

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – JUNE 23, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, June 23, 2021, with the following members present:

Michael Avolio  
Robert Damiano  
Richard Nunn

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. Mr. Robert McCray and Mr. Frank Scarantino (Mr. Scarantino arrived at the meeting at 6:09 PM) were 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 March 3, 2021.

**APPROVAL OF MINUTES**

**May 26, 2021 Meeting Minutes** - Motion to approve by Mr. Damiano, second by Mr. Nunn and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes and Mr. Nunn -yes.

Mr. Hough – inquired as to changing the July and August meeting time to 5 pm.

Motion to change the July and August meeting time to 5 pm was made by Mr. Damiano, second by Mr. Nunn and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, and Mr. Nunn - yes.

**BUSINESS FROM THE FLOOR**

None at this time

**CORRESPONDENCE**

None at this time

Chairman Avolio inquired about the expansion project of Route 206 by Doctors Way –Mr. Hough advised that it was his understanding that it was scheduled to start in July 2021.

**MATTERS FOR CONSIDERATION**

**None at this time.**

**DISCUSSION**

**Administrative Offices – 220 Triangle Road – Lease Agreement**

Mr. Hough reported that he proposed shortening the lease terms with the landlord, but the landlord was not responsive thus far. He asked for direction as to how to proceed in this matter.

Mr. Nunn proposed seeking out other options to see what else is available.

Chairman Avolio inquired as to the space necessary.

Mr. Hough reiterated that this location is good for some of those residents who drop off payments in terms of accessibility and that this is a major benefit for those residents.

At 6:09 pm Mr. Scarantino joined the meeting.

After further discussion, the proposal to be made to the landlord is 3 years plus 2 years with zero and 5% with the right to cancel during the third year with a 60-day notice.

Mr. Hough will speak with Mr. Jeremy Schall of Atlantic Realty Development Corp. regarding this proposal and will advise at the July meeting.

**Sunnymeade Pump Station and Force Main Project**

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

Green Acres meeting next week with the Township Engineering and Recreation Departments to discuss planning for the path and the park area.

NSR has the information for the agreement.

Santos has the information for their force main. If the existing line is abandoned it will need to be tied in someplace else.

Van Note Harvey Associates is compiling a required report for the Infrastructure Trust and it should be completed by Friday, after which it will be submitted to the trust next week. The level of environmental review is of concern for this project.

**Blackwell’s Mills Pump Station Replacement**

Mr. Hough reported there will be a conference call next week. The design work has been reviewed and completed. The Township is reviewing the plans in advance of the submission to American Water and DEP.

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

Mr. Hough reported that the conduit was installed on Monday and as soon as the pad is complete the generator will be “set in place.”

**Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals**

Mr. Hough reported that H2M Associates has been authorized to move forward with respect to preparing the bid documents, which are anticipated to be complete in early July.

Mr. Hough provided a “shovel ready” update to the report on Blackwell Mills and the additional laterals for 2021.

**Other Discussion**

None at this time.

**2021 Summary Will Serve Letters & Sewer Connection Letters**

No projects at this time.

**2021 Summary Sewer Connection Letters**

No projects added at this time.

Mr. Hough added that the Mulford pump station should be considered next and he was advised to prepare an RFP and advertise for bids.

**COMMITTEE REPORTS**

**Engineering / Facilities** – No further report.

**Finance** – No further report.

**I/I and GIS** – Meeting needs to be set up with Mr. Damiano and Mr. Nunn.

**Personnel** – A new hire will start on July 6th

**SRVSA REPORT** – no report. TTHMUA members inquired for a meeting agenda or a report – monthly or quarterly – from the Township’s SRVSA representatives. Mr. Hough to follow up and report back at the July 2021 meeting.

**CLAIMS LIST**

- **Operating Fund**                      \$ **178,994.59**
- **General Fund**                        \$ **27,377.34**
- **Inspection Trust Fund**            \$ **6,325.00**

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. Nunn – yes, and Mr. Scarantino - yes.

**Other Discussion**

Mr. Hough shared the tax sale process conducted at the Township with the membership, reporting that interest is calculated on all delinquent accounts. A delinquent account list is sent to the Township and once on that list the TTHMUA can no longer collect that delinquent amount as it must be paid to the Township and then the Township notifies and reimburses TTHMUA.

**RESOLUTION – CLOSED MEETING**

There was no closed meeting.

**ADJOURNMENT**

Motion to adjourn was made at 6:48 pm by Mr. Nunn, seconded by Mr. Damiano and the regular meeting adjourned.