

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – SEPTEMBER 22, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, September 22, 2021, with the following members present:

Michael Avolio
Robert Damiano
Richard Nunn via teleconference
Frank Scarantino

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. Mr. Robert McCray 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, notice of this meeting was duly provided on March 3, 2021.

APPROVAL OF MINUTES

July 28, 2021 Meeting Minutes – Mr. Damiano made a motion to approve the minutes, second by Mr. Nunn, and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. Nunn –yes, Mr. Scarantino abstained.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

Mr. Hough advised the members of two (2) complaints received from residents that are attributing water damage to their residences as a result of backups from TTHMUA’s system during Tropical Storm IDA. Mr. Nunn inquired about check valves on gravity laterals. Mr. Hough advised that staff has looked into check valves on gravity laterals but in general, they are not always successful. There is limited pressure to properly operate them and as a result, they frequently clog.

MATTERS FOR CONSIDERATION

RESOLUTION #21-0922-1 - Resolution to Advertise Public Hearing for Revisions to Rate Schedule (Sewer Connection Fee)

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable; and

WHEREAS, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees;” and

WHEREAS, the Authority, according to law, must establish and hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “A Resolution Amending a Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees”, does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 6:00 P.M. on October 27, 2021.

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

RESOLUTION #21-0922-2 – Resolution Approving the Hiring of Andrew Eilbacher as a Full-Time Employee from 90-day Probation Period

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) hired Mr. Andrew Eilbacher for the position of Entry Level – Maintenance effective July 6, 2021 with a starting hourly rate of \$18.00 per hour and a 90-day probationary period; and

WHEREAS, Mr. Dan Reiter, Supervisor - Maintenance, has advised that Mr. Eilbacher will successfully complete his probationary period and recommends removing Mr. Eilbacher from his 90-day probationary period effective October 4, 2021 and adjusting Mr. Eilbacher’s salary to \$18.75 per hour (yearly salary of \$39,000.00).

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of the staff, TTHMUA hereby acknowledges that Mr. Andrew Eilbacher will successfully complete his 90-day probationary period for the position of Entry Level – Maintenance and as a result will be offered permanent employment effective October 4, 2021.

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

RESOLUTION #21-0922-3 – Resolution Authorizing the Executive Director to Execute Treatment Works Approval (TWA) Applications

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) that they hereby authorize Robert A. Hough, P.E., Executive Director, to execute Treatment Works Approval (TWA) Applications to the New Jersey Department of Environmental Protection (NJDEP) for sanitary sewer projects upon determination by the Executive Director that the proposed sanitary sewer project conforms with the requirements and conditions of TTHMUA rules and regulations and otherwise should be approved consistent with the health, safety and welfare of the TTHMUA community.

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

DISCUSSION

Remnants of Hurricane Ida – TTHMUA Impacts / Status

- **Sunnymeade Pump Station**
- **Other Pump Stations and Facilities**

Mr. Hough reported that the generator and transfer switch at Sunnymeade took on water. GenServ has been on site numerous times and they are working with staff with respect to replacements. River Road was under water as well but continued to function / pump. The main repair costs will be the generator for that site. For the storm, TTHMUA labor costs (regular time, over time and double time because of the holiday) is estimated at \$25K. An application for assistance has been submitted to FEMA as well as discussions with our insurance carrier. Staff will continue to track labor and assess any additional damage / costs. There was discussion concerning the future elevations of the new pump station with respect to flood hazard elevations. That requirement is one and a half feet higher than what it is currently, but the water was two feet higher than that elevation. One thought would be to leave the ground elevation alone and raise the new equipment. Mr. Hough will be evaluating the cost impacts and feasibility to obtain approvals / permits.

It should be noted that no vehicles were water damaged. However, the “gator” was damaged beyond repair.

Proposed Operating and Capital Budgets – Fiscal Year Ending November 20, 2022

Mr. Hough presented the proposed Operating and Capital Budgets and referred to his memo of September 17, 2021. Using the resolutions provided by the New Jersey Department of Community Affairs (NJDCA), the Board approved to budget and authorized the submission of same to NJDCA.

Sunnymeade Pump Station and Force Main Project

- **Design / Easement Update**
- **Copart Update**
- **Green Acres Update - Status of Tree planting in the park**
- **Norfolk Southern Railway Company Agreement**
- **Santos Property - Issues with proposed realignment**
- **Flow Meter Installation – Pump Station Design Flows**
- **NJDEP Water Bank Financing Program**

Mr. Hough referred to his report with respect to the status of the Sunnymeade project.

In addition, Mr. Hough reported that Santos property owners have still not responded to any communications sent to them by TTHMUA.

With respect to the NJDEP Water Bank Financing Program, Mr. Hough reported that he received notice yesterday that NJDEP will be requiring a cultural resource analysis study, especially in the area of the railroad. He is working to obtain more information regarding said study. It was recommended that he contact Richard Grubb Associates for assistance. He advised that VNHA has recommended the same firm.

Blackwell's Mills Pump Station Replacement

Mr. Hough reported that the design is completed and the TWA was sent to the NJDEP and now the previously adopted resolution can be sent as well.

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

Mr. Hough reported that this project is also completed.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

Mr. Hough reported that nine (9) bid packages have been picked up.

Mulford Lane Pump Station Replacement

Mr. Hough stated that proposals were received from H2M Associates and Van Note – Harvey Associates. There was a \$50 difference in cost. The board discussed the proposals and Mr.

Scarantino recommended H2M be selected. Mr. Hough brought forth resolution #21-0922-4 authorizing an award to H2M. Motion was made by Mr. Scarantino, seconded by Mr. Damiano and all present voted in favor.

2021 Summary Will Serve Letters

No projects at this time.

2021 Summary Sewer Connection Approvals

Two (2) new projects have been added.

COMMITTEE REPORTS

Engineering / Facilities – No further report.

Finance – Report will be provided after the Closed Session.

I/I and GIS – No further report.

Personnel – Mr. Hough reported that as per his recent discussions with the Personnel Committee job descriptions, succession planning, analysis of staff size, automation and inspection staffing will be reviewed and prepared accordingly by the end of the year.

CLAIMS LIST

- **Operating Fund** \$ **188,580.73**
- **General Fund** \$ **8,810.00**

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

RESOLUTION – CLOSED MEETING

At 6:34 pm the public meeting adjourned and the membership entered into a Closed meeting to discuss the following:

- 2022 Staff Salaries
- License Wastewater Operator Stipends

Motion to adjourn the regular meeting and move into closed session was made by Mr. Damiano, seconded by Mr. Scarantino and the roll call vote was: Chairman Avolio -yes, Mr. Damiano - yes, Mr. Nunn – yes, and Mr. Scarantino – yes.

The Authority moved into Closed Session.

RESOLUTION – RETURN TO OPEN MEETING

At 7:10 pm the board members returned from closed session and moved to reopen the Public Meeting, motion made by Mr. Damiano, seconded by Mr. Scarantino 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 7:10 pm by Mr. Damiano, seconded by Mr. Nunn and the regular meeting adjourned.