

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – MARCH 23, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, March 23, 2022, with the following members present:

Robert Damiano
Robert McCray
Richard Nunn

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. The following were absent: Chairman Michael Avolio and Frank Scarantino. Also absent was Pam Borek.

These minutes were prepared by Robert A. Hough, P.E.

ANNOUNCEMENT – Open Public Meetings Act

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 4, 2022.

APPROVAL OF MINUTES

February 23, 2022 Regular and Reorganization Meeting Minutes - Motion to approve by Mr. Damiano, second by Mr. McCray and the roll call vote was: Mr. Damiano -yes, Mr. McCray – yes and Mr. Nunn – yes.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

Mr. Hough reported that TTHMUA had received a 2021 Wave Award in the Best Management Category from the Association of Environmental Authorities (AEA). The award was in recognition of the Authority's Infiltration / Inflow (I/I) program. The award luncheon was held earlier in the day at the AEA's Annual Spring Conference in Atlantic City. Mr. Hough attended the luncheon along with Mr. Randy Smith, Mr. Warren Elliott and Mr. Michael Swayne.

MATTERS FOR CONSIDERATION

RESOLUTION #22-0323-1: Approving the 2020 Annual Audit and Authorizing the Preparation and Signing of the Group Affidavit

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended **November 30, 2020** has been completed and filed with the **Township of Hillsborough Municipal Utilities Authority** pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “**General Comments**” and “**Recommendations**”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **November 30, 2020**, and specifically has reviewed the sections of the audit report entitled “**General Comments**” and “**Recommendations**”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board:

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

The resolution and motion were introduced by Mr. Damiano and seconded by Mr. McCray, and all those present voted in favor.

RESOLUTION # 22-0323-2 - Resolution Authorizing Approval of a Sanitary Sewer Extension for Toll Brothers, Inc. for The Enclave at Royce Brook, Block 183, Lot 38.01 and Block 183.01, Lot 1 in the Township of Hillsborough

WHEREAS, Toll Brothers, Inc., 1220 State Route 31, Suite 21, Lebanon, New Jersey has requested a sanitary sewer extension for the project known as The Enclave at Royce Brook located on Block 183, Lot 38.01 and Block 183.01, Lot 1 in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the proposed project consists of 174 3-bedroom single family dwellings (174 single family dwellings x 300 GPD per dwelling = 52,200 GPD) and a Clubhouse and Future Demand (currently estimated at 20,000 GPD) for a total of 72,200 GPD; and

WHEREAS, the total wastewater flow to be generated from this project is 72,200 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, the connection of the proposed project to the existing TTHMUA facilities will be via a new pump station; and

WHEREAS, plans, specifications, an Engineer's Report and other support documents have been prepared by ESE Consultants, Inc., Freehold, New Jersey have been reviewed by the Township of Hillsborough Municipal Utilities Authority staff.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. TTHMUA review memo of March 15, 2022.
- 2.. Approval of the Somerset Raritan Valley Sewerage Authority.
3. Approval of the New Jersey Department of Environmental Protection.
4. As-built plans of the sanitary sewer connection shall be prepared by the applicant's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar. In addition, the plans should be submitted in electronic computer aided design (CAD) format.
5. Performance Bond and inspection fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction, as may be applicable.
6. Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the Performance Bond, as may be applicable.
7. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
8. All on-site sanitary sewer facilities such as sewer mains and force mains, laterals and connections shall be the responsibility of the owner.

9. Approval shall remain in effect for a period of two (2) years, at which time, if construction of the facilities has not been initiated, re-approval will be required.

BE IT FURTHER RESOLVED that this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

The motion and resolution were introduced by Mr. McCray and seconded by Mr. Damiano, and all those present voted in favor.

DISCUSSION

Remnants of Hurricane Ida – TTHMUA Impacts / Update on Insurance Claims

○ Sunnymeade Pump Station

Mr. Hough reported that he now has bi-weekly (Wednesday morning at 10:00 am) status update meetings with FEMA and NJOEM. All requested data has been entered thus far and FEMA continues to review / process said information.

Sunnymeade Pump Station and Force Main Project

- **Design / Easement Update**
 - **Pump Station design and permit submissions and modification due to remnants of Hurricane Ida and NJDEP Water Bank Financing Program**
- **Copart Update**
- **Green Acres Update**
 - **Tree planting in the park approved**
- **Norfolk Southern Railway Company Agreement**
- **Santos Property**
 - **Issues with proposed realignment**
- **Flow Meter Installation**
 - **Pump Station Design Flows**
- **NJDEP Water Bank Financing Program**
 - **Status / Update**

Mr. Hough reported that VNHA has prepared a revised site plan of the Sunnymeade Pump Station site. The plan has been reviewed by TTHMUA staff and found to be acceptable. VNHA has been authorized to continue with various approval and permit activities. VNHA also continues to work with the NJDEP concerning the approvals required for this project.

Mr. Hough also reported that staff continues to work with the staff of the SRVSA with respect to the proposed future wastewater flows to be conveyed from TTHMUA to SRVSA. The most recent meeting was held on March 4, 2022.

Blackwell's Mills Pump Station Replacement

- **Project Status**

The TWA for the project was issued on February 24, 2022. The bidding documents for this project are being prepared for bidding. The proposed bidding schedule for this project is to advertise for bid by April 1, 2022, hold a non-mandatory pre-bid conference on April 20, 2022 and to receive bids on May 11, 2022. Bid award could be at the May 25, 2022 Board meeting.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

- **Project Status**
 - **Project schedule update**

Crest Construction continues to work with H2M with respect to scheduling this project.

Mulford Lane Pump Station Replacement

- **Project Status**
 - **Design work update**

Mr. Hough reported that TTHMUA staff has received and reviewed a revised site plan, comments were provided to H2M, and revisions to the site plan are being made. The design documents are being prepared by H2M.

2022 Summary Will Serve Letters & Sewer Connection Letters

Two (2) new projects added.

2022 Summary Sewer Connection Letters

No new projects added.

COMMITTEE REPORTS

Engineering / Facilities – No report at this time

Finance – No report at this time.

I/I and GIS – No report at this time.

Personnel – Mr. Hough reported that there is an advertisement out for the current open position and resumes are being accepted. There are a couple of possible candidates and that interviews will be conducted in the coming weeks.

Miscellaneous Discussion

Millstone Borough - Mr. Hough advised the Board that staff has been providing information to various consultants and staff working on behalf of Millstone Borough on the Borough's sanitary sewer connection to the TTHMUA system. Mr. Hough also participated in conference calls related to the project.

SRVSA REPORT – no report.

CLAIMS LIST

- **Operating Fund** \$ 391,991.22
- **General Fund** \$ 132,516.43

Motion to approve claims lists was made by Mr. Damiano, seconded by Mr. McCray and all those present voted in favor.

ADJOURNMENT

Motion to adjourn was made at 6:15 pm by Mr. Damiano, seconded by Mr. McCray, and all those present voted in favor and the regular meeting adjourned.