

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
WEDNESDAY – APRIL 26, 2023**

The Township of Hillsborough Municipal Utilities Authority held a scheduled meeting that began at approximately at 6:00 PM on Wednesday, April 26, 2023, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino via teleconference

Also present were Authority Executive Director Robert A. Hough, P.E., Peter Cipparulo, III, Esq., General Counsel and Mr. Ron Gardner, Jr. of Gardner & Rosario, LLC

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 as part of the annual meeting notice on February 10, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

March 29, 2023, Regular Meeting Minutes – a motion was made by Mr. Nunn, seconded by Mr. Damiano, all those present voted in favor.

Mr. Avolio abstained.

April 10, 2023, Regular Meeting Minutes – a motion was made by Mr. Nunn, seconded by Mr. McCray, all those present voted in favor. Mr. Damiano abstained.

April 20, 203 Special Meeting Minutes were tabled.

BUSINESS FROM THE FLOOR

None at this time

PRESENTATIONS

- **Financial Presentation**

Mr. Hough stated that the Board request Mr. Gardner attend the meeting and present as to the status of the financial operations. Mr. Hough continued to state that Mr. Gardner has been a tremendous help for the staff in enhancing the understanding of the necessary tasks for the financial operation, and he strongly recommends the continued working relationship.

Mr. Gardner thanked Mr. Hough and provided an update on progress. He came on board 11/30/22 and closed out the fiscal year, adjusted as necessary. The auditor was expecting statements to be

prepared, auditor has not provided the start date for the annual audit, he expects it to be soon. The reconciliation of bank accounts and investments is completed in a timely manner. One area of concern was the manual records and now everything has migrated to excel. The fixed assets were always maintained manually – costs, depreciation, and net asset; the board previously authorized software to be purchased, waiting for the vendor. The Authority is anticipating a call from the vendor, Look First, but is still waiting for a call from the software company to find out the status. A further update will be provided soon. The revenue account is reconciled monthly. The goal is to present a quarterly financial report to the board. Mr. Gardner shared an exhibit with the Board and reviewed the financial statements with the Board; the decrease for Q1 should correct itself in the next quarter because pension payment and SRVSA payment was made in Q1.

Mr. Damiano inquired about accruing some of those items.

Mr. Gardner agreed.

Mr. Damiano inquired if any of the cash is restricted. Mr. Gardner replied because the Authority does not have any debt, so at this time no since there aren't any reserves.

There was further discussion regarding the Sunnymead Pump Station and the relative financing, once the scope of the project is determined and the timing is established then a discussion with Bond Counsel would be necessary to move forward.

A question arose regarding the timing of the easements and how long it would possibly take through condemnation; Mr. Cipparulo advised that it could take up to six months.

Mr. Hough will contact Mr. Napolitano to attend the next board meeting to provide an update on the easements, as he is unavailable for this meeting.

Mr. Scarantino suggested that once an appraisal is obtained, the proper notices are issued, the attorney files it and puts the amount in an escrow account and usually the judge rules within 48 hours. Then the attorneys negotiate a fair market offer based on the appraisal.

Mr. Nunn inquired if the land is polluted, does that present a problem?

Mr. Scarantino indicated that it would be because the authority could then be assuming the cleanup. He further advised that hazmat investigations should have been part of Phase A.

At 6:38 pm Mr. Ron Gardner left the building.

CORRESPONDENCE

- Written Request to Extend Sanitary Sewer to Serve 240, 250 and 260 Sunnymead Road
Mr. Hough stated these properties are at the intersection of Falcon and Sunnymead Roads and an engineer should be hired.
- Reminder Notice to File Annual Financial Disclosure Statement by April 30, 2023

MATTERS FOR CONSIDERATION

RESOLUTION # 23-0426-1 – Resolution Acknowledging the Receipt of a New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program Safety Award for 2022 and Granting the Staff a Safety Day (a Personal Day for Each Employee)

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program for 2022 and completed 2022 without a lost time accident.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of the above stated Safety Award and accomplishment, the staff of TTHMUA is congratulated on this accomplishment and each staff member is awarded a Safety Day to be utilized as a personal day within the current year.

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

RESOLUTION #23-0426-2 – Resolution Authorizing the Auctioning of Two (2) Vehicles No Longer Used by The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has determined that it no longer has the need for the following two (2) vehicles which have serviced TTHMUA beyond their useful service life:

- 2001 Ford F-250 Pickup Truck, VIN# 1FTNF20L51EB93096;
- 2006 Ford F-250 Pickup Truck, VIN# 1FTNF205X6EC93817; and

WHEREAS, the two (2) vehicles have been replaced with newer vehicles; and

WHEREAS, the County of Somerset, New Jersey will be holding a Surplus Auction in Somerville, New Jersey during the Early Summer of 2023.

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 foregoing “WHEREAS” clauses are hereby incorporated as if fully restated.
2. The Township of Hillsborough Municipal Authority hereby approves the auctioning of the following two (2) vehicles which have serviced TTHMUA beyond their useful service life at the Somerset County Surplus Auction to be held in Somerville, New Jersey during the Early Summer of 2023.
 - 2001 Ford F-250 Pickup Truck, VIN# 1FTNF20L51EB93096
 - 2006 Ford F-250 Pickup Truck, VIN# 1FTNF205X6EC93817

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

RESOLUTION #23-0426-3 – Resolution Approving Change Order No. 1 for the Contract Known as “Blackwell’s Mills Wastewater Pump Station Replacement – Contract No. 51” (Contractor is JEV Construction LLC, Clinton, New Jersey) in the Amount of \$59,481.57

WHEREAS, RESOLUTION #23-0426-3 – Resolution Approving Change Order No. 1 for the Contract Known as “Blackwell’s Mills Wastewater Pump Station Replacement – Contract No. 51” (Contractor is JEV Construction LLC, Clinton, New Jersey) in the Amount of \$59,481.57

WHEREAS, on May 25, 2022, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) awarded the contract known as “Blackwell’s Mills Wastewater Pump Station Replacement – Contract No. 51” to JEV Construction LLC, Clinton, New Jersey (JEV)has for the lump sum price of \$1,226,500.00; and

WHEREAS, Change Order No. 1 has been prepared in the amount of \$59,481.57 to cover the following additional work that JEV has successfully completed to the satisfaction of the TTHMUA staff and H2M Associates:

- Replace the fence around the pump station site;
- Replace the asphalt pavement driveway and parking area;
- Install a new air relief valve; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 1, as stated above, be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey as follows:

1. That Change Order No. 1 be approved and accepted in the amount of \$59,481.57.
2. The Executive Director and the Chairman are hereby authorized and directed to execute said Contract on behalf of TTHMUA.

Mr. Hough reported that this additional work was necessary for the fence, asphalt and a new air relief value.

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

Resolution 23-0426-4 – Authorizing the Appointment of Tracie Hohnhorst as Acting Executive Director

WHEREAS, on April 28, 2023, Mr. Robert A. Hough will be resigning from the position of Executive Director of the Township of Hillsborough Municipal Utilities Authority (Authority); and

WHEREAS, the Authority has determined that there is a need to appoint an Acting Executive Director; and

WHEREAS, the Authority has, after careful consideration, decided to appoint Mrs. Tracie Hohnhorst as Acting Executive Director until an Executive Director is hired.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that Mrs. Tracie Hohnhorst be appointed Acting Executive Director until an Executive Director is hired.

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

DISCUSSION

Mr. Hough reported that many of the items were discussed at the prior meeting, and he provided further brief updates.

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

- **Sunnymead Pump Station**

Sunnymead Pump Station and Force Main Project

- **New Generator / ATS Installation**
 - **Installation / Electrical Work Status**
- **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 further restoration was completed and awaiting the closeout 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. Damiano requested a quarterly I&I report. Mr. Hough indicated that a yearly report was provided.

Borough of Millstone Sanitary Sewer Connection

- **Project / Design Status**

Easement Maintenance

- **Status Update**

2022 Facilities Plan Update

- **Project Status**

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

- **Three (3) new projects added.**

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

- **No new projects added.**

Mr. Hough advised that he has provided files for the transition.

COMMITTEE REPORTS

Engineering / Facilities – No report at this time.

Finance – No report at this time.

I/I and GIS – Mr. Nunn reported the Authority is working with Somerset County on GIS Mapping.

Personnel – No report at this time.

- **Peter Cipparulo, III, Esq. Memorandum of March 28, 2023 Concerning Cannabis and Cybersecurity**

Attorney Cipparulo indicated that he would like to speak with Mr. Casagrande to determine what is currently in place as well as check with Look First. He further advised that he would revise the handbook to include standards for cannabis.

Mr. Hough was permitted to utilize his laptop.

CLAIMS LIST

- **Operating Fund** \$202,973.00
- **General Fund** \$141,660.66

A motion to approve the claims list was made by Mr. Damiano, seconded by Mr. McCray. Mr. Nunn abstained. The remaining members voted in favor of the claims list. Mr. Nunn requested a letter be sent by Mr. Hough that staff should not be purchasing from PDQ.

ADJOURNMENT

Motion to adjourn was made at 7:15 pm by Mr. Damiano, seconded by Mr. McCray and the meeting adjourned.