

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – APRIL 27, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, April 27, 2022, with the following members present:

Michael Avolio  
Robert Damiano  
Richard Nunn  
Frank Scarantino

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. The following were absent: Mr. McCray.

These minutes were prepared by Pamela Borek

**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**

**March 23, 2022 Regular Meeting Minutes** - Motion made by Mr. Damiano, seconded by Mr. Nunn. The minutes were approved by a roll call vote: Chairman Avolio – abstained, Mr. Damiano – yes, Mr. Nunn – yes, and Mr. Scarantino – abstained.

**BUSINESS FROM THE FLOOR**

None at this time.

**CORRESPONDENCE**

None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION # 22-0427-1 – Resolution Acknowledging the Receipt of a New Jersey Municipal Authorities Join Insurance Fund Safety Incentive Program Safety Award for 2021 and Granting the Staff a Safety Day (a Personal Day for Each Employee)**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority, (TTHMUA) has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program for 2021 and completed 2020 without a lost time accident.

**NOW, THEREFORE, BE IT RESOLVED**, that in recognition of the above stated Safety Award and accomplishment, the staff of the TTHMUA is congratulated on this accomplishment and be awarded a Safety Day to be utilized as a personal day within the current year.

Motion was made by Mr. Damiano, seconded by Mr. Scarantino, all those present voted in favor.

**RESOLUTION # 22-0427-2 – Resolution Authorizing Approval of a Sanitary Sewer Extension for 20 Theodora Drive, Block 191, Lot 26.20, in the Township of Hillsborough**

**WHEREAS**, Phillip Lavoie, current property owner, has requested a sanitary sewer extension for the project known as 20 Theodora Drive, located on Block 191, Lot 26.20 in the Township of Hillsborough, Somerset County, New Jersey; and

**WHEREAS**, the proposed project consists of the construction of a gravity sanitary sewer extension and a gravity sanitary sewer lateral to serve an existing single family dwelling (300gpd) at 20 Theodora Drive (Block 191, Lot 26.20); and

**WHEREAS**, the total wastewater flow to be generated from this project is 300 GPD and will be conveyed via TTHMUA facilities to the Somerset Raritan Valley Sewerage Authority; and

**WHEREAS**, a Treatment Works Approval Permit Application (TWA), Plan Sheet 01 of 01, Sanitary Sewer Specifications and the appropriate Township of Hillsborough Municipal Utilities Authority (TTHMUA) application bearing the general title of “Sewer Extension, Lot 26.20 in Block 191, 20 Theodora Drive, Hillsborough Township, Somerset County, New Jersey” having been prepared by D’Amico Engineering, LLC, 68 North Bridge Street, Somerville, New Jersey 08876 and 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 (TTHMUA) that this sanitary sewer connection be approved subject to the following conditions:

1. TTHMUA review memo of April 19, 2022.
2. Approval of the Somerset Raritan Valley Sewerage Authority (SRVSA) and the New Jersey Department of Environmental Protection (NJDEP).
3. As-built plans of the sanitary sewer extension and connection shall be prepared by the applicant’s engineer. Two (2) sets shall be provided to TTHMUA in reproducible form

on mylar. In addition, the plans should be submitted in electronic computer aided design (CAD) format.

4. Performance Bond and inspection fees in the amounts established by TTHMUA shall be provided to TTHMUA for the proposed sewerage facilities prior to construction, as may be applicable.
5. Maintenance Bond in the amount and form required by TTHMUA shall be provided to TTHMUA for a period of up to two (2) years from the date of release of the Performance Bond, as may be applicable.
6. All on-site sanitary sewer facilities such as sewer mains and force mains, laterals and connections shall be the responsibility of the owner.
7. 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.

Motion was made by Mr. Scarantino, seconded by Mr. Damiano, all those present voted in favor.

## **DISCUSSION**

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

- **Sunnymeade Pump Station**

Mr. Hough reported that the Authority continues to work with FEMA. The reimbursement request is “broken down” into several components / events. The first request, covering the storm preparation and the initial storm response, in the amount of approximately \$15,000.00, is in the approval process and Mr. Hough has signed the FEMA prepared reimbursement documents. The Authority will continue to work with FEMA.

### **Sunnymeade Pump Station and Force Main Project**

- **Design / Easement Update**
- **Copart Update**
- **Green Acres Update**
- **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 referred to his April 22, 2022, memorandum with respect to the Sunnymeade project update. In addition, Mr. Hough highlighted that Van Note-Harvey is working on the various NJDEP approval / permit applications for adjusting the pump station, the generator and other site improvements resulting from the impacts of the remnants of Hurricane Ida. Mr. Hough stated that he is reviewing the revised applications as well as working on the flow information with SRVSA.

**Blackwell’s Mills Pump Station Replacement (TTHMUA Contract No. 51)**

- **Project Status**
  - **Bid Phase Status / Update**

This project is currently in the bid phase and the bid receipt date is May 12, 2022. There was a pre-construction meeting last week and an addendum issued. There are currently fifteen (15) bid holders, several are product vendors. Mr. Hough anticipated seven (7) or eight (8) bidders.

**Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals (TTHMUA Contract No. 52)**

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

A Pre-construction meeting with the contractor and NJDOT was held on Tuesday, April 26, 2022. Construction of the project is scheduled to start early next week.

**Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53)**

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

Currently working with H2M on the design plans and specifications, approximately 95% of the documents are completed and full completion is anticipated within the next two (2) weeks.

**2022 Summary Will Serve Letters & Sewer Connection Letters**

No projects added.

**2022 Summary Sewer Connection Letters**

One (1) new project added and was approved by resolution.

**OTHER DISCUSSION ITEMS**

**Enclave at Royce Brook** - An OPRA request has been received from an area resident regarding concerns over the proposed project. TTHMUA has responded to the request.

**Millstone Borough** – Mr. Hough advised the Board that TTHMUA continues to work with representatives of Millstone Borough with respect to the development of a sanitary sewer collection system to serve Millstone that will connect to the TTHMUA system. Mr. Hough advised that it is his understanding that the Borough will be making an application to the NJDEP I-Bank for funding for this system. Mr. Nunn made a general inquiry as to the flooding for that area and how potential flooding may / will impact the sanitary sewer system in the future.

### **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** – A new employee has been hired to replace two (2) recent departures. Mr. Hough also reported that Gail Quabeck, who provides assistance to the staff with respect to finances, is anticipating “retirement” by the end of this September. Mr. Hough advised that he is looking at options to replace Ms. Quabeck and assist the staff.

### **SRVSA REPORT**

Gail Quabeck and Randy Smith provided a quarterly report to TTHMUA which was previously distributed to the Board members.

### **CLAIMS LIST**

- **Operating Fund**                      \$ 268,131.01
- **General Fund**                         \$ 90,716.80

Motion to approve the claims lists was made by Mr. Nunn, seconded by Mr. Scarantino and all those present voted in favor.

### **ADJOURNMENT**

Motion to adjourn was made at 6:53 pm by Mr. Damiano, seconded by Mr. Scarantino and the regular meeting adjourned.