

TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – MARCH 29, 2023

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, March 29, 2023, with the following members present:

Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

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

Mr. Michael Avolio was noted as absent.

ANNOUNCEMENT – Open Public Meetings Act

Following the roll call, Vice-Chairman Nunn made the following announcement: In accordance with the provisions of the Open Public Meetings, Act, P.L 1975, c. 231, notice of this meeting was duly provided as part of the annual meeting notice on March 4, 2022, and a Meeting Time Change Notice for this meeting was duly provided and advertised in the Courier News on March 21, 2023.

PLEDGE OF ALLEGIANCE

The Board went into Closed Session.

At 6:18 pm Mr. Scarantino motioned to re-open the public meeting; this motion was seconded by Mr. Damiano; all those present voted in favor and the public meeting was re-opened.

Ms. Borek prepared these meeting minutes.

Vice-Chairman Nunn reported that Mr. Hough tendered his resignation and asked that he work with the authority on the transition. Mr. Hough reported that he will provide a 30-day transition.

All members present wished Mr. Hough well.

Mr. Scarantino stated that the Personnel committee needs to conduct an exit interview as well as determine how the part time support will be determined.

APPROVAL OF MINUTES

February 22, 2023, Regular Meeting Minutes – a motion was made by Mr. McCray, seconded by Mr. Damiano, all those present voted in favor. Mr. Scarantino abstained.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

RESOLUTION # 23-0329-1 – Resolution Authorizing the Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) to Execute an Indemnity Agreement with Mr. Frank S. Scarantino

WHEREAS, there is a need for an Indemnity Agreement be made as of by and between Frank S. Scarantino, as the person or entity receiving indemnity (hereinafter referred to as the “Indemnitee”), located at 119 Valley Road, Hillsborough, New Jersey 08844 and the Township of Hillsborough Municipal Utilities Authority (TTHMUA), as the person or entity bound to provide and / or protect the indemnitee, located at 220 Triangle Road, Suite 234, Hillsborough, New Jersey 08844.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority (TTHMUA), that the Executive Director of TTHMUA is hereby authorized to prepare and execute an Indemnity Agreement with Mr. Frank S. Scarantino on behalf of TTHMUA.

A motion was made by Mr. McCray, seconded by Mr. Damiano and all present voted in favor of the above resolution.

RESOLUTION # 23-0329-2 – Resolution of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) Authorizing Additional Compensation to Mott MacDonald not to exceed \$7,500.00 to provide Additional Pump Station Upgrades Services and Concrete Testing Services 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 the Sunnymeade Pump Station Project; and

WHEREAS, TTHMUA has previously approved Resolutions #22-1026-2 and # 23-0201-23 for Mott MacDonald to perform various Professional Engineering Services related to the Sunnymeade Pump Station Project; and

WHEREAS, there continues to be a need for Mott MacDonald to perform additional Professional Engineering Services related to the Sunnymeade Pump Station Project; and

WHEREAS, Mott MacDonald has requested additional fees totaling \$7,500.00 for the preparation and attendance at the January 25, 2023 TTHMUA Board Meeting (fee of \$1,250.00), for the coordination and to obtain prices for concrete core testing (fee of \$3,500.00), and for concrete core testing observation and report review (fee of \$2,500.00); 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 previously 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 additional 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 to perform additional Professional Engineering Services related to the Sunnymeade Pump Station Project. 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 Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

A motion was made by Mr. Scarantino, seconded by Mr. McCray and all present voted in favor of the above resolution.

RESOLUTION # 23-0329-3– Resolution Designating Additional Depositories for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) adopted Resolution # 23-0201-19 designating official depositories for funds of TTHMUA; and

WHEREAS, TTHMUA desires to designate additional official depositories for funds of TTHMUA until the Reorganization Meeting in February 2024.

BE IT RESOLVED that the following additional banks be designated as Depositories for funds of The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2024.

Kearny Bank

Magyar Bank

BE IT FURTHER RESOLVED that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to any of the above-named depositories.

A motion was made by Mr. Scarantino, seconded by Mr. McCray and all present voted in favor of the above resolution.

DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION

At 6:35 pm Roseann Brown joined the meeting.

Banking Discussion

Mr. Damiano expressed his concern regarding the bank account balances, given the current issues facing the banking industry. Despite being insured, there are still large balances in the bank accounts that could be earning higher returns as short-term investments.

Ms. Brown advised that she has contacted several local banks including Fulton, Unity, Magyar and Kearny to find out their rates. She further provided additional information regarding the types of accounts and available rates.

Unity 3.5%

Kearney 4.2%, no transaction fees, no online banking fees, work with 3rd party vendor for credit card payments, employee programs also available. Ms. Brown provided a written summary to Mr. Hough regarding all of the information she obtained. Fulton Bank had not yet provided a response. Discussion ensued regarding the various types of accounts to be considered.

Conversation ensued regarding the type of accounts.

Mr. Scarantino advised that Mr. Peter Wozniak, SRVSA CFO was given an accommodation regarding banking services; he further inquired if Ms. Brown and Mr. Damiano could reach out directly to Mr. Wozniak. Additionally, Mr. Nunn will reach out to Mr. Anastasio, SRVSA ED.

Remnants of Hurricane Ida – TTHMUA Impacts / Update on FEMA / Insurance Claims

▪ **Sunnymeade Pump Station**

Mr. Hough reported that FEMA is still reviewing all of the information provided by the Authority and the review should be completed soon.

Sunnymeade Pump Station and Force Main Project

○ **New Generator / ATS Installation**

▪ **Installation / Electrical Work Status**

Mr. Hough reported that the core testing has indicated that the existing station can be used.

Mr. Scarantino inquired the status of VNHA reviewing the report regarding the core testing and Mr. Hough indicated it was provided earlier that day.

Mr. Damiano asked for a special meeting to discuss the Sunnymeade pump station and options.

Mr. Hough advised that he would circulate dates for a said meeting.

Mr. Scarantino asked if the report provided options.

Mr. Hough stated that it is a summary and also had pros and cons, but the recommendation is for a new pump station.

Mr. Scarantino suggest that all remaining questions will be addressed at the special meeting.

- **Design / Easement Update**
 - **Permit / 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**
- **Mott MacDonald Value Engineering / Peer Review**
 - **Concrete Testing - Update / Status**
 - **Request for Additional Fees for Initial Report / Meetings**

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

- **Project Status**
 - **Construction Update**
 - **Project Start-up Review**

Mr. Hough Blackwells Mills is up and running and fence work was completed the day prior. Mr. Hough reported that it is running well and suggested tours for the members.

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

- **Project Status**
 - **Project Closeout Status**
 - **Final NJDOT Inspections Completed / Acceptable**

Mr. Hough reported the H2M is reviewing the documents.

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

- **Submission of Somerset County American Recovery Plan Application**
- **Project Status**
 - **Design work update – February 28, 2023 Project Meeting**

The project meeting was held.

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

- **Project Status – Request Engineering Proposals**

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

- **Status of Sewer System Flow Monitoring by Flow Assessments**
- **Data Received and Being Reviewed**

Mr. Hough reported that the final revisions have been made to the facilities plan and it will be sent out now that all of the information has been provided.

Mr. Nunn inquired if measurements are being taken.

Mr. Hough reported that they are.

Borough of Millstone Sanitary Sewer Connection

- **Project / Design Status**

Easement Maintenance

- **Status Update**

Mr. Nunn indicated that he would like the clearing to go back to I&I.

2022 Facilities Plan Update

- **Project Status**

2022 Summary (Last revised March 24, 2023) of Will Serve Letters – For Informational Purposes Only

- **No new projects added**

2022 Summary (Last revised March 24, 2023) of Sewer Connection Approvals – For Informational Purposes Only

- **No new projects added**

Mr. Nunn asked Mr. Hough to provide a listing of the bank accounts and the balances for the next meeting.

COMMITTEE REPORTS

Engineering / Facilities – No report at this time.

Finance – No report at this time.

I/I and GIS – Mr. McCray will reach out.

Personnel – No report at this time.

CLAIMS LIST

- **Operating Fund** \$607,984.87
- **General Fund** \$251,974.08

Mr. Nunn inquired about the payments for generators.

Mr. Hough reported that Genserv found a number of bills that had not been paid and this payment brings the account current, all the work is completed, this payment will bring it up to date.

Mr. Nunn further inquired where are the old generators?

Mr. Hough stated that some were traded in and some are waiting to be part of an auction.

A motion was made by Mr. Damiano, seconded by Mr. Scarantino, and all present voted in favor for authorizing the claims lists.

Attorney Cipparulo indicated that he attended the AEA conference and will provide a memo for the next meeting.

ADJOURNMENT

Motion to adjourn was made at 7:04 pm by Mr. Scarantino, seconded by Mr. McCray and the meeting adjourned.