

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – MAY 26, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 5:01 PM on Wednesday, May 26, 2021, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn

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

Ms. Borek 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 May 7, 2021.

APPROVAL OF MINUTES

April 28, 2021 Meeting Minutes - Motion to approve by Mr. McCray, second by Mr. Nunn and the roll call vote was: Chairman Avolio -yes, Mr. McCray – yes and Mr. Nunn. Mr. Damiano abstained.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

RESOLUTION #21-0526-1 – Resolution Authorizing the Award of a Contract to H2M Associates, Inc. for Professional Engineering Services for the Reconstruction of Eleven Sewer Laterals along Route 206 (to be known as Contract No. 52) in an Amount Not to Exceed of \$16,400.00

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that the eleven (11) sanitary sewer laterals not rehabilitated during the recently completed gravity sewer main relining project (Contract No. 50) be replaced; and

WHEREAS, proposals for Professional Engineering Services for this project have been received from TTHMUA’s consulting engineers; and

WHEREAS, TTHMUA Staff received and reviewed two (2) engineering proposals for this project; and

WHEREAS, TTHMUA Staff based on the above stated review recommends that a contract for Professional Engineering Services for the Reconstruction of Eleven Sewer Laterals along Route 206 (Contract No. 52) be awarded to H2M Associates, Inc. in an amount not to exceed of \$16,400.00.

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 Reconstruction of Eleven (11) Sewer Laterals along Route 206 (Contract No. 52) in an amount not to exceed of \$16,400.00 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 motion and resolution were introduced by Mr. Robert Damiano, seconded by Mr. Robert McCray, and all present voted in favor.

DISCUSSION

Administrative Offices – 220 Triangle Road – Lease Agreement

Mr. Hough reported Mr. Jeremy Schall, Atlantic Realty Development Corp. (Atlantic) has reached out to TTHMUA for an update on the status of the lease renewal, and Mr. Hough advised that it was still being considered by the Board. He further reported that the space is very convenient for residents to make their payments. Based on the proposal from the property owner, Mr. Hough was advised to look at other options in terms of how much square footage is necessary as well as other locations. Additionally, he was advised to contact the property owner to determine if there were any negotiating opportunities regarding the initial proposal.

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 indicated the report provided in the packet was inclusive of all updates at this time.

Blackwell's Mills Pump Station Replacement

Mr. Hough reported the staff met with H2M Associates two (2) weeks ago and the design documents are nearing completion. The approximate replacement based on the information thus far is \$1.1M for the station site work and construction. Staff initially estimated the cost to be in the \$750-800K range. Staff is reviewing the estimate and the scope of work.

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

Mr. Hough reported that the new generator and automatic transfer switch have been received and are awaiting the electrician. Permits have been obtained from the Township.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

As reported 11 of the 17 laterals were not complete during the previous project. Proposals have been received from H2M and VNHA. Resolution #21-0526-1 (on this agenda) awarded a professional services contract to H2M to prepare the bid documents and permits.

Other Discussion

Mr. Hough advised that the property at the corner of Lexington and Camplain is connected to the sewer system via a direct connection into an existing force main. There are three existing single-family homes and a small ejector. It was further reported that staff has not found any documentation that this connection was approved by the Board.

2021 Summary Will Serve Letters & Sewer Connection Letters

One (1) new project added.

2021 Summary Sewer Connection Letters

No projects added at this time.

COMMITTEE REPORTS

Engineering / Facilities – No further report.

Finance – No further report.

I/I and GIS – The I/I inspection work continues. Recently, the crew has performed early morning inspection work during low wastewater flow conditions. The crew has observed some poor pipe conditions in the Blackwell’s Mill and the Mulford Pump Station service areas. These issues will need to be addressed. They have also observed that sanitary sewers in Strawberry Lane are in poor physical condition. With respect to the GIS work, staff and several Board members are still coordinating a meeting date.

Personnel – Mr. Hough reported the staff is down two (2) employees and has conducted interviews. Guidance was given that Mr. Hough does not need Board approval to hire.

SRVSA REPORT – no report.

CLAIMS LIST

- **Operating Fund** \$ 1,110,539.85
- **General Fund** \$ 28,786.07

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

RESOLUTION – CLOSED MEETING

There was no closed meeting.

ADJOURNMENT

Motion to adjourn was made at 5:29 pm by Mr. McCray, seconded by Mr. Nunn and the regular meeting adjourned.