

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – AUGUST 31, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:10 PM on Wednesday, August 31, 2022, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Rick Nunn  
Frank Scarantino (via zoom)

Also present were:

- Authority Executive Director Robert A. Hough, P.E.
- Via Zoom Donald Fetzer, P.E., Brandon Fetzer, P.E., and Agha Hasan, P.E. all of Van Note Harvey Associates, Inc., TTHMUA's consulting engineer for the Sunnymeade project.

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 August 12, 2022.

**PLEDGE OF ALLEGIANCE**

**UPDATE FROM VNHA:**

Engineering Consultants for the Sunnymeade Project provided an update. Mr. Hough reported that the letter was sent to SRVSA and they (SRVSA) advised they would reply, but nothing has been received as of yet.

At 6:12 and Peter Cipparulo, III, Esq., General Counsel arrived.

Mr. Brandon Fetzer provided updated information on flow capacities for the trunks at Roycebrook, relative to the pipes connections and flow (capacity of the new pipe) the issue is that the closer you get to the Sunnymeade pump station the more constricted the flow will be as a result of the mechanics of the pipe structure. They have analyzed the main section and the next step is to look at it on a development level.

Mr. Hough inquired that if we were to do dry weather metering, how quickly would the meters get dropped?

Mr. Fetzer advised they are scheduling approximately one week out.

Mr. Nunn inquired about utilizing existing Sunnymeade pump meters?

Mr. Hough recommended utilizing the vendor.

Mr. Brandon Fetzer explained that it would be a broader assessment of the system and showed a map of where the meters would be potentially placed.

Mr. Nunn asked VNHA to provide a proposal for said project.

Mr. Hough advised that Flow Assessments provided a proposal for the meters and the data, VNHA will need to provide a proposal for the analytical work.

At 6:24 Donald Fetzer, P.E., Brandon Fetzer, P.E., and Agha Hasan, P.E. all of Van Note Harvey Associates, Inc., TTHMUA's consulting engineer for the Sunnymeade project left the meeting.

Further discussion ensued among the Board members regarding this matter. Mr. Scarantino added that flow metering is a good idea for a baseline of information, but would like a total proposal for the entire cost of the proposed project.

Mr. Hough reported that he has the proposal for the metering and will share with the board.

Mr. Nunn inquired if Mr. Hough could provide analysis of the data obtained from the flow meters.

### **APPROVAL OF MINUTES**

August 2, 2022 Regular Meeting Minutes

There was a discussion regarding an amendment to the minutes regarding the removal of resolution 22-0727 as it is no longer pertinent.

Motion made to approved as amended by Mr. Nunn, seconded by Mr. Damiano. The minutes were approved as amended by a roll call vote: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes, Mr. Scarantino – yes.

### **BUSINESS FROM THE FLOOR**

- None at this time.

### **CORRESPONDENCE**

Mr. Hough reached out to Somerset County Engineering, Matt Loper regarding grant funding availability for shovel ready projects, as there is funding available and TTHMUA is eligible for said funding. Mr. Scarantino will also reach out to Mr. Loper.

**MATTERS FOR CONSIDERATION**

**RESOLUTION # 22-0831-1 – Resolution Appointing CME Associates, Inc. as Professional Engineer for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**WHEREAS**, there exists a need for Professional Engineer Services to The Township of Hillsborough Municipal Utilities Authority (TTHMUA); and

**WHEREAS**, TTHMUA has determined and certified that the value of the contract will not exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated August 31, 2022 and filed with the Executive Director of the Authority between the Authority and CME Associates, Inc., specifically Jerome A. Harris, P.E., P.P., from August 31, 2022 to February 28, 2023.
2. The Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

A motion was made by Mr. Damiano, seconded by Mr. Nunn, and all present voted in favor.

**RESOLUTION #22-0831-2 – Resolution Authorizing Approval of a Sanitary Sewer Extension for Campus Associates, LLC for 4 Campus Drive, Block 58, Lot 1.05 in the Township of Hillsborough in the amount of 20,550 GPD**

This resolution was tabled.

Mr. Nunn requested a plan from CME as to the reviews to be conducted.

**DISCUSSION**

**USEPA Inspection of Facilities**

- **August 11, 2022 Report of the June 21, 2022 Inspection**

The report was received and Mr. Damiano stated it was a great report regarding the inspection.

**Remnants of Hurricane IDA – TTHMUA Impacts / Updates on FEMA / Insurance Claims**

- **Sunnymeade Pump Station**

The generator has arrived and is in place and will be hooked up in September by GenServ. The bottom of the generator is approximately one foot above the last high water mark.

Mr. Scarantino pointed out that regarding that placement, storm debris could still damage the generator.

Mr. Damiano indicated that it would cost approximately \$10K to place it on a trailer to avoid that. Mr. Nunn advised further that the mechanics of the generator should be placed on the trailer and a trailer has been offered to TTHMUA.

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

- **Design / Easement Update**
  - **Response to SRVSA Letter – Submitted to SRVSA on August 5, 2022**
  - **Permit Update**
  - **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**
  - **Report on Bond Counsel’s Review of Rate Impacts**

Condemnation Counsel, Mr. Napolitano is working on the easements and the title company to obtain a proposal to conduct a search as the information is not currently available online.

The applications have been resubmitted with a response to the NJDEP, awaiting NJDEP review.

Mr. Scarantino inquired regarding asking the appraiser as well for a proposal.

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

- **Project Status**
  - **Proposed Construction Schedule / Update**
  - **Status of Shop Drawing Submittals / Review**

Components are on order, but delayed as a result of supply chain issues.

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

- **Project Status**
  - **Construction Update / Completion**
  - **Project Closeout Status**

H2M and the contractor will walk the properties after Labor Day to assess the restoration needs and will advise.

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

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

H2M is conducting plan revisions and working with the water company.

**Inflow / Infiltration (I/I) Reduction / Removal Program**

- **General Discussion**

Mr. McCray and Mr. Nunn met with staff and another meeting is scheduled for September 8<sup>th</sup> with the SRVSA, but that date will be changed so Mr. McCray can attend.

If flow is taken out of the system, MUA should get credit for it.

**Borough of Millstone Sanitary Sewer Connection**

- **Project / Design Status**

Nothing to report.

**Rules and Regulations of the Township of Hillsborough Municipal Utilities Authority**

- **Review of Current Rules and Regulations**

Mr. Nunn inquired about not allowing any tap into the force main as well as an easement policy to be included. An inquiry should be made to other towns and their policy.

Mr. Cipparulo will review the Rules and Regulations and have a proposal at the next meeting of the Authority.

Mr. Nunn advised that going forward resolutions should have easement information included, regarding assumption and responsibility of the easements.

Mr. Scarantino advised that the deed of easement should be sent with the plan.

**Easement Maintenance**

- **Status Update**

An email was sent regarding the mowing since the beginning of June.

Mr. Nunn suggest a maintenance plan for easements and a plane for access of future easements should be part of future applications.

**2022 Summary (Last revised August 26, 2022) of Will Serve Letters – For Informational Purposes Only**

- No new projects added.

**2022 Summary (Last revised August 26, 2022) of Sewer Connection Approvals – For Informational Purposes Only**

- No new projects added.

**COMMITTEE REPORTS**

**Engineering / Facilities** – meeting was held

**Finance** – No report at this time.

**I/I and GIS** – GIS is proceeding along.

**Personnel** –Mr. Scarantino and Mr. Damiano met with Mr. Hough regarding raises and advised putting in a 3.5% increase in the budget.

Mr. Nunn inquired about succession planning.

Mr. Avolio inquired as to who is planning to attend the AEA.

**SRVSA REPORT** – no report.

**CLAIMS LIST**

- **Operating Fund**                      \$ 1,155,647.95
- **General Fund**                        \$    23,149.57

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 7:35 pm by Mr. McCray, seconded by Mr. Damiano and the regular meeting adjourned.