

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – August 26, 2020**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting at 6:00 PM on Wednesday, August 26, 2020, with the following members present:

Chairman Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn

Also present were Authority Executive Director Robert A. Hough, P.E., Peter Cipparulo, III, Esq., General Counsel participated via teleconference. Absent was member Mr. Scarantino.

**ANNOUNCEMENT – Open Public Meetings Act**

Following the roll call Chairman Avolio made the following announcement: 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 February 28, 2020 and amended on August 7, 2020.

**APPROVAL OF MINUTES – July 29, 2020 Regular Session Minutes.**

Mr. Nunn asked that the first resolution 2020-31 be removed from the minutes since it was tabled and only show the second one.

Motion by Mr. Nunn as amended, seconded by Mr. McCray, and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – Yes, Mr. McCray – yes and Mr. Damiano – yes.

**BUSINESS FROM THE FLOOR** None at this time.

**CORRESPONDENCE** None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #2020-33 – Approving the Hiring of Ryan Kinney full-time, from 120-day Probation, Effective September 1, 2020**

**WHEREAS**, the Authority previously approved the request of Mr. Dan Reiter, Maintenance Supervisor, to hire an additional maintenance employee and on March 25, 2020 the Authority, adopted Resolution #2020-16, hiring Mr. Ryan Kinney with a starting hourly rate of \$19.07/hr. and a 90-day probationary period; and

**WHEREAS**, the Authority, based on the recommendation of staff, adopted Resolution #2020-31, which extended Mr. Kinney's probation for an additional 30-days; and

**WHEREAS**, Mr. Reiter has advised that Mr. Kinney has successfully completed his probationary period and Mr. Reiter recommends removing Mr. Kinney from probation and adjusting Mr. Kinney's salary to \$19.56/hr. (yearly salary of \$40,684.80) effective September 1, 2020; and

**WHEREAS**, the 2020 Operating Budget includes the hiring of a new maintenance employee.

**NOW, THEREFORE, BE IT RESOLVED**, based on the recommendation of the staff, the Authority hereby acknowledges that Mr. Ryan Kinney has successfully completed his 120-day probationary period for the maintenance position and as a result will be offered permanent employment.

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

**RESOLUTION #2020-34 – Resolution for Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) is a member of the New Jersey Utility Authorities Joint Insurance Fund (Fund); and

**WHEREAS**, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between TTHMUA and the Fund; and

**WHEREAS**, TTHMUA desires to renew said membership.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Township of Hillsborough Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. TTHMUA shall be and hereby is authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing TTHMUA's intention to renew its membership.

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

**RESOLUTION #2020-35: Approving the 2019 Annual Audit and Authorizing the Preparation and Signing of the Group Affidavit**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended November 30, 2019 has been completed and filed with the Township of Hillsborough Municipal Utilities Authority pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17,

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Township of Hillsborough Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2019, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board:

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Motion made by Mr. Damiano, seconded Mr. McCray, and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – yes, Mr. McCray – yes and Mr. Damiano – yes.

**RESOLUTION #2020-36 – Resolution Authorizing Execution of an Agreement with the Morris County Cooperative Pricing Council to become a Member Through September 30, 2021**

**WHEREAS**, the Morris County Cooperative Pricing Council (MCCPC) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

**WHEREAS**, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency, to become a member of the MCCPC through September 30, 2021.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY (TTHMUA), COUNTY OF SOMERSET, STATE OF NEW JERSEY AS FOLLOWS:**

1. The Board of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2016 pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is to become a member of the MCCPC through September 30, 2021.
2. TTHMUA Executive Director is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate TTHMUA officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

Motion made by Mr. Damiano, seconded Mr. Nunn, and the roll call vote was: Chairman Avolio - yes, Mr. Nunn – yes, Mr. McCray – yes and Mr. Damiano – yes.

### **DISCUSSION**

- AEA/NJLOM Conferences in Atlantic City in November 2020
  - NJLOM to hold a Virtual Conference
  - AEA – not confirmed, but expect a Virtual ConferenceMr. Hough informed the membership about the above.
- Bond Swap between Hart Development, LLC and Z.P. Builders, LLC due to Transfer of Ownership

- Mr. Hough reported that Hart Development was the original owner of the sub-division on Hillsborough Road, ownership was transferred but a new Bond / Letter of Credit was not issued to TTHMUA. The sewer that was constructed was CCTV inspected and is acceptable, there is no reason to transfer the existing Letter of Credit. Consensus was reached to return the Letter of Credit and a resolution will be provided for the next authority meeting for consideration memorializing this action.
- Rohill Pump Station – Generator and Automatic Transfer Switch Replacement
  - Mr. Hough reported that it is his intention to purchase the generator through the Morris County Cooperative Pricing Council once TTHMUA became a member.
- Sunnymeade Pump Station and Force Main Project
  - Mr. Hough reported that an application has been submitted to the railroad and it is being reviewed. The Authority and VNHA have requested a meeting with the railroad to discuss the project.
  - Mr. Cipparulo reported that Co-Part was following up with the authority for the alternate placement to determine if Co-Part was going to be impacted and Agha Hasan responded that the authority is waiting response from the railroad.
  - VNHA request for additional fees related to easements and permitting – Mr. Hough stated that VNHA has been authorized to complete several items. VNHA has not been authorized to proceed with other tasks at this time.
  - Pump Station Design Flows and Flow Meter Installation – Mr. Hough reported that the installation of the flow meters should be completed this week.
- Route 206 Gravity Sewer rehabilitation
  - Schilke Construction completed the work.
- Mountain View Park Pump Station
  - System completed and the TTHMUA is waiting for documents from Somerset County Park Commission. Upon receipt of the requested documents, TTHMUA will assume operation and maintenance of the pump station.
- Project Status / Schedule Tour of pump station facilities by Board Members (Reminder)
  - Tour will be set up sometime in September or October.
- Blackwell's Mills Pump Station Replacement
  - RFQ was advertised in the Courier News and the Hillsborough Beacon on August 20 and 21, 2020. There have many inquiries. Responses are due by Friday, September 18, 2020.

- 2020 Summary (Last revised August 21, 2020) of Will Serve Letters - For Informational Purposes only – nothing added
- 2020 Summary (Last revised August 21, 2020) of Sewer Connection Approvals – For Informational Purposes Only – nothing added

**COMMITTEE REPORTS**

Engineering / Facilities – no report at this time

Finance - Nothing to report. Budget discussion – meeting needs to be set up with Mr. Damiano and Mr. Scarantino to discuss the 2021 Budget. The general input from the Board is that they do not want to increase the Annual Sewer Charge rates at this time.

I/I and GIS - no report at this time. Mr. Hough is working with Mike Spinelli with respect to the GIS work.

Personnel – will be discussed in Closed Session

**SVRSA REPORT**

No report at this time.

**CLAIMS LIST**

Operating Fund	\$1,148,987.83
General Fund	\$ 22,095.49
Inspection Fund	\$ 31,525.00

Motion to Approve by Mr. Damiano, second by Mr. Nunn and the roll call vote was: Chairman Avolio -yes, Mr. Nunn – Yes, Mr. McCray – yes and Mr. Damiano – yes.

6:31 pm regular meeting concluded

**RESOLUTION – CLOSED MEETING**

BE IT RESOLVED, in accordance with the provisions of the Open Public Meetings Act, P.L.1975, c.231, as amended, the Authority shall meet in closed session for the purpose of:

- Personnel
- 2021 Staff Salaries

Motion made by Mr. Damiano, seconded Mr. McCray, and the roll call vote was: Chairman Avolio - yes, Mr. Nunn – yes, Mr. McCray – yes and Mr. Damiano – yes.

At approximately 7:10 pm, the Board returned from Closed Session.

**ADJOURNMENT OF THE REGULAR SESSION**

There being no further business to come before the regular session, Mr. McCray moved that the meeting be adjourned. The motion was seconded by Mr. Nunn and the roll call vote was unanimous for adjournment at 7:10 pm.