

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – DECEMBER 14, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, December 14, 2022, with the following members present:

Michael Avolio
Robert Damiano
Rick Nunn
Robert McCray

Also present was:

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

Mr. Frank Scarantino joined the meeting at 6:05 pm.

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 as part of the annual meeting notice on March 4, 2022.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

November 22, 2022 Regular Meeting Minutes

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

BUSINESS FROM THE FLOOR

- None at this time.

CORRESPONDENCE

- December 8, 2022 Letter, with attachment, from the Raritan Valley Sewerage Authority concerning the Adopted FY2023 Budget. Mr. Hough provided the letter prior to the meeting indicating that the rates are going up. He further reported that the budget moved from the reviewer to the supervisor for approval.

MATTERS FOR CONSIDERATION

- None.

DISCUSSION

Proposed Operating Budget and Capital Budgets – Fiscal Year Ending November 30, 2023

- **NJ DCA approval received On October 15, 2022**
- **Public Hearing / Adoption of Budget – November 22, 2022**
- **Adopted Budget Submitted to NJ DCA on November 28, 2022**

Professional Contracts for 2023

- **Posted on the TTHMUA website and published in the Courier News and Hillsborough Beacon on Friday, December 2, 2022**
- **Submissions are due by Friday, January 6, 2023**

Mr. Hough reported that the bids have been sent out.

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

- **Sunnymeade Pump Station**

Mr. Hough reported that he has been advised TTHMUA documents are in the review stage between the State and FEMA regarding the generator.

Sunnymeade Pump Station and Force Main Project

- **New Generator / ATS Installation**
 - **Installation Status**
 - **Platform Status**

The platforms have been built and painted and therefore the next steps are to schedule the cranes as soon as possible.

- **Design / Easement Update**
 - **Response to SRVSA Letter**
 - **TTHMUA Response Submitted to SRVSA on August 5, 2022**
 - **SRVSA Response Received on November 29, 2022**

Remote meeting scheduled with SRVSA on December 15, 2022 with Mr. Scarantino and Mr. McCray. There are concerns with the design of the new pumps. Mr. Nunn inquired what happens when a pump goes down and Mr. Scarantino replied there will be a decrease in capacity.

- **Permit Update**
 - **Updated TWA being prepared**
- **Easement Update**

A meeting will be scheduled with Mr. Napolitano and VNHA.

- **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**
- **Mott MacDonald Value Engineering / Peer Review**
 - **Review Update – Review Meeting Scheduled for December 8, 2022**

Ron Gardner has been in the office and provided a summary of accounting and Mr. Hough distributed said summary to the members. Mr. Damiano stated that it is reconciled through November and going forward it will be done in house.

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

- **Project Status**

Mr. Hough reported that there is a meeting scheduled for tomorrow morning with the contractor at the location to review the project.

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

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

- **Project Status**
 - **Construction Update / Completion**
 - **Project Closeout Status**
 - **Punch List Completed, Final NJDOT Inspection Pending**

Mr. Hough reported DOT conducted their inspection and there is one remaining open item.

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

- **Submission of Somerset County American Recovery Plan Application**
- **Project Status**
 - **Design work update**

Rehabilitation of Sanitary Sewer Mains (TTHMUA Contract No. 54)

- **Project Status – Request Engineering Proposals**

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

- **Follow-up from September 19, 2022 Meeting with SRVSA**

Mr. Hough reported that the meters are out on flow metering and data should be provided shortly. Mr. Nunn inquired about the Sunnymeade flow meters. Mr. Hough stated that two work and one does not and the vendor is due to come out for repair. Mr. McCray inquired as to the type of flow meter, magnetic? Mr. Hough replied affirmatively.

- **Status of Sewer System Flow Monitoring by Flow Assessments**

Borough of Millstone Sanitary Sewer Connection

- **Project / Design Status**

Rules and Regulations of the Township of Hillsborough Municipal Utilities Authority

- **Review of Current Rules and Regulations**

Easement Maintenance

- **Status Update**

2022 Facilities Plan Update

- **Project Status**

2022 Summary (Last revised December 9, 2022) of Will Serve Letters – For Informational Purposes Only

- No new projects added.

2022 Summary (Last revised October 21, 2022) of Sewer Connection Approvals – For Informational Purposes Only

- No new projects added.

Additional Meeting Dates

- **Sunnymeade Project Meeting Dates**

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 – No report at this time.

CLAIMS LIST

- **Operating Fund** \$536,821.26
- **General Fund** \$ 5,347.19

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

Mr. Nunn inquired as to having five plows. Mr. Hough confirmed as one of the new trucks came with a plow as part of the package.

Mr. Hough reported that there will be a Holiday breakfast for the staff on December 23rd at 9:30 am.

It was also discussed that the website is outdated. Mr. Cipparulo also stated that it needs to be ADA compliant.

At 6:34 pm TTHMUA moved into Closed Session, with a motion by Mr. Nunn and seconded by Mr. McCray, all those present voted in favor.

At 7:50 pm TTHMUA resumed the public meeting with a motion by Mr. Damiano, seconded by Mr. McCray, all those present voted in favor.

ADJOURNMENT

Motion to adjourn was made at 7:52 pm by Mr. Damiano, seconded by Mr. McCray and the regular meeting adjourned.