

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – SEPTEMBER 28, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, September 28, 2022, with the following members present:

Robert Damiano
Rick Nunn (called the meeting to order)
Frank Scarantino (via zoom)

Also present were:

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

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

August 31, 2022 Regular Meeting Minutes

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

BUSINESS FROM THE FLOOR

- None at this time.

CORRESPONDENCE

- None at this time.

MATTERS FOR CONSIDERATION

RESOLUTION # 22-0928-1– Resolution Appointing 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

WHEREAS, Campus Associates, LLC, 41 Bayard Street, New Brunswick, New Jersey has requested a sanitary sewer extension for the project known as 4 Campus Drive located on Block 58, Lot 1.05 in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the proposed project consists of 24 1-bedroom apartments (24 apartments x 150 GPD / apartment = 3,600 GPD), 62 2-bedroom apartments (62 apartments x 225 GPD / apartment = 13,950 GPD) and 10 3-bedroom apartments (10 apartments x 300 GPD / apartment = 3,000 GPD) for a total of 20,550 GPD; and

WHEREAS, the total wastewater flow to be generated from this project is 20,550 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 September 23, 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, unless properly conveyed to TTHMUA.
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.
10. The wastewater flow from the proposed clubhouse shall be provided and must be approved by TTHMUA.
11. Any new sanitary sewer manholes must be one (1) foot above the flood elevation or have a watertight manhole cover.

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.

Chairman Avolio joined the meeting at 6:26 pm.

Mr. Hough reported that CME reviewed the aforementioned resolution and provided a review letter. Attorney Cipparulo inquired as to why the signature of the letter were names not included on the letterhead. It was discussed that Associates are not included on the letterhead and it was acceptable.

Mr. Nunn requested that the clubhouse be included in the gallon projections.

It was also discussed that the resolution shall include language regarding easements and the TTHMUA having access to them.

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

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

Mr. Hough presented the operating and capital budgets for Fiscal Year 2023. A resolution, in a format provided by the Department of Community Affairs (DCA), is required to approve said budgets and authorize the submission of the budgets to the DCA for review, approval and authorization for a public hearing on November 22, 2022.

The resolution and motion were introduced by Mr. Damiano, seconded by Mr. Nunn; and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – Yes, Mr. Nunn – Yes, and Mr. Scarantino – Yes.

DISCUSSION

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

- **Sunnymeade Pump Station**

Mr. Scarantino inquired if the temporary generator expenses were going to be covered by FEMA. Mr. Hough replied that FEMA has indicated that all invoices for the temporary generator and ATS have been given to FEMA for reimbursement. A further discussion ensued regarding the placement of the generator to ensure that it not only is above the flood level but also above the debris level. Mr. Nunn indicated he could secure two telephone poles and that TTHMUA should seek proposals for the placement of the poles, digging the holes and cement work. Mr. Scarantino indicated that should be delayed until the correct dimensions are obtained.

Sunnymeade Pump Station and Force Main Project

Nothing further aside from what was provided in the reports.

- **Design / Easement Update**
 - **Response to SRVSA Letter – Submitted to SRVSA on August 5, 2022**
 - **Permit Update**
 - **Easement Update**

Mr. Hough reported that Attorney Napolitano is working on the easements. The title company is completing work for \$200 per easement. Mr. Scarantino requested that two – three easements be given to Attorney Cipparulo to ensure the language is appropriate and that the language ensures that TTHMUA is getting what is necessary. Attorney Cipparulo will send it to the member.

- **Copart Update**
- **Green Acres Update**
- **Norfolk Southern Railway Company Agreement**
- **Santos Property**
 - **Issues with proposed realignment**

Mr. Hough reported this is gravity to the station.

- **Flow Meter Installation**
 - **Pump Station Design Flows**

Mr. Hough reported that SRVSA advised that they along with their consultant are reviewing the TTHMUA's information but it has not yet been brought to their Board. SRVSA is trying to hold everyone to the current levels because that is what they can currently handle. Mr. Nunn inquired about the existing flow meters to determine if they are working. It was reported that some of the existing flow meters are not functioning.

- **NJDEP Water Bank Financing Program**
 - **Status / Update**
 - **Report on Bond Counsel's Review of Rate Impacts**

Mr. Nunn reported there was an informative meeting and there are simple ways to check the trunks according to the DEP; if the pipe is 80% full, it is in violation. Further assistance and guidance was offered.

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 the timing of completion and what is missing. Mr. Hough reported a temporary schedule has been provided by the contractor and it is estimated to start in February and completed by May.

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

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

Cress will complete the cleanup for this project.

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

- **Submission of Somerset County American Recovery Plan Application**

Mr. Hough reported that the funding request has been submitted.

- **Project Status**
 - **Design work 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 he has reached out to Mr. Loper and has not heard back.

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**

It was discussed by the group that the rules and regulations need to be strengthened regarding easements. Warren Township’s will be sent for review and comparison. Lambertville’s are also more stringent, may also be good to compare with them. Mr. Nunn indicated three areas that need to be focused on: capacity, no tie into force main, and easements.

Easement Maintenance

- **Status Update**

Mr. Scarantino requested that two – three easements be given to Attorney Cipparulo to ensure the language is appropriate and that the language ensures that TTHMUA is getting what is necessary. Attorney Cipparulo will send it to the members.

2022 Summary (Last revised September 23, 2022) of Will Serve Letters – For Informational Purposes Only

- No new projects added.

2022 Summary (Last revised September 23, 2022) of Sewer Connection Approvals – For Informational Purposes Only

- Two new projects. Mr. Hough reported he is streamlining the process with CME.

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** \$ 176,000.35

Mr. Damiano inquired as to why it took 4 months to pay GenServ? Mr. Hough reported they had not submitted invoices for payment.

- **General Fund** \$ 75,013.44
- **Inspection Trust Claims** \$ 12,200.00

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

ADJOURNMENT

Motion to adjourn was made at 7:05 pm by Mr. Nunn, seconded by Mr. Damiano and the regular meeting adjourned.