

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – OCTOBER 26, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, October 26, 2022, with the following members present:

Michael Avolio  
Robert Damiano  
Rick Nunn  
Robert McCray

Also present were:

Authority Executive Director Robert A. Hough, P.E., and Peter Cipparulo, III, Esq., General Counsel. Mr. Scarantino was noted as absent.

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**

September 28, 2022 Regular Meeting Minutes

Draft minutes were tabled pending the addition of the 2023 Budget information being added.

**BUSINESS FROM THE FLOOR**

- None at this time.

**CORRESPONDENCE**

- None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION # 22-1026-1 - Resolution Authorizing Approval of a Sanitary Sewer Extension for Sukhdev A. & Ruchika Angras for Proposed Major Subdivision at Farm Road, Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough in the Amount of 900 GPD**

**WHEREAS**, Sukhdev A. and Ruchika Angras, 441 2nd Avenue, Piscataway, New Jersey has requested a sanitary sewer extension for the project known as Proposed Major Subdivision at Farm Road located on Block 152, Lots 3.01, 3.02 and 3.03 in the Township of Hillsborough, Somerset County, New Jersey; and

**WHEREAS**, the proposed project consists of 3 single family dwellings (3 single family dwellings x 300 GPD / single family dwelling = 900 GPD) for a total of 900 GPD; and

**WHEREAS**, the total wastewater flow to be generated from this project is 900 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 gravity sewer; and

**WHEREAS**, plans, specifications, an Engineer's Report and other support documents have been prepared by Van Cleef Engineering Associates, LLC, Hillsborough, New Jersey and have been reviewed by CME Associates, TTHMUA's professional engineer.

**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. CME Associates' memorandum of October 19, 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. A 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. It should be noted that the plans designate an Access and Utility Easement, consisting of 0.32 acres, extending from Farm Road eastward to just past the entrances to the driveways for the easternmost two (2) houses.
8. 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.

Mr. Hough reported that CME reviewed the aforementioned resolution and provided a review letter. This resolution is for three (3), four (4) bedroom houses. Mr. Nunn inquired about the language for a utility easement and access be included in the resolution. Discussion ensued regarding where the easement will be located. Upon conclusion of the discussion the aforementioned resolution was tabled.

**RESOLUTION # 22-1026-2 – Resolution of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) Authorizing a Professional Services Agreement to Mott MacDonald not to exceed \$7,500.00 to provide value engineering / peer review (Task 3 only) related to the Sunnymeade Pump Station Project**

**WHEREAS**, there exists a need for Professional Engineering Services for The Township of Hillsborough Municipal Utilities Authority (TTHMUA) related to a value engineering / peer review for the Sunnymeade Pump Station Project; and

**WHEREAS**, Mott MacDonald provided a final proposal, dated October 18, 2022, to provide said services not to exceed \$33,000.00; and

**WHEREAS**, TTHMUA Board at their October 26, 2022 meeting authorized Task 3 – Prepare Existing Pump Station Upgrade Concepts not to exceed \$7,500.00; and

**WHEREAS**, TTHMUA has a need to acquire these services and is subject to the profession exemption as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law” and in connection therewith, Mott MacDonald has completed and filed with TTHMUA the required Campaign Contributions Affidavit pursuant to N.J.S.A. 19:44A-20.8, Certification Regarding Political Contributions pursuant to N.J.S.A. 19:44A-20.26 and TTHMUA’s “Pay-to-Play Forms”; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), authorizes TTHMUA to award this agreement as a Professional Services Agreement, without public bidding.

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

1. The Chairman and Executive Director are hereby authorized and directed to execute a Professional Services Agreement with Mott MacDonald for Professional Engineering Services consistent with this Resolution and the above “Whereas” clauses.
2. The agreement is awarded without competitive bidding as a professional services Agreement as authorized under N.J.S.A. 40A:11-5(1)(a)(i).
3. Mott MacDonald shall be paid a fee not to exceed \$7,500.00 for Task 3 – Prepare Existing Pump Station Upgrade Concepts. The term of the agreement shall be one (1) year.
4. A copy of this Resolution, the Pay-to-Play Forms and the Agreement shall be placed on file in the TTHMUA offices.
5. The Executive Director shall publish a notice of award of said agreement in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

The DEP will not approve the permit without a force main. Mr. Nunn recommended that the pump station is reviewed first followed by force mains.

Upon the conclusion of the discussion a motion was made by Mr. Damiano, seconded by Mr. McCray, and all present voted in favor, subject to the conditions discussed.

**RESOLUTION # 22-1026-2 – Resolution of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) Authorizing the Construction of a Steel Platform for the Sunnymeade Pump Station Generator in an Amount Not to Exceed \$20,000.00**

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) recently purchased and installed a new generator to serve the Sunnymeade Pump Station and other associated onsite facilities; and

**WHEREAS**, TTHMUA has determined that the bottom of the new generator shall be above the flood elevation experienced during the remnants of Hurricane Ida in September 2022; and

**WHEREAS**, TTHMUA has determined that the new platform shall be constructed of steel; and

**WHEREAS**, TTHMUA has determined that the cost of the new steel platform shall not exceed \$20,000.00.

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

1. The Township of Hillsborough Municipal Utilities Authority (TTHMUA) shall proceed with the construction of a new steel platform at a cost not to exceed \$20,000.00 to place the new Sunnymeade Pump Station generator on the platform at an elevation that is above the flood elevation experienced during the remnants of Hurricane Ida in September 2022.

A quote was received from GenServ for \$90K for a platform to raise the generator and it is estimated to cost approximately \$6K in lumber to construct it in house, albeit there is not sufficient resources to do so. A quote was obtained for a steel platform and a crane to lift the generator for \$20K and the construction will take approximately one to two weeks.

Upon the conclusion of the discussion a motion was made by Mr. Damiano, seconded by Mr. McCray, and all present voted in favor, subject to the conditions discussed.

## **DISCUSSION**

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

Mr. Hough reported that the Department of Community Affairs (DCA) approved TTHMUA's 2023 budget submission and public hearing to be held on November 22, 2022.

Chairman Avolio requested that a mid-month meeting be established. It will be included in the 2023 Reorganization Meeting Schedule.

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

- **Sunnymeade Pump Station**

Mr. Hough reported that on a recent call with FEMA more paperwork is being processed, but that FEMA reported that they are taking the requests out of order to provide TTHMUA reimbursement for the rental expenses. Additionally the roof leaks at the pump station and will need to be replaced.

### **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**

Mr. Hough reported that Attorney Napolitano has indicated that a majority of the easements have been obtained.

- **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**

Mr. Hough reported that the IBank rate impacts are forthcoming.

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

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

Mr. Nunn inquired as to how duplication is done without the easements and Mr. Hough will investigate and report back.

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

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

Mr. Hough reported that the punch list items remains open as a result of recent inclement weather. It is anticipated to be completed in the coming days.

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

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

No additional update.

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

- **General Discussion**
- **Review of September 19, 2022 Meeting with SRVSA**
- **Status of Sewer System Flow Monitoring by Flow Assessments**

Mr. Hough reported the preliminary data from Flow Assessments has resulted in “good” flow. The meters will remain for another two (2) weeks.

**Borough of Millstone Sanitary Sewer Connection**

- **Project / Design Status**

Nothing additional update.

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

- **Review of Current Rules and Regulations**

Nothing additional update.

**Easement Maintenance**

- **Status Update**

Mr. Hough reported that preliminary documents are being prepared to solicit bids for the maintenance work, removal of trees, etc. The facilities plan will be updated to include flow data.

**2022 Summary (Last revised October 21, 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.

Mr. Hough reported that he met with the Assistant Township Engineer, Administrator and the Mayor to discuss Hillsborough future roads to be paved and the 2023 proposed paving list was reviewed.

8 Cole Court has a failing septic and has inquired about hooking into the sanitary sewer system. The Township Mayor and Administrator asked TTHMUA for options. The plans show a neighbor has tied into a force main. VanCleaf proposed a shared force main. An option for TTHMUA would be to take over the force main. TTHMUA will not take over the force main. The Environmental Specialist from the Township and VanCleaf are recommending building a new septic. .

**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.

**SRVSA REPORT** – no report.

**CLAIMS LIST**

- **Operating Fund**                      \$ 178,384.09
- **General Fund**                        \$ 75,408.93

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

**ADJOURNMENT**

Motion to adjourn was made at 6:59 pm by Mr. Nunn, seconded by Mr. Damiano and the regular meeting adjourned.