

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – JANUARY 27, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:02 PM on Wednesday, January 27, 2021, with the following members present:

Chairman Michael Avolio  
Robert Damiano – via teleconference  
Rick Nunn  
Frank Scarantino – via teleconference

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel was noted as joining the meeting at 6:02 PM. Mr. McCray was noted as absent.

**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**

**December 16, 2020 Regular Session Minutes** - Motion to approve by Mr. Nunn, second by Mr. Scarantino and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – yes, and Mr. Scarantino – yes. Mr. Damiano abstained (he was not in attendance at the December 16, 2020 meeting).

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

**CORRESPONDENCE** None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #2021-1 - Release of Letter of Credit in the Amount of \$344,137.50 – TJC at Hillsborough, LLC, Block 207.01, Lot 107 (Hidden Brook)**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) passed a resolution on September 28, 2011 approving an application from TJC at Hillsborough, LLC, 603 First Avenue, Raritan, New Jersey for a sanitary sewer extension to serve a proposed 23 lot subdivision, known as Hidden Brook, in Block 207.01, Lot 107, in the Township of Hillsborough, Somerset County, New Jersey; and

**WHEREAS**, on April 23, 2014, TJC at Hillsborough, LLC provided TTHMUA with a Letter of Credit dated April 23, 2014 in the amount of \$554,134.00 in lieu of a Performance Bond; and

**WHEREAS**, on September 1, 2015, TJC at Hillsborough, LLC provided TTHMUA with a revised Letter of Credit dated September 1, 2015 in the amount of \$344,137.50 in lieu of a Performance Bond; and

**WHEREAS**, TJC at Hillsborough, LLC has requested that since the above stated project has been completed that the Letter of Credit provided to TTHMUA be returned to TJC at Hillsborough, LLC; and

**WHEREAS**, TTHMUA staff has reviewed this request, inspected the project, found all work to be complete and recommends that the Letter of Credit be returned to TJC at Hillsborough, LLC.

**NOW, THEREFORE, BE IT RESOLVED**, that the Letter of Credit, dated September 1, 2015, in the amount of \$344,137.50 be returned to TJC at Hillsborough, LLC.

Mr. Hough reported a visible water issue as well as a possible issue with one of the valves. The option is to approve with stipulations to rectify or to table until remediated.

Motion made by Mr. Nunn, seconded by Mr. Damiano to table. All voted to table.

### **DISCUSSION**

#### **Triangle Center (Mountainview Associates – Richard Grosso) - Request for sewer payment relief for vacated store fronts / spaces**

Mr. Grosso, property owner, is requesting sewer payment relief. Mr. Hough is recommending denying such request, he stated that any vacant store fronts / spaces have already been reduced to one (1) EDU. Mr. Grosso is aware of that reduction but still asked that the matter be considered by the Board. Mr. Nunn inquired if there has been an overall reduction in flows throughout the system. Mr. Hough responded that it has been a “balancing” between increased residential flows and decreased commercial flows. A similar request was made previously, but the recommendation as to deny relief should remain consistent. All Board members agreed.

#### **Professional Contracts for 2021**

Mr. Hough reported that numerous proposals had been received for each potential professional contract. A memo was issued to the members regarding the proposals. Mr. Damiano and Mr. Scarantino will review the submitted proposals.

**Sunnymeade Pump Station and Force Main Project**

- Design Update: January 14, 2021 Project Meeting Update
- Copart Update
- Green Acres Update / Test Pits for Force Main Location
- Flow Meter Installation – Pump Station Design Flows

Mr. Hough reported that the Authority is still waiting for NFS RR to submit an agreement as it is not complete it as of yet. Mr. Hough met with representatives of the Township's Engineering and Parks Departments regarding the construction of a new force main through the Green Acres "property." VNHA had a call with Green Acres regarding maintenance of the area and tree disturbance. The result is potentially \$500,000 in compensation for the trees, VNHA is looking to reduce the area of disturbance in the wooded area. Green Acres did agree that temporary access within the open space of the park would be allowed, which result in a slight relief as it will minimize the tree disturbance.

Santos requested that the property that is across the street to be tied in, however they did realize it would be a tie into a force main, VNHA and TTHNUA staff are reviewing and there will be a further report.

The pump station Wetlands Permit modification was submitted to DEP last week. VNHA reviewed the easements, and Mr. Hough and Mr. Cipparulo had a meeting with VNHA regarding easements. There is an issue with several original easements from the initial project having never been recorded. VNHA will begin preparing new easement plans and descriptions. If necessary, Mr. Cipparulo has contacted an appraiser for land evaluations.

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

SWERP has completed the main lining work and the manhole rehabilitation work. The lateral work was started and six (6) laterals were completed. Unfortunately, the other eleven (11) laterals are in very poor condition and there are concerns about using a trenchless technique to rehabilitate these laterals. SWERP was directed to discontinue the lateral work and bids were sought to dig up the laterals (the laterals are very deep) and the results were as follows:

- Hutton and Schilke declined to submit a proposal.
- Pillari Bros. submitted a proposal in an amount over \$200, 000 for the lateral work.

Mr. Hough recommended that the lateral work not be done at this time and that a separate contract be considered. The Board members agreed. Mr. Hough advised that he will be working with SWERP to close out Contract No. 50.

### **Blackwell's Mills Pump Station Replacement**

TTHMUA staff participated in a January 14, 2021 meeting with H2M via conference call to discuss the project and draft plans and specifications. A site visit is scheduled for February 4, 2021. The project is moving forward.

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

ATS and generator have been ordered and are anticipated to be delivered in mid-February.

### **Facilities Plant Update**

Mr. Hough is awaiting some end of the year information from both the SVRSA and TTHMUA staff. Upon receipt, the Plan will be finalized. The Plan will be a good resource that will be updated yearly.

### **2020 and 2021 Summary of Will Serve Letters & Sewer Connection Letters**

The 2020 summary sheets have been closed out. New summary sheets have been prepared for 2021. There are no new projects for 2021.

### **Personnel**

Mr. Hough reported that reviews were completed and many field staff members requested that there be additional / more cross training of tasks. Additionally, it was requested that if a wastewater license is obtained, can there be an increase or a stipend. Mr. Hough will review same and report back to the Board.

Additionally, Mr. Hough reported that an employee is out for back surgery and is going to go through his time quickly. The employee asked if anything can be done to help him with his time. As appropriate, Mr. Hough will update the Board.

### **COMMITTEE REPORTS**

**Engineering / Facilities** – No report at this time.

**Finance** – No report at this time.

**I/I and GIS** – Mr. Hough was asked to make sure easements are maintained and that there is plan going forward for the spring / summer to continue to maintain the easements.

**Personnel** - No report at this time.

**SRVSA REPORT**

No report. However, Mr. Hough was asked about the letter that SRVSA recently received and distributed to the member municipalities concerning reaching 80% of treatment plant capacity. Mr. Hough advised that when you add the existing and proposed flows, treatment plant capacity exceeds 80%. As a result, SRVSA must look at a plan for the future. This is a “standard” process. TTHMUA will provide any information concerning our sewer service area as requested by SRVSA.

**CLAIMS LIST**

- **Operating Fund**                      \$246,136.76
- **General Fund**                         \$145,880.18

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

**ADJOURNMENT**

Motion to adjourn was made at 6:44 pm by Mr. Nunn, seconded by Mr. Scarantino and the regular meeting adjourned.