

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – OCTOBER 27, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately 6:00 PM on Wednesday, October 27, 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, notice of this meeting was duly provided on March 3, 2021.

APPROVAL OF MINUTES

September 22, 2021 Regular and Closed Session Meeting Minutes – Mr. Nunn made a motion to approve the minutes, second by Mr. Damiano, and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. Nunn –yes, Mr. McCray abstained.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

RESOLUTION #21-1027-1 - Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees

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:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on November 1, 2021.

SECTION IV. is hereby amended as follows:

SECTION IV. CONNECTION OR TAPPING FEES

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,822
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1-bedroom unit	\$1,693
2-bedroom unit	\$2,399
3-bedroom unit	\$2,822
Senior housing (age restricted):	
1-bedroom unit	\$1,044
2-bedroom unit	\$1,609
3-bedroom unit	\$2,117
Assisted living facilities:	
Per bed	\$ 941
All other uses – charge per gallon of estimated average daily flow	\$9.41

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such

determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

SECTION V. is hereby amended as follows:

SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.41 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard.

Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

Motion to open the public hearing was made by Mr. Nunn, seconded by Mr. Damiano, all present were in favor.

There were no comments from the public.

Motion to close public hearing was made by Mr. Damiano, seconded by Mr. Nunn, all present were in favor.

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

Resolution #21-1027-2 – Resolution Authorizing the Award of a Contract to Verizon Connect NWF Inc. (VNC) via the Sourcewell (Formerly Known as NJPA) Contract #020221-NWF for a Vehicle Tracking Subscription

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures a vehicle tracking system; and

WHEREAS, the staff has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after vehicle tracking system may be procured through a nationally-recognized and accepted cooperative purchasing contract in effect until March 26, 2025 between Sourcewell and Verizon Connect NWF Inc.; and

WHEREAS, TTHMUA is a member of the Sourcewell (TTHMUA ID # 65580); and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, Sourcewell is a regional organization of governmental units operating under the laws of the State of Minnesota and is itself a government corporation and agency pursuant to the laws of Minnesota; and

WHEREAS, the subject cooperative purchasing contract was awarded to Verizon Connect NWF Inc. utilizing a competitive contracting process; and

WHEREAS, also pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, prior to making purchases under nationally-recognized and accepted cooperative purchasing contracts, the authority must determine that the use of the cooperative purchasing contract shall result in cost savings after all factors, including charges for service, material, and delivery have been considered; and

WHEREAS, the staff has determined that TTHMUA’s use of the Sourcewell cooperative purchasing contract to procure the sought-after vehicle tracking system will result in cost savings to TTHMUA; and

WHEREAS, consistent with the Sourcewell cooperative purchasing contract and needs of TTHMUA, Verizon Connect NWF Inc. has submitted a proposal dated October 15, 2021 to provide the vehicle tracking system for use by TTHMUA in the amount of \$18.95 per vehicle (monthly total of \$360.05 based on 19 vehicles).

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 for Vehicle Tracking System Subscription in the amount of \$18.95 per vehicle for use by TTHMUA is hereby awarded to Verizon Connect NWF Inc. without public bidding as permitted by law.

3. TTHMUA Chairman and Executive Director are hereby authorized and directed to execute that appropriate purchase order with Verizon Connect NWF Inc. pursuant to the terms and conditions of the cooperative purchasing contract with Sourcewell.

4. This Resolution shall take effect immediately upon final passage according to law.

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

RESOLUTION #21-1027-3 – Resolution Awarding the Contract Known as “Reconstruction of Eleven (11) Sewer Laterals Along Route 206 – Contract No. 52” to Crest Construction Group LLC, Little Egg Harbor, New Jersey in the Amount of \$181,500.00

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has solicited bids for the contract known as “Reconstruction of Eleven (11) Sewer Laterals Along Route206 – Contract No. 52”; and

WHEREAS, bids were received and opened on October 13, 2021; and

WHEREAS, TTHMUA received two (2) bids [there were eleven (11) bid document holders]:

- Crest Construction Group, LLC, Little Egg Harbor, New Jersey in the amount of \$181,500.00;
- Kulpeksa Land Improvements, Rockaway, New Jersey in the amount of \$273,000.00; and

WHEREAS, the bids received have been reviewed and found to be acceptable by the TTHMUA staff, the TTHMUA attorney and H2M Associates; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that the contract be awarded to Crest Construction Group, LLC, Little Egg Harbor, New Jersey, as the lowest responsible bidder, for the lump sum price of \$181,500.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey as follows:

1. The contract be awarded to Crest Construction Group, LLC, Little Egg Harbor, New Jersey, as the lowest responsible bidder, for the lump sum price of \$181,500.00.
2. The Executive Director and the Chairman are hereby authorized and directed to execute said Contract on behalf of TTHMUA.

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

RESOLUTION # 21-1027-4 – Resolution of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) Adopting the Personnel Policies and Procedure Manual, Last Revised / Adopted October 27, 2021

WHEREAS, in accordance with the New Jersey Utility Authority Joint Insurance Fund requirements, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) is required to update the Personnel Policies and Procedure Manual every two (2) years; and

WHEREAS, staff has completed the recommended updates and additional changes including new policies required by law or regulation; and

WHEREAS, the members and counsel have reviewed and discussed the updates and / or changes including new policies and their impact upon the Authority and its personnel.

NOW, THEREFORE BE IT RESOLVED, that the revised Personnel Policies and Procedure Manual be hereby readopted by the Township of Hillsborough Municipal Utilities Authority and become effective immediately.

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

DISCUSSION

Remnants of Hurricane Ida – TTHMUA Impacts / Status

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

Mr. Hough reported that FEMA will be meeting with the Authority on November 5, 2021 and based on conversations thus far it is appearing to be favorable for reimbursement, additional documentation is being provided to FEMA. It is being estimated at approximately \$500,000.00.

Mr. Hough further reported that FEMA does have a program to possibly fund raising the Sunnymeade Pump Station which will be further discussed with FEMA.

**Proposed Operating and Capital Budgets – Fiscal Year Ending November 30, 2022
Submitted to NJDCA on September 29, 2021**

Resolution was adopted in Matters of Consideration, and the public hearing to be held on November 23, 2021.

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 reported that he received notice yesterday that NJDEP has agreed to narrow some of the areas to be analyzed as part of the cultural resource analysis.

The issue with Santo remains; no response. The next step will be to begin condemnation proceedings.

Blackwell's Mills Pump Station Replacement

The Treatment Works Approval (TWA) Application for this project has been submitted to the NJDEP.

Mr. Hough advised the Board that H2M Associates, in accordance with their agreement with TTHMUA, has requested a time extension with respect to their engineering services. This has been approved by Mr. Hough.

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

Project completed.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

Resolution approved under Matters for Consideration awarding the project to Crest Construction Group LLC.

Mulford Lane Pump Station Replacement

The engineering agreement with H2M Associates for this project has been signed.

2021 Summary Will Serve Letters & Sewer Connection Letters

No projects at this time.

2021 Summary Sewer Connection Letters

No projects at this time.

COMMITTEE REPORTS

Engineering / Facilities – No further report.

Finance – No further report.

I/I and GIS – No further report.

Personnel – No further report.

SVRSA REPORT

A report, copy attached, was provided by Gail Quabeck and Randy Smith.

CLAIMS LIST

- **Operating Fund** \$ 258,199.75
- **General Fund** \$ 6,501.05

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

ADJOURNMENT

Motion to adjourn was made at 6:27 PM by Mr. Damiano, seconded by Mr. McCray and the meeting adjourned.