursuant to the laws of Minnesota; and

WHEREAS, the subject cooperative purchasing contract was awarded by then NJPA to National Auto Fleet Group. utilizing a competitive contracting process; and

WHEREAS, also pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, prior to making purchases under nationally-recognized and accepted cooperative purchasing contracts, the authority must determine that the use of the cooperative purchasing contract shall result in cost savings after all factors, including charges for service, material, and delivery have been considered; and

WHEREAS, the staff has determined that TTHMUA’s use of the Sourcewell cooperative purchasing contract to procure the sought-after new pick-up truck will result in cost savings to TTHMUA; and

WHEREAS, consistent with the Sourcewell cooperative purchasing contract and needs of TTHMUA, National Auto Fleet Group has submitted a proposal, Quote ID 14725 R2, dated November 2, 2020 Re-Configured to provide the new pick-up truck for use by TTHMUA for the sum of \$47,281.76.

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 One (1) New / Unused 2021 Chevrolet Silverado 2500HD (CK20753) 4WD Double Cab 149” Work Truck 6.9’ Box, A&K Equipment Proposal #19347 & Equipment in the amount of \$47,281.76 for use by TTHMUA is hereby awarded to National Auto Fleet Group 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 National Auto Fleet Group pursuant to the terms and conditions of the cooperative purchasing contract with National Auto Fleet Group.
4. This Resolution shall take effect immediately upon final passage according to law.

The resolution and motion were introduced by Mr. McCray, seconded by Mr. Nunn. Roll call vote was: Chairman Avolio - yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

RESOLUTION #2020-46 – Resolution Authorizing the Award of a Contract to National Auto Fleet Group via the Sourcewell (Formerly Known as NJPA) Contract 120716-NAF for the Purchase of One (1) New / Unused 2021 Ford Transit Cargo Van (R1C) T-250 148” Med Rf 9070 GVWR RWD, Factory Order in the Amount of \$34,010.64

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures a new cargo van for maintenance staff use; and

WHEREAS, the staff has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after pick-up truck may be procured through a nationally-recognized and accepted cooperative purchasing contract in effect until January 17, 2022 between Sourcewell (formerly known as National Joint Powers Alliance (“NJPA”) and National Auto Fleet Group; and

WHEREAS, TTHMUA is a member of the Sourcewell (TTHMUA ID # 65580); and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a

competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, Sourcewell is a regional organization of governmental units operating under the laws of the State of Minnesota and is itself a government corporation and agency pursuant to the laws of Minnesota; and

WHEREAS, the subject cooperative purchasing contract was awarded by then NJPA to National Auto Fleet Group. utilizing a competitive contracting process; and

WHEREAS, also pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, prior to making purchases under nationally-recognized and accepted cooperative purchasing contracts, the authority must determine that the use of the cooperative purchasing contract shall result in cost savings after all factors, including charges for service, material, and delivery have been considered; and

WHEREAS, the staff has determined that TTHMUA’s use of the Sourcewell cooperative purchasing contract to procure the sought-after new cargo van will result in cost savings to TTHMUA; and

WHEREAS, consistent with the Sourcewell cooperative purchasing contract and needs of TTHMUA, National Auto Fleet Group has submitted a proposal, Quote ID 15152, dated December 7, 2020 to provide the new cargo van for use by TTHMUA for the sum of \$34,010.64.

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 One (1) New / Unused 2021 Ford Transit Cargo Van (R1C) T-250 148” Med Rf 9070 GVWR RWD, Factory Order in the amount of \$34,010.64 for use by TTHMUA is hereby awarded to National Auto Fleet Group 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 National Auto Fleet Group pursuant to the terms and conditions of the cooperative purchasing contract with National Auto Fleet Group.
4. This Resolution shall take effect immediately upon final passage according to law.

The resolution and motion were introduced by Mr. McCray, seconded by Mr. Nunn. Roll call vote was: Chairman Avolio - yes, Mr. McCray - yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

DISCUSSION

Professional Contracts for 2021

Mr. Hough reported that for 2021, it is his recommendation that Requests for Qualifications and Proposals (RFQ / RFP) for the following professional services be sought: Auditor, Bond Counsel, Consulting Engineer, General Legal Counsel, Special Counsel, and Risk Management Consultant.

Mr. Hough further recommended that these requests be posted immediately on the website and placed in the Courier News (on Tuesday, December 22, 2021) and the Hillsborough Beacon (on Friday, December 25, 2021) with the submissions due by Friday, January 22, 2021. This will provide staff and the Board time to review the submissions prior to the TTHMUA reorganization meeting in February 2021.

Those Board Members present agreed.

Sunnymeade Pump Station and Force Main Project

Design Update

Copart Update

Green Acres Update / Test Pits for Force Main Location

Flow Meter Installation – Pump Station Design Flows

Mr. Hough reported that on December 10, 2020, TTHMUA received a current set of plans and specifications from Van Note – Harvey Associates for both the pump station and the force main project. These revised documents include all recent revisions, such as the railroad crossing, Green acres and Santos realignment. Staff will review these plans and specifications in the coming weeks.

During the week of November 30, 2020, VNHA resubmitted the application to the Norfolk Southern Railroad (NSR) with revised plans. NSR deemed the application complete and approved the plans. NSR is currently preparing an access agreement.

Mr. Hough stated that over the past several weeks, he had been in communication with the Township concerning the Green Acres disturbance and discussing remediation. Approximately 1,250 trees would require planting. The Township is interested in receiving trees. They have indicated that they do not believe there is sufficient land to purchase at this time. VNHA is working with Green Acres with respect to the concept of planting of trees throughout the Township.

VNHA has revised the plans at the Santos property. Peter Cipparulo reported that he has spoken with an appraiser. The Board asked Mr. Cipparulo if this appraiser has been involved in municipal condemnation proceedings. Mr. Cipparulo believed that he has; but would confirm and report back.

Mr. Hough reported that Dan Reiter had Municipal Maintenance to Sunnymeade Pump Station to inspect the by-pass valves. The valves have not been operated in 20 years. Municipal advised that they were concerned about operating the valve but if requested they would try to operate them. The Board directed Mr. Hough to have Municipal provide an estimate to try and operate the valves and to proceed with same.

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

Mr. Hough reported that SWERP, Inc. began construction activities on Monday, November 16, 2020. The sanitary sewer main lining work had been completed as scheduled. The lateral connection seal work began on Monday, December 14, 2020, was being interrupted by the snow event that evening and would be suspended until next Monday night (December 21, 2020) and would not be completed until after the holidays. The manhole rehabilitation work will occur in January 2021 (weather permitting).

Blackwell’s Mills Pump Station Replacement

Mr. Hough reported that an Agreement for Professional Engineering Services had been executed by H2M Associates and TTHMUA. TTHMUA staff has provided H2M with various documents for the existing pump station.

Rohill Pump Station

Mr. Hough reported that the purchase order for the new generator and automatic transfer switch has been issued to GenServe. Staff is awaiting submittals from GenServe to review and approve.

Facilities Plan Update

Mr. Hough reported that the draft Facilities Plan Update had been forwarded to all Board Members via email. There are still some “blanks” to be filled in after January 1, 2021.

Summary Will Serve Letters – no new projects.

Summary of Sewer Connection Approvals – no new connection.

COMMITTEE REPORTS

Engineering / Facilities – No report at this time.

Finance – No report at this time.

I/I and GIS

Mr. Hough reported that progress continues to be made regarding the GIS data. Anthony Donnadio has been working on the GIS with Mike Spinelli and Dennis Ur has been scanning plans and documents.

Mr. Hough reported that a year end report on the Inflow and Infiltration Program was prepared by Randy Smith and was distributed to all Board Members for review.

Mr. Hough reported that he had contacted the Township Engineering Department concerning the Brickyard Property and been advised that the applicant is looking into placing the entire property into the sanitary sewer service area. Engineering staff will update the MUA staff as appropriate.

Personnel

Mr. Hough advised that personnel reviews were on-going. Chairman Avolio asked if staff were being advised of the proper “chain of command.” Mr. Hough stated that this was being discussed with personnel as appropriate.

SRVSA REPORT – no report.

CLAIMS LIST

- **Operating Fund** \$538,478.66
- **General Fund** \$231,591.91

ADJOURNMENT

Motion to adjourn was made at 6:40 pm by Mr. McCray, seconded by Mr. Nunn and the roll call vote was unanimous for adjournment.