

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – MARCH 24, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, March 24, 2021, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino (via Zoom)

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. Mr. Robert Damiano was noted as absent. 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 March 3, 2021.

APPROVAL OF MINUTES

February 24, 2021 Meeting Minutes - Motion to approve by Mr. Nunn, second by Mr. McCray and the roll call vote was: Chairman Avolio -yes, Mr. McCray – yes and Mr. Nunn – yes. Mr. Scarantino abstained (he was not present at the meeting).

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

None

DISCUSSION

Sunnymeade Pump Station and Force Main Project

- Design / Easement Update
- Copart Update
- Green Acres Update
- Norfolk Southern Railway Company Agreement
- Flow Meter Installation – Pump Station Design Flows

Mr. Hough reminded the Board Members that the Authority is in receipt of a license agreement from NSR and the proposed license fee is \$37,000. The agreement has been reviewed by the Attorney. The Authority has 60 days to respond to NSR. This was an unexpected expense for this project. Mr. Hough inquired about the breakdown of the \$37,000 and is still awaiting a response from NSR. Based on the response, TTHMUA may have to sign the Agreement and pay the fee prior to the April 2021 TTHMUA meeting.

Mr. Hough reported that VNHA has been able to minimize the tree disturbance within the Green Acres area at the railroad crossing that they are working with Green Acres on this issue. Being able to stage equipment on the Township property (the park lands) has helped to minimize the disturbance.

Mr. Hough further reported that the Santos connection is feasible, however, the Board is concerned that allowing a connection into a force main could / would set an unwanted precedent. Staff will explore other means on servicing that property.

Staff has begun receiving easements from VNHA and staff is reviewing. In addition, Mr. Cipparulo and Mr. Hough reported that they have been preparing the appropriate legal documents and correspondence needed to proceed with these easement discussions with property owners.

Two of the three flowmeters are recording but one of the meters is still not functioning properly and was returned to the vendor. That meter has not been returned.

Blackwell's Mills Pump Station Replacement

- Project Status
 - March 8, 2021 Project Meeting Update

Staff members met, via Zoom, with H2M on March 8, 2021, to review the status of the project and the most recently received set of design documents. Staff is currently reviewing the design documents and other additional information and will be providing comments to H2M.

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

- Project Status
 - New generator and ATS have been delivered to GenServe. The components are being prepared for installation. An installation date is pending.

2021 Summary Will Serve Letters & Sewer Connection Letters

Two (2) projects added.

2021 Summary Sewer Connection Letters

No projects added.

COMMITTEE REPORTS

Engineering / Facilities – Mr. Hough reported that Municipal Maintenance will exercise the valves at the Sunnymeade Pump Station in the spring and that staff has discussed with Schilke to be on standby should any issues arise.

Finance – Mr. Hough advised that he has had conversations with Mr. Robert Beinfield, Bond Counsel, about financing the upcoming projects. Mr. Beinfield would like to meet with the Finance Committee and then the entire Board. Those present agreed and Mr. Hough will schedule accordingly.

I/I and GIS – Staff members are moving forward with GIS. Mr. Nunn will be invited into the office to review and observe the progress with the staff. Staff has started to walk easements and evaluate the work / clearing to be done this spring and summer.

Personnel – Mr. Hough raised a question about possible increases for staff upon receiving the CDL. It was also discussed if increases should occur when a wastewater license is obtained. In general, the Board thought that it should. With respect to the CDL, field staff is required to obtain a CDL in accordance with the employee handbook. Mr. Hough was directed to review the issue and report back at the next meeting.

SRVSA REPORT – no report.

CLAIMS LIST

- **Operating Fund** \$ 332,277.48
- **General Fund** \$ 1,813.70

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

ADJOURNMENT

Motion to adjourn was made at 6:40 pm by Mr. McCray, seconded by Mr. Nunn and the regular meeting adjourned.