

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – DECEMBER 15, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, December 15, 2021, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn  
Frank Scarantino

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel.

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**

**November 23, 2021 Regular Session Meeting Minutes**

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

**BUSINESS FROM THE FLOOR**

None at this time

**CORRESPONDENCE**

None at this time

**MATTERS FOR CONSIDERATION**

**RESOLUTION #21-1215-1 – Resolution Authorizing the Award of a Contract to National Auto Fleet Group via the Sourcewell (Formerly Known as NJPA) Contract 120716-NAF for the Purchase of Two (2) New / Unused 2022 Ford F-150 (X1E) XL 4WD SuperCab 6.5’ Box 145” WB in the Total Amount of \$62,378.64 (\$31,189.32 per truck).**

**WHEREAS**, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures two (2) new pick-up trucks for maintenance staff use; and

**WHEREAS**, the staff has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after vehicle may be procured through a nationally-recognized and accepted cooperative purchasing contract in effect until January 17, 2022 between Sourcewell (formerly known as National Joint Powers Alliance (“NJPA”) and National Auto Fleet Group; 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 by then NJPA to National Auto Fleet Group 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 new pick-up trucks will result in cost savings to TTHMUA; and

**WHEREAS**, consistent with the Sourcewell cooperative purchasing contract and needs of TTHMUA, National Auto Fleet Group has submitted a proposal, Quote ID 19092, dated November 15, 2021 to provide the new pick-up trucks for use by TTHMUA for the sum of \$62,378.64 (\$31,189.32 per truck).

**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 Two (2) New / Unused 2022 Ford F-150 (X1E) XL 4WD SuperCab 6.5’ Box 145” WB in the amount of \$62,378.64 (\$31,189.32 per truck) for use by TTHMUA is hereby awarded to National Auto Fleet Group 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 National Auto Fleet Group pursuant to the terms and conditions of the cooperative purchasing contract with National Auto Fleet Group.
4. This Resolution shall take effect immediately upon final passage according to law.

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

**RESOLUTION #21-1215-2 – Resolution Authorizing the Execution of Somerset County Commodity Resale Agreement ID#201SCCRS**

**WHEREAS**, the County of Somerset is desirous of implementing a Commodity Resale System in accordance with N.J.A.C. 5:34-15 for the resale of gasoline, diesel fuel, snow removal chemicals and public works material and will act as lead Agency for The Township of Hillsborough Municipal Utilities Authority and public units that desire membership: and

**WHEREAS**, the County of Somerset has prepared Somerset County Commodity Resale Agreement ID#201SCCRS (copy attached) which has been authorized under Somerset County Resolution R21-1233 (copy attached); and

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority wishes to enter into this Resale Agreement for the services as described above.

**NOW, THEREFORE BE IT RESOLVED** that the Township of Hillsborough Municipal Utilities Authority hereby authorizes the execution of Somerset County Commodity Resale Agreement ID#201SCCRS to accept public works commodities and services through cooperative and joint purchasing with Somerset County for a period not to exceed five (5) years effective on the date of execution by both parties.

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

**RESOLUTION # 21-1215-3 – Resolution Authorizing Release of Performance Surety Bond # FP0019235 in the Amount of \$247,927.00 for Gateway at Sunnymeade – Phase I**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) passed a resolution on May 25, 2011 approving an application for the development known as Gateway at

Sunnymeade, Block 140, Lot 1 and Block 141, Lots 2.01 and 7.01, in the Township of Hillsborough, Somerset County, New Jersey; and

**WHEREAS**, on December 11, 2012, Gateway at Royce Brook, LLC provided TTHMUA with Performance Surety Bond # FP0019235 from First Indemnity of America Insurance Company dated December 11, 2012 in the amount of \$247,927.00 for Phase I; and

**WHEREAS**, Premier Development, Gateway Associates of Hillsborough, LLC has requested that since the sanitary sewer work in the above stated phase has been completed that the Performance Surety Bond provided to TTHMUA be released; and

**WHEREAS**, TTHMUA staff has reviewed this request, inspected the project, found all work in Phase I to be complete and recommends that Performance Surety Bond # FP0019235 from First Indemnity of America Insurance Company dated December 11, 2012 in the amount of \$247,927.00 for Phase I be released.

**NOW, THEREFORE, BE IT RESOLVED**, that Performance Surety Bond # FP0019235 from First Indemnity of America Insurance Company dated December 11, 2012 in the amount of \$247,927.00 for Phase I be released.

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

**RESOLUTION #21-1215-4 – Resolution Authorizing the Award of a Contract to GenServe via the Morris County Cooperative Pricing Council for the Purchase of a New Generator for the Sunnymeade Pump Station in the Amount of \$278,709.00.**

**WHEREAS**, in September 2021, the remnants of Hurricane Ida caused flooding at the Sunnymeade Pump Station site and said flooding caused irreparable damage to the existing emergency generator; and

**WHEREAS**, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that the emergency generator at the Sunnymeade Pump Station be replaced; and

**WHEREAS**, the Morris County Cooperative Pricing Council (MCCPC) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

**WHEREAS**, TTHMUA is a member of the MCCPC; and

**WHEREAS**, TTHMUA has researched vendors that would achieve TTHMUA’s goals and determined that the sought-after emergency generator may be procured through an accepted cooperative purchasing contract, MCCPC Contract #46, in effect until June 30, 2023 between MCCPC and GenServe; and

**WHEREAS**, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

**WHEREAS**, consistent with the MCCPC cooperative purchasing contract and the needs of TTHMUA, GenServe has submitted a specific quotation, Quote # AAAQ73186, dated October 28, 2021, to provide a new emergency generator for use by TTHMUA for the sum of \$278,709.00.

**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 for a new emergency generator for use by TTHMUA in the amount of \$278,709.00 is hereby awarded to GenServe 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 GenServe pursuant to the terms and conditions of the cooperative purchasing contract with GenServe.
4. This Resolution shall take effect immediately upon final passage according to law.

Mr. Hough reported that this contract is strictly for the purchase, not the transfer switch and not for the installation.

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

## **DISCUSSION**

### **Professional Contacts for 2022**

Mr. Hough reported that the request for proposals was posted on the website and advertised in newspaper for the 2022 professional services contracts. Responses are due back on January 21, 2022 for review prior to the Authority’s Annual Reorganization Meeting. The review process includes two Board members and Mr. Hough.

### **Remnants of Hurricane Ida – TTHMUA Impacts / Status**

#### **Sunnymeade Pump Station**

#### **Other Pump Stations and Facilities**

Mr. Hough continues to work with FEMA on the dollar amount for reimbursement consideration. The Insurance Company responded and stated that the Authority will not receive any insurance reimbursement because of the 100 year flood plan. FEMA remains an option for reimbursement.

**Proposed Operating and Capital Budgets – Fiscal Year Ending November 30, 2022**

Mr. Hough reported that the budget was sent to the state as required and final approval was received. It has been signed and posted on the website.

**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 Green Acres has approved the tree planting plan for the park. Santos property is moving forward. The staff continues to work with DEP concerning the wetland permits and the various approvals required as well as to move the generator. Mr. Hough further reported that Grubb Associates is conducting the cultural resource analysis with hand excavation and have found nothing to date. They started at pump station and made their way to the park, expect to be done by this week. The utility mark out complete and notification to property owners have been sent.

Flow Assessment Services has installed meters up and down stream of the pump station and “good” flow data has been collected.

Board member Mr. Nunn requested that a flow report for the year be provided to the Board.

**Blackwell’s Mills Pump Station Replacement**

Mr. Hough reported that the Authority is waiting for approval of the Treatment Works Application from the State and that the 90 days will expire in early January.

**Sewer laterals on Route 206**

This project is moving forward, DOT is to be scheduled and weather permitting the work will start in the middle of January.

**Mulford Lane Pump Station Replacement**

Mr. Hough reported that there was a kickoff meeting with H2M a few weeks ago. The mark outs and design works has started and the next meeting is scheduled for the first week of January.

### **2021 Facilities Plan Update**

This is no longer needed for bonding but is being done internally. The report is being updated and will be completed sometime in January.

### **Will Serve Letters**

No new requests.

### **Service Connection**

One new sewer approval – 358 Triangle Road. The property owner is using M&M from Hillsborough for the work. Work appears to be moving along with no issues.

### **Miscellaneous Discussion**

**I & I Work** – Board members asked about the progress of the I & I Crew. So far this year, there have been 5 “Quick-lock” main repairs, 52 laterals repaired, 41 manholes repaired and approximately 10.25 miles of sewer main and laterals has been TV inspected. The crew is working very efficiently.

**Vehicle GPS** - Chairman Avolio inquired as to the status of the vehicle GPS. Mr. Hough reported that Verizon is coming Monday, January 17, 2022 for the install in the 19 vehicles and will take about 4 hours to complete the installation, since it is a holiday all the trucks will be at the yard.

### **COMMITTEE REPORTS**

No reports at this time.

### **CLAIMS LISTS**

- **Operating Fund**                      \$ 570,126.61
- **General Fund**                        \$ 306,038.00

Motion to approve Claims Lists was made by Mr. Damiano, seconded by Mr. Scarantino, all present were in favor.

### **ADJOURNMENT**

Motion to adjourn was made at 6:35 pm by Mr. Damiano, seconded by Mr. Scarantino and the regular meeting adjourned.