

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – JULY 28, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 5:00 PM on Wednesday, July 28, 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 July 2, 2021.

APPROVAL OF MINUTES

June 23, 2021 Meeting Minutes – Mr. Hough indicated that a correction was needed as Mr. McCray was not present at the June meeting. Mr. Nunn made a motion to approve the minutes as amended, second by Mr. Damiano, and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. McCray – yes and Mr. Nunn -yes.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

RESOLUTION #21-0728-1 – Resolution Authorizing the Auctioning of Three (3) Pieces of Equipment / Vehicles No Longer Used by The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has determined that it no longer has the need for the following three (3) pieces of equipment / vehicles which have serviced TTHMUA beyond their useful service life:

- 1984 John Deere Model 310AD Backhoe, VIN# 3535791;
- 1999 Ford F250 Pickup Truck, VIN# 1FTNF21L4XEE42513;
- 2001 Ford F250 Pickup Truck, VIN# 1FTNF20L71EB93097; and

WHEREAS, the three (3) pieces of equipment / vehicles have been replaced with newer pieces of equipment / vehicles; and

WHEREAS, the County of Somerset, New Jersey will be holding a Surplus Auction in Somerville, New Jersey during the Fall of 2021.

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. The Township of Hillsborough Municipal Authority hereby approves the auctioning of the following three (3) pieces of equipment / vehicles which have serviced TTHMUA beyond their useful service life at the Somerset County Surplus Auction to be held in Somerville, New Jersey during the Fall of 2021.
 - 1984 John Deere Model 310AD Backhoe, VIN# 3535791;
 - 1999 Ford F250 Pickup Truck, VIN# 1FTNF21L4XEE42513;
 - 2001 Ford F250 Pickup Truck, VIN# 1FTNF20L71EB93097.

Motion by Mr. Nunn, second by Mr. McCray and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. McCray – yes and Mr. Nunn -yes.

DISCUSSION

AEA (November 16-17, 2021) / NJLOM (November 16-18, 2021)

Mr. Hough asked that anyone interested in attending either of the conferences to please let him know as the registration opens on August 1, 2021.

Administrative Offices – 220 Triangle Road – Lease Agreement

Mr. Hough reported that Mr. Jeremy Schall of Atlantic Reality Development Corp. is continuing to negotiate for an increase as well as a one year notice prior to termination. The two options are a 5% one-time upfront increase or 1.5% over 5 years. Mr. Schall provided a breakdown of the \$22.08 and also indicated that he has improvements planned for the property. Consensus was reached by the members to agree to the 5% increase with a 6 month notice of termination.

Sunnymeade Pump Station and Force Main Project

- Design / Easement Update
- Copart Update
- Green Acres Update
- Norfolk Southern Railway Company Agreement
- Santos Property
- Flow Meter Installation – Pump Station Design Flows
- NJDEP Water Bank Financing Program

Mr. Hough has been working with the Township Staff on the Green Acres application as well as on the plans with the Recreation and Engineering Departments and has received valuable input from those areas.

Santos would not sign the wetlands application as they do not want the force main to go around their property. If the force main does not go around the Santos property it would then need to go through the Copart property. An easement will need to be negotiated with Copart. Attorney Cipparulo will meet with Mr. Hough to draft a letter requesting a meeting.

Regarding the financing WITH THE NJDEP Water Bank, the project will most likely require a Level 2 Environmental Review. The project is viewed as a viable project so it will most likely receive the financing.

Blackwell's Mills Pump Station Replacement

Mr. Hough reported this is moving forward with the appropriate regulatory applications.

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

Mr. Hough reported that the generator has been installed. There was a minor issue regarding the wiring from the transfer switch to the controllers, which is being replaced and then there will be the final inspections.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

Mr. Hough reported that H2M finalized the plans and the appropriate permit applications are being submitted to the NJDOT.

Mulford Lane Pump Station Replacement

Mr. Hough advised that the RFP is completed but does not advise to spend the time and money to advertise. The Board agreed and directed Mr. Hough to request proposals from the Authority's two (2) consulting engineering firms – H2M Associates and Van Note – Harvey Associates.

2021 Summary Will Serve Letters & Sewer Connection Letters

No projects at this time.

2021 Summary Sewer Connection Letters

No projects added at this time.

COMMITTEE REPORTS

Engineering / Facilities – No further report.

Finance – Mr. Hough has started working on the budget, no further report at this time.

I/I and GIS – Met with Staff.

Personnel – Mr. Damiano and Mr. Scarantino will meet with Mr. Hough to discuss salaries.

SRVSA REPORT

Mr. Hough spoke with Ms. Gail Quabeck and Mr. Randy Smith, the Hillsborough representatives at SRVSA. Mr. Hough provided an update to the Board concerning current and future SRVSA capital projects. In addition, SRVSA has been monitoring the status of the “American Rescue Plan” for infrastructure improvements. In the future, Ms. Quabeck and Mr. Smith will provide TTHMUA with quarterly updates.

CLAIMS LIST

- **Operating Fund** \$ 180,956.22
- **General Fund** \$ 93,245.30

Motion to approve the claims lists was made by Mr. Damiano, seconded by Mr. McCray 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 5:40 pm by Mr. McCray, seconded by Mr. Nunn and the regular meeting adjourned.