

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
MEETING MINUTES  
WEDNESDAY – JANUARY 25, 2023**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, January 25, 2023, with the following members present:

Michael Avolio  
Robert Damiano  
Rick Nunn  
Frank Scarantino

Also present was:

Authority Executive Director Robert A. Hough, P.E. and Angelo Bufaino of Mott MacDonald.

Robert McCray was noted as absent.

Hillsborough Township Committee Liaison, Committeeman John Ciccarelli joined the meeting at 6:08 pm.

Peter Cipparulo III, Esq., General Counsel joined the meeting at 6:13 pm.

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**

November 22, 2022 Closed Meeting Minutes tabled

December 14, 2022 Regular Meeting Minutes

Motion made to 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, Mr. Scarantino – yes.

December 14, 2022 Closed Meeting Minutes tabled

**BUSINESS FROM THE FLOOR**

- None at this time.

**CORRESPONDENCE**

- None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION # 23-0125-1 – Resolution Appointing Mr. Randy Smith as a Representative of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) to the Board of the Somerset Raritan Valley Sewerage Authority (SRVSA) for a Five (5) Year Term Commencing on February 1, 2023**

**WHEREAS**, in accordance with the provisions of NJSA 40:14A, it is necessary for the Township of Hillsborough Municipal Utilities Authority (TTHMUA) to appoint a representative to the Somerset Raritan Valley Sewerage Authority (SRVSA) for a Five (5) Year Term commencing February 1, 2023 and expiring January 31, 2028,

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as follows:

1. Mr. Randy Smith be and is hereby appointed a member of the Board of the Somerset Raritan Valley Sewerage Authority (SRVSA) to serve for a Five (5) Year Term commencing February 1, 2023, and expiring January 31, 2028, or until a successor is appointed.

Motion was made by Mr. Damiano, seconded by Mr. Nunn, and all present voted in favor.

**RESOLUTION # 23-0125-2 – Resolution Appointing Mr. Frank Scarantino as a Representative of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) to the Board of the Somerset Raritan Valley Sewerage Authority (SRVSA) for an Unexpired Five (5) Year Term that Commenced on February 1, 2022**

**WHEREAS**, in accordance with the provisions of NJSA 40:14A, it is necessary for the Township of Hillsborough Municipal Utilities Authority (TTHMUA) to appoint a representative to the Somerset Raritan Valley Sewerage Authority (SRVSA) for the Unexpired Five (5) Year Term of Ms. Gail Quabeck that commenced on February 1, 2022 and expires January 31, 2027,

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as follows:

1. Mr. Frank Scarantino be and is hereby appointed a member of the Board of the Somerset Raritan Valley Sewerage Authority (SRVSA) to serve an Unexpired Five (5) Year Term that commenced February 1, 2022, and expires January 31, 2027.

Motion was made by Mr. Damiano, seconded by Mr. Nunn, and all present voted in favor.

**PRESENTATION**

**Mott MacDonald – Mr. Angel Bufaino**

- **Sunnymead Pump Station**
  - **Review potential upgrades to existing station**

Mr. Bufaino provided a presentation on the options for the Sunnymead Pump Station sharing a view of the concept proposed upgrade overlay on the existing station. He reviewed issues currently facing the facility such as flushable wipes. Screens are an option but that presents further issue with the waste collected at the screen level. The fact that the station is below the flood plain by approximately 2.5 feet there will be damage to the brick and block, an option to mitigate that potential damage would be to install a ring wall around the outside of the station. It would be 3

feet down and 12-18 inches wide and this would ultimately provide hydraulic load intervention in the event of flooding. He continued to address potential code enforcement issues and reviewed the issues with both the dry well and the wet well, which has faced significance hydrogen sulfide erosion. He reviewed final areas of concern and presented the financials related to the proposal. Proposal for initial assessment to be sent to Mr. Hough as a first step. The report will be finalized and submitted to the members. At 6:59 pm Mr. Bufaino left the meeting.

Mr. Scarantino requested a printed copy of the report be provided to the members.

### **DISCUSSION**

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

- **Adopted Budget Approved by NJDAC on December 22, 2022**

Mr. Hough reported that the budget was approved and distributed to the members.

#### **Professional Contracts for 2023**

- **Submissions received on Friday, January 6, 2023 and are under review (See attached Memorandum dated January 20, 2023).**

Mr. Hough provided a separate memo regarding the professional services recommending that next week that the professional services contracts be awarded next week. Mr. Hough further explained the need to reject the proposals for Professional Engineer Services, which would require a resolution, as a result of an error in the scope of services. CME inadvertently responded as the Engineering Consultant versus the Engineering Professional. The appropriate engineer at the firm will be named in the resolution in the future.

#### **RESOLUTION # 23-0125-3 – Resolution Rejecting All Proposals Received in Response to The Township of Hillsborough Municipal Utilities Authority (TTHMUA) Request for Proposals for Professional Engineer Services**

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) sought to solicit qualified firms to submit proposals to provide Professional Engineer Services; and

**WHEREAS**, TTHMUA in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) advertised a Request for Proposals (RFP) for Professional Engineer Services; and

**WHEREAS**, pursuant to the RFP, TTHMUA would evaluate the proposals based on the most advantageous, price and other factors; and

**WHEREAS**, TTHMUA also reserves the right to reject all proposals; and

**WHEREAS**, TTHMUA has received one (1) proposal in response to the RFP advertisement; and

**WHEREAS**, TTHMUA has determined that the scope of services advertised was in error, and

**WHEREAS**, TTHMUA staff recommends that the proposal received be rejected due to the errors in the scope of services.

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that the proposal received by TTHMUA in response to the RFP for Professional Engineer Services is hereby rejected.

Motion was made by Mr. Scarantino, seconded by Mr. Damiano, and all present voted in favor.

There was a brief discussion regarding the resolutions for the Reorganization agenda. There will be separate resolutions for all professional services and going forward they will be advertised in one newspaper as that fulfills the public contracting requirements set forth by the State of New Jersey.

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

- **Sunnymeade Pump Station**

Mr. Hough advised that ongoing calls with FEMA continue and approximately \$550,000 in claims has been submitted and is being reviewed by FEMA.

**Sunnymeade Pump Station and Force Main Project**

- **New Generator / ATS Installation**
  - **Installation Status**
  - **Platform Status**
- **Design / Easement Update**
  - **Permit Update**
  - **Easement Update**

Mr. Hough reported that a second proposal came in from an appraiser this afternoon and it will be sent to Mr. Scarantino tomorrow.

- **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**
  - **Review Update – See Meeting Agenda – Presentation**

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

- **Project Status**
  - **Construction Schedule / Update**

Mr. Hough reported that the wet well was installed yesterday.

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

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

Mr. Hough reported the NJDOT completed the second inspection and that it is anticipated that the closeout and final payment will be considered at the February meeting.

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

- **Submission of Somerset County American Recovery Plan Application**
- **Project Status**
  - **Design work update**

**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 being reviewed**

Mr. Hough distributed the reports. Sunnymeade and flow meter will be further discussed at the Reorganization meeting. Mr. Nunn requested a full sized map.

**Borough of Millstone Sanitary Sewer Connection**

- **Project / Design Status**

**Rules and Regulations of the Township of Hillsborough Municipal Utilities Authority**

- **Review of Current Rules and Regulations**

Mr. Hough reported that there are a few items that still need to be addressed. Mr. Nunn stated that most of the changes are the result of items that presented themselves as issues this past year, such as Claremont; new section 3.8 when another entity wishes to connect into the system, there will not be any reimbursements nor credits for other hookups into the system. Once TTHMUA assumes ownership of a force main there will not be any reimbursement. The issue of grease traps was also discussed. The Hillsborough Township Board of Health has the authority of those inspections.

**Easement Maintenance**

- **Status Update**

**2022 Facilities Plan Update**

- **Project Status**

Mr. Hough indicated that the facilities plan will be presented next month.

**2022 Summary (Last revised January 20, 2023) of Will Serve Letters – For Informational Purposes Only**

- **No new projects added.**

**2022 Summary (Last revised January 20, 2023) of Sewer Connection Approvals – For Informational Purposes Only**

- No new projects added.

Other items: Mr. Hough reported that the Blackwells Mills generator continues to slip. The Mulford generator will need to be replaced. Mr. Hough will proceed with a plan and share with the Authority.

**COMMITTEE REPORTS**

**Engineering / Facilities** – (Mr. McCray and Mr. Scarantino) Mr. Nunn stated that the generator is scheduled to be set on Friday, weather permitting. The delay has been the result in securing a crane.

**Finance** – (Mr. Damiano and Mr. Scarantino) No report at this time.

**I/I and GIS** – (Mr. McCray and Mr. Nunn) No report at this time.

**Personnel** – (Mr. Damiano and Mr. Scarantino)

- Update of TTHMUA Employment Application (See attached documents.)
- Website – ADA Compliance

The employment application is being revised. Mr. Cipparulo suggested taking off the language regarding immigration status. Mr. Hough and Mr. Cipparulo will further review the employment. Mr. Cipparulo will review ADA compliance relative to the website as it pertains to authorities.

**CLAIMS LIST**

- **Operating Fund**                      \$ 327,513.00
- **General Fund**                        \$ 17,885.50

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

**ADJOURNMENT**

Motion to adjourn was made at 7:28 pm by Mr. Damiano, seconded by Mr. Nunn and the regular meeting adjourned.