

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
TUESDAY – NOVEMBER 23, 2021**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately 6:00 PM on Tuesday, November 23, 2021, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn

Also present were Authority Executive Director Robert A. Hough, P.E. and Peter Cipparulo, III, Esq., General Counsel. Mr. Frank Scarantino was noted as absent. Ms. Pamela Borek, Recording Secretary, was noted as absent

Mr. Hough prepared these meeting minutes.

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, notice of this meeting was duly provided on March 3, 2021.

APPROVAL OF MINUTES

October 27, 2021 Regular Meeting Minutes – Mr. Damiano made a motion to approve the minutes, second by Mr. McCray, and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. McCray – yes and Mr. Nunn - yes.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

PUBLIC HEARING AND RESOLUTION - Adoption of New Jersey Department of Community Affairs Budget Resolution entitled: 2021 (2021 – 2022) Authority Budget Resolution Township of Hillsborough Municipal Utilities

Motion to open the public hearing was made by Mr. Damiano, seconded by Mr. McCray, all present were in favor.

There were no comments from the public.

Motion to close public hearing was made by Mr. Damiano, seconded by Mr. Nunn, all present were in favor.

2021 (2021-2022) ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Township of Hillsborough Municipal Utilities (Name) AUTHORITY

FISCAL YEAR: FROM: DEC 1, 2021 TO: NOV 30, 2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning DECEMBER 1, 2021 and ending, NOVEMBER 30, 2022 has been presented for adoption before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of NOVEMBER 23, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 6,723,500, Total Appropriations, including any Accumulated Deficit, if any, of \$ 6,781,000 and Total Unrestricted Net Position utilized of \$ 57,500; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 7,969,000 and Total Unrestricted Net Position planned to be utilized of \$ 3,219,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Township of Hillsborough Municipal Utilities Authority, at an open public meeting held on NOVEMBER 23, 2021 that the Annual Budget and Capital Budget/Program of the Township of Hillsborough Municipal Utilities Authority for the fiscal year beginning, DECEMBER 1, 2021 and, ending, NOVEMBER 30, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Motion to adopt the aforementioned resolution was made by Mr. Nunn, second by Mr. McCray and the roll call vote was: Chairman Avolio -yes, Mr. Damiano – yes, Mr. McCray – yes and Mr. Nunn -yes.

RESOLUTION #21-1123-1 – Resolution Approving the Hiring of Frank Arcidiacono as a Full-Time Employee from 90-day Probation Period

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) hired Mr. Frank Arcidiacono for the position of Entry Level – Maintenance effective August 23, 2021 with a starting hourly rate of \$18.00 per hour and a 90-day probationary period; and

WHEREAS, Mr. Dan Reiter, Supervisor - Maintenance, has advised that Mr. Arcidiacono will successfully complete his probationary period and recommends removing Mr. Arcidiacono from his 90-day probationary period effective November 22, 2021 and adjusting Mr. Arcidiacono’s salary to \$18.75 per hour (yearly salary of \$39,000.00).

NOW, THEREFORE, BE IT RESOLVED, based on the recommendation of the staff, TTHMUA hereby acknowledges that Mr. Frank Arcidiacono will successfully complete his 90-day probationary period for the position of Entry Level – Maintenance and as a result will be offered permanent employment effective November 22, 2021.

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

DISCUSSION

Remnants of Hurricane Ida – TTHMUA Impacts / Status

- **Sunnymeade Pump Station**
- **Other Pump Stations and Facilities**

Mr. Hough reported that staff met with FEMA on November 5, 2021. Staff continues to prepare documentation with FEMA and based thus far it is appearing to be favorable for reimbursement. The cost of storm related damage is estimated at approximately \$500,000.00.

Mr. Hough further reported that FEMA does have a program to possibly fund raising the height of the proposed new Sunnymeade Pump Station and staff continue to discuss with FEMA.

Proposed Operating and Capital Budgets – Fiscal Year Ending November 30, 2022

The public hearing was held, there was no public comment, and the Resolution was adopted in Matters of Consideration.

Sunnymeade Pump Station and Force Main Project

- **Design / Easement Update**
- **Copart Update**
- **Green Acres Update - Status of Tree planting in the park**
- **Norfolk Southern Railway Company Agreement**
- **Santos Property - Issues with proposed realignment**
- **Flow Meter Installation – Pump Station Design Flows**
- **NJDEP Water Bank Financing Program**

In addition to the information provided in Mr. Hough’s monthly report, he reported that Flow Assessments was being hired via Van Note – Harvey Associates to install flow meters upstream and downstream of the Sunnymeade Pump Station. Installation is scheduled for November 29, 2021. The intention is to leave the meters in the system for 2 months. The cost is approximately \$15,000.00.

Mr. Hough reported that he had spoken with John Napolitano, Esq. concerning the Santos property and that Mr. Napolitano would be providing assistance with respect to this easement issue.

Finally, Mr. Hough reported that a contract had been executed with Richard Grubb Associates to assist TTHMUA with the Cultural Resource Study required as part of the NJ I-Bank Financing Program. This work will be done in early to mid- December and will cost approximately \$14,000.00.

Blackwell’s Mills Pump Station Replacement

The Treatment Works Approval (TWA) Application for this project has been deemed administratively complete by NJDEP and is under review.

Rehabilitation of Route 206 Gravity Sanitary Sewer Laterals

The project was previously awarded to Crest Construction Group LLC. Crest is in the process of preparing the appropriate contract materials. A project schedule is also pending.

Mulford Lane Pump Station Replacement

A project “Kick-off” meeting was held for this project on November 17, 2021. H2M Associates has begun their work and were on-site on November 21,2021 conducting appropriate utility mark outs and field survey work. All surrounding residents were notified in writing.

2021 Summary Will Serve Letters & Sewer Connection Letters

No projects at this time.

2021 Summary Sewer Connection Letters

No projects at this time.

COMMITTEE REPORTS

Engineering / Facilities – No further report.
Finance – No further report.
I/I and GIS – No further report.
Personnel – No further report.

CLAIMS LIST

- **Operating Fund** \$ 856,452.01
- **General Fund** \$ 23,670.19
- **Plan Review** \$ 2,587.20
- **Inspection Trust Fund** \$ 13,427.01
- **Inspection Trust Fund** \$ 500.00 – Marion Gawlowski

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

ADJOURNMENT

Motion to adjourn was made at 6:33 PM by Mr. Damiano, seconded by Mr. Nunn and the meeting adjourned.