

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – August 2, 2022**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, August 2, 2022, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Rick Nunn
Frank Scarantino

Also present were:

- Authority Executive Director Robert A. Hough, P.E.
- Donald Fetzer, P.E., Brandon Fetzer, P.E., and Agha Hasan, P.E. all of Van Note Harvey Associates, Inc., TTHMUA’s consulting engineer for the Sunnymeade project.

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, Meeting Date Change notice of this meeting was duly provided and advertised on July 29, 2022.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

June 22, 2022 Regular Meeting Minutes

Motion made to approve by Mr. Damiano, seconded by Mr. Nunn. The minutes were approved by a roll call vote: Chairman Avolio – yes, Mr. Damiano – yes, Mr. McCray – yes, Mr. Nunn – yes, and Mr. Scarantino - yes.

July 11, 2022 Special Meeting Minutes

Motion made to approve by Mr. Nunn, seconded by Mr. Damiano. The minutes were approved by a roll call vote: Chairman Avolio – yes, Mr. Damiano – yes, Mr. Nunn – yes, and Mr. Scarantino - yes. Mr. McCray abstained.

Peter Cipparulo, III, Esq., General Counsel joined the meeting at 6:07 pm.

BUSINESS FROM THE FLOOR

- None at this time.

CORRESPONDENCE

- Mr. Hough reported that information for the NJAEA & NJLOM Conferences would be sent out to the members.

MATTERS FOR CONSIDERATION

Public Hearing and RESOLUTION #22-0727-1 - Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on August 1, 2022.

SECTION IV. is hereby amended as follows:

SECTION IV. CONNECTION OR TAPPING FEES

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,869
Multiple family residential dwellings	
Including townhouses, condominiums, and apartments.	
1-bedroom unit	\$1,721
2-bedroom unit	\$2,439
3-bedroom unit	\$2,869

Senior housing (age restricted):	
1-bedroom unit	\$1,062
2-bedroom unit	\$1,625
3-bedroom unit	\$2,152
Assisted living facilities:	
Per bed	\$ 956
All other uses – charge per gallon of estimated average daily flow	\$9.56

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

SECTION V. is hereby amended as follows:

**SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN
WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$9.56 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

Chairman Avolio read the public hearing notice into the record. Motion was made by Mr. Nunn, seconded by Mr. McCray, all those present voted in favor to open the aforementioned public hearing.

Upon conclusion of a brief summary discussion regarding the rate amendments a motion was made by Mr. Damiano, seconded by Mr. Scarantino, all those present voted affirmatively to close the public hearing.

Upon motion by Mr. Nunn, seconded by Mr. Damiano, all those present voted in favor, **pending the amendment regarding Section V. regarding any automotive entity discharging an excess.**

DISCUSSION ITEMS

- **Sunnymeade Pump Station and Force Main Project**
 - **Design / Easement Update**
 - **Response to SRVSA Letter**
 - **Permit Update**
 - **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**

Mr. Hough reported that since the July 11th Special Meeting a letter was drafted in response to the SRVSA as discussed and is to be reviewed at this meeting. Mr. Scarantino suggested adding to the letter that TTHMUA will be adding Millstone Borough to the service area. Mr. Scarantino and Chairman Avolio recommended the letter to be sent provided it included the Millstone Borough provision.

Mr. Scarantino inquired to Mr. Hasan about the previous flows cushion factor with respect to the pump station and was advised by Mr. Don Fetzer that it was a valid concern but it was accounted for in the design.

NJDEP denied the project separately, but there was approval from the railroad and Green Acres.

Consensus was reached among the membership to reply to the SRVSA letter as accurately as possible including estimates for Millstone Borough.

There was a brief discussion inquiring what are SRVSA's expansion plans since they currently have holding tanks but have not provided any expansion plans. Mr. Scarantino advised that TTHMUA does not have a contractual limit as to the amount that can be sent. Chairman Avolio recommended conferring with the Township on future growth and what is to be expected. A further discussion ensued with Mr. Hasan regarding the pump station design and the flow capacity. Mr. Hasan was

instructed to explore options regarding possible smaller pipes. Once a decision is made regarding the options then the letter will be further amended and sent.

In terms of using the existing stations, Mr. Hasan has contact two companies that specialize in refurbishing the concrete in the pump station. One company did not respond but the other did make recommendations as to possible repair through a noninvasive corrosion testing. The members requested a sample report and references.

- **Inflow / Infiltration (I/I) Reduction / Removal Program**
 - **Design / Easement Update**

Mr. Hough reported that additional metering should be considered in the system along Route 206 “downtown” area or meters could be put temporarily in the entire system. He shared the potential expense being as low as \$20K and up to \$100K depending on how many and where the meters were to be located. It was recommended to get the meters in the areas suggested by staff, concentrating on the older developments and areas of known problems for approximately a 10 week period. It is estimated that would cost approximately \$30-\$40K. (\$600/meter/week). Mr. Scarantino requested the locations for the proposed meters to obtain a more accurate estimate. It was advised that there is no cost to reserve the meters even if you do not use them. The most desirable time to place the meters is spring. Mr. Hough will map the locations and provide a more firm estimate.

Mr. Scarantino inquired of Mr. Hasan if the main trunk lines can handle all of the anticipated growth in the Township with respect to the affordable housing unit increases. Mr. Hasan expressed that capacity is an immediate concern. It was requested by Van Note Harvey that a new map be sent to them with the new estimates of the anticipated growth.

- **Rules and Regulations of the Township of Hillsborough Municipal Utilities Authority**
 - **Review of Current Rules and Regulations**

Mr. Nunn advised that according to the Rules and Regulations the Authority Engineer should approve all extensions and staff can approve connections. It was recommended that the Authority appoint an Engineer to review extension plan requests.

Mr. Hough reported that the current procedure is he reviews and approves as staff. It was further suggested that all extensions be approved by an engineer and that escrow be collected to offset that expense. Mr. Hough will contact CME Associates.

22-0727 – Mr. Hough met with a candidate who did not have any prior bookkeeping experience.

Mr. Damiano requested a monthly income and expense report be provided to the Authority.

A further discussion resulted regarding an automated payroll system and direct deposit.

Resolution 22-0737-2 – Resolution Authorizing Approval of a Sanitary Sewer Extension for Campus Associates, LLC for 4 Campus Drive, 8, Lot 1.05 in the Township of Hillsborough in the amount of 20,550 GPD. Mr. Scarantino made a motion, which was seconded by Mr. Damiano to table the aforementioned resolution. All present voted in favor to table the aforementioned resolution.

- **2023 Holiday Update**

Mr. Hough reported that the Holiday schedule will remain the same.

- **2022 Summary (Last revised July 22, 2022) of Will Serve Letters – For Informational Purposes Only**

- No new projects added.

- **2022 Summary (Last revised July 22, 2022) of Sewer Connection Approvals – For Informational Purposes Only**

- No new projects added.

COMMITTEE REPORTS

Engineering / Facilities – No report at this time

Finance – No report at this time.

I/I and GIS – A meeting is scheduled for Monday morning.

Personnel –No report at this time.

CLAIMS LIST

- **Operating Fund** \$ 202,156.50
- **General Fund** \$ 65,110.24

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

ADJOURNMENT

Motion to adjourn was made at 7:51 pm by Mr. Nunn, seconded by Mr. Scarantino and the regular meeting adjourned.