



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
SPECIAL MEETING MINUTES
WEDNESDAY – AUGUST 9, 2023**

The Township of Hillsborough Municipal Utilities Authority held a *special* meeting that began at approximately at 10:00 AM on Wednesday, August 9, 2023, with the following members present:

Robert Damiano
Robert McCray
Richard Nunn

Also present were Peter Cipparulo, III, Esq., General Counsel, and Executive Director Pamela Borek. Mr. Avolio and Mr. Scarantino were noted as absent.

ANNOUNCEMENT – Open Public Meetings Act

Following the roll call, Vice Chairman Nunn 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 amended on August 2, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

July 26, 2023, Regular Meeting Minutes – Mr. Damiano motioned to table the aforesaid mentioned minutes; this motion was seconded by Mr. Nunn and all those present voted in favor to table the July 26, 2023 Regular Meeting Minutes.

BUSINESS FROM THE FLOOR

None at this time

PRESENTATIONS

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

**RESOLUTION # 23-0809-1 - Resolution Ratifying and Confirming the Expenditures
Related to the Emergency Repairs of the Mulford Lane Station**

WHEREAS, on July 26, 2023, one of the two pumps at the Mulford Lane Pump Station failed; and
WHEREAS, as such, emergency measures were needed to restore service and avoid any spills; and
WHEREAS, there remains unanticipated expenditures related to the restoration of the Mulford Lane Pump Station.

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NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Executive Director is authorized to expend the necessary funds for the emergency repair and restoration of the Mulford Lane Pump Station.

A motion was made by Mr. Damiano, seconded by Mr. McCray and all those present voted in favor.

RESOLUTION # 23-0809-2 - Resolution Authorizing Approval of a Sanitary Sewer Lateral Extension for 167 Woods Road, Block 204, Lot 40, a proposed single-family tie-in via grinder pump station, in the Township of Hillsborough

WHEREAS, applicant, Phillip Gentile has requested a sanitary sewer lateral extension tie-in via a grinder pump station with a 1 ¼ inch PVC pressure line for 167 Woods Road, Block 204, Lot 40, in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the proposed project consists of installing a grinder pump station with a 1 ¼ PVC pressure line to connect the existing one-story single-family dwelling at 167 Woods Road to an existing TTHMUA sanitary sewer manhole located just east of Wood Road between Woods Road and Burniston Court; and

WHEREAS, the total wastewater flow to be generated from this extension is 500 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, plans and specifications documents have been prepared by D'Amico Engineering, LLC, Somerville, New Jersey and have been reviewed by CME Associates, TTHMUA's professional engineer.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. As listed in the CME Associates' memorandum of August 8, 2023, attached herein.
2. Approval of the Somerset Raritan Valley Sewerage Authority.
3. GIS information is to be provided to TTHMUA upon completion of project.

A motion was made by Mr. McCray, seconded by Mr. Damiano and all those present voted in favor.

RESOLUTION # 23-0809-3- Resolution Authorizing Approval of a Sanitary Sewer Extension for 420 Amwell Road, Block 178, LOTS 2 and 3.01, a proposed retail, office, restaurant project, in the Township of Hillsborough

WHEREAS, applicant, Cyzner Properties, has requested a sanitary sewer service for 420 Amwell Road, Block 178, Lots 2 and 3.01 in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the proposed project consists of two (2) buildings, consisting of the following:

- Building 1 (Route 206) 1,500 SF retail, 3,000 SF office and 1,500 SF restaurant
- Building 2 (Amwell Road) 1,000 SF retail, 3,000 SF office and 2,000 SF restaurant; and

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WHEREAS, the total wastewater flow to be generated from this extension is 2,930 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, the connection of the proposed project to the existing TTHMUA facilities will be via gravity sewer; and

WHEREAS, plans and specifications documents have been prepared by Van Cleef Engineering Associates, LLC, Hillsborough, New Jersey and have been reviewed by CME Associates, TTHMUA's professional engineer.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. As listed in the CME Associates' memorandum of August 8, 2023, attached herein.
2. Approval of the Somerset Raritan Valley Sewerage Authority.
3. GIS information is to be provided to TTHMUA upon completion of project.

The motion and resolution were introduced by Mr. McCray and seconded by Mr. Damiano and all those present voted in favor.

Going forward all applications will have to include the GIS information upon approval.

DISCUSSION

The following items were brought forth for discussion with the Board:

Block 208, Lot 17 – 9 O'Connor Drive

Ms. Borek reported that a resident is seeking information regarding an easement and if the Authority would vacate / remove the easement from the tax map. There is a portion of the dwelling that has been constructed within the easement. In total, eight (8) homes would be impacted by this action. The Board directed the Executive Director to ask the resident to inquire with the Title Company to produce any additional information and documents.

CSX Agreement / Enclave at Royce Brook

Ms. Borek stated that correspondence was received by the Authority on March 23, 2023 regarding CSX968775, Tracking #1059142 which included a Facilities Encroachment Agreement, Invoice of fees, Certificate of Liability Insurance and Railroad Protective Liability Insurance. ESE Consultants made an application to CSX for crossing the Authority's ROW with a proposed offsite force main for the Enclave at Royce Brook project. Attorney Cipparulo recommended this agreement be placed on the agenda for Board consideration. A conference meeting is scheduled for Thursday, August 10th at 9 am with representatives from Toll Bros. regarding this proposal as well as the possibility of a pump station at the Enclave. Consensus of the Board is not having another pump station but for Toll Bros. to investigate other options for service.

Strawberry Lane – Manhole rehabilitation

It has been brought to Executive Director Borek's attention that a manhole on Strawberry Lane (second MH up from Surrey) needs to be repaired. I&I Coordinator, Randy Smith consulted with

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three (3) contractors and obtained the quotes. It has further been determined the repair cannot be made via lining the manhole. The following resolution was brought forth:

RESOLUTION # 23-0809-4 - Resolution Authorizing the Replacement of a Sanitary Sewer Manhole on Strawberry Lane

WHEREAS, there exists the need to replace a manhole on Strawberry Lane (manhole located second from Surrey Drive); and

WHEREAS, quotes were obtained for said project as follows:

- Schilke Construction Company \$39,259.73
- S.F. Lutzky Contracting, Inc. \$28,500.00
- C&R Utilities no quote

WHEREAS, TTHMUA therefore authorizes S.F. Lutzky to proceed with the project consisting of the following:

- Saw cut and remove pavement
- Excavate area around MH to be able to cut mains and remove existing MH
- Install new MH with epoxy coating inside and original cast iron cover
- Reconnect mains with new PVC pipe, alter FM as to same elevation as base of MH
- Backfill with new DGA/RCA
- Patch pavement to original specs
- Dispose of all excavated materials and original MH

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that S.F. Lutzky is hereby authorized to proceed with the above, in an amount not to exceed \$28,500.00.

The motion and resolution were introduced by Mr. Damiano and seconded by Mr. McCray and all those present voted in favor.

Gumble Pump Station

Ms. Borek reported that Van Note Harvey and Associates is working on the plans and proposal for the restoration of the Gumble Pump Station, following the July 7th failure. She has further requested Maintenance Supervisor Dan Reiter to obtain timing and estimates for immediate replacement to get the station up and running from Pumping Services. It is anticipated that more information will be available at the next Board meeting.

Block 11, Lots 44, 44.01 & 44.02

Ms. Borek stated that the applicant is requesting a proposed amendment to WMP; this property is not in the Sewer Service Area served by SRVSA. She recommends providing a letter stating such and that currently the Authority is not in favor of adding these parcels. The Board agreed.

Piedmont Path

Ms. Borek stated that Van Note Harvey and Associates are working on the on the bid specifications.

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Employee Handbook Review

JIF and Statutory requirements work in progress – no further updates.

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

No further updates.

Sunnymead Pump Station and Force Main Project

A conference call was held on August 8th with Counsel from Coparts. Marina Stinley / John Napolitano to draft correspondence to Coparts outlining the “ask”.

In addition, Ms. Borek stated that Bond Counsel has been contacted. Discussion ensued regarding a redesign from the original proposed design. The following resolution was brought forth for consideration:

RESOLUTION # 23-0809-5 - Resolution Authorizing the Qualified Purchasing Agent to Solicit Bids for Engineering Design Services for the Sunnymead Pump Station Replacement Project

WHEREAS, there exists the need to replace the Sunnymead Pump Station; and

WHEREAS, the Qualified Purchasing Agent requests authorization to solicit bids for Engineering Design Services for the replacement of the Sunnymead Pump Station.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that Qualified Purchasing Agent is hereby authorized to advertise and solicit bids for the aforementioned project.

The motion and resolution were introduced by Mr. Damiano and seconded by Mr. McCray and all those present voted in favor.

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

Ms. Borek reported that the final paving was completed on August 3rd.

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) - Submission of Somerset County American Recovery Plan Application

Somerset County states it is “under review”, no timeline provided.

Inflow / Infiltration (I/I) Reduction / Removal Program

Status Update (see below)

Easement Maintenance

Ms. Borek stated that laminated maps have been provided to maintenance so that information regarding progress could be obtained.

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JIF

Annual Renewal due August 30th

Committee Reports:

Engineering / Facilities – no report at this time.

Finance

Budget timeline: introduce September, adopt November. Budget workshop was held on August 7th, preliminary worksheets completed. ED to obtain budget from SRVSA and begin process with Bond Counsel.

I&I / GIS

36 Point repairs need to be made on Riverview Terrace and the Easement going to Mulford, R. Smith getting quotes. R. Nunn site visits with employee Anthony Donnadio.

Personnel – see below.

SRVSA – staff met with SRVSA on July 27th, site tour of South Side facility on August 7th.

CLOSED SESSION

At 10:45 am Mr. Damiano motioned to go into closed session. Said motion was seconded by Mr. McCray and those present voted in favor.

The items to be discussed were as follows:

- Employee Handbook
- A potential new hire
- Stipend for the current operator

At 11: 01 am the Board reopened the meeting with a motion from Mr. McCray, seconded by Mr. Damiano, all those present voted in favor.

ADJOURNMENT

A motion to adjourn was made at 11:02 am by Mr. Damiano, seconded by Mr. McCray and the meeting adjourned.