



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JANUARY 24, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, January 24, 2024, with the following members present:

Michael Avolio
Robert Damiano
Richard Nunn

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Mr. Michael Ford PE, PP from Van Cleef Engineering, Mr. Irv Cyzner and Mr. Mark Gorda both from Cyzner Properties.

Mr. Frank Scarantino and Mr. McCray were noted as absent.

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 amended on February 10, 2023.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

With the consent of the Board, the discussion began regarding Block 11, Lots 44, 44.01 and 44.02. Mr. Ford explained that this area was a minor subdivision of 35 acres into two (2) residential lots. The property borders Amwell Road and Mill Lane, with driveway access from Mill Lane. They are requesting a lateral connection to the the line in Amwell Road. The property would also be deed restricted. Consensus of the Board was to permit this connection via a resolution upon Attorney Review; that motion was made by Mr. Nunn, seconded by Mr. Damiano. Ms. Borek drafted the resolution and it was subsequently reviewed by Attorney Cipparulo. (Resolution is spread in full under Matters for Consideration.)

APPROVAL OF MINUTES

- Regular Meeting Minutes of December 13, 2023 – A motion was made by Mr. Damiano, seconded by Mr. Nunn, and all those present voted in favor.
- Special Meeting Minutes of January 8, 2024 – A motion was made by Mr. Damiano, seconded by Mr. Nunn, all those present voted in favor except for Mr. Damiano who abstained.

MATTERS FOR CONSIDERATION

RESOLUTION #24-0124-01 – Resolution Authorizing the Purchase of a Vac-Con Sewer Cleaner Model Vec Jet VJ750, Through Sourcewell Contract Number 101211-VAC

WHEREAS, during regular maintenance of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities, a vac-con jet is often utilized; and

WHEREAS, TTHMUA currently owns a 2011 International Vac Con Jet Truck that is used in daily operations of the Authority; and

WHEREAS, the 2024 Capital Plan included the replacement of the 2011 Truck but after additional research an other option became available; and

WHEREAS, after further research by TTHMUA staff an alternative vehicle has been vetted and determined would be able to meet the needs of the Authority; and

WHEREAS, said vehicle is available for purchase through Sourcewell Contract Number 101221-VAC;

WHEREAS, TTHMUA is a member of the Sourcewell (TTHMUA ID # 65580); and

WHEREAS, it is the recommendation of the Executive Director to purchase a Vac-Con Sewer Cleaner Model Vec Jet VJ750 in an amount not to exceed \$199,930.000 through the aforementioned method; and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, Sourcewell is a regional organization of governmental units operating under the laws of the State of Minnesota and is itself a government corporation and agency pursuant to the laws of Minnesota; and

WHEREAS, the staff has determined that TTHMUA's use of the Sourcewell cooperative purchasing contract to procure the sought-after new vehicle will result in cost savings to TTHMUA.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY (TTHMUA), COUNTY OF SOMERSET, STATE OF NEW JERSEY AS FOLLOWS:

1. A purchase order for Vac-Con Sewer Cleaner Model Vec Jet VJ750 in the amount of \$199,930.00 for use by TTHMUA is hereby awarded to Sourcewell Contract No 101221-VAC without public bidding as permitted by law.
2. TTHMUA Executive Director are hereby authorized and directed to execute that appropriate purchase order with Sourcewell pursuant to the terms and conditions of the cooperative purchasing contract with National Auto Fleet Group.
3. This Resolution shall take effect immediately upon final passage according to law.

Ms. Borek stated that this resolution authorizes the purchase of a smaller vac-jet truck. This piece of equipment would be more agile, especially when working in various neighborhoods and would free up the existing vac-jet for wet well maintenance as well as flush list runs.

After a discussion, this resolution was tabled barring further information to be provided by Ms. Borek.

RESOLUTION #24-0124-02 – Resolution Authorizing the Hiring of Christian Kastrud, P.E. as a Part-Time Engineer, Not to Exceed Twenty (20) Hours Per Week

WHEREAS, there exists the need for a part-time Engineer to be employed by the Township of Hillsborough Municipal Utility Authority (TTHMUA); and

WHEREAS, an interview was conducted by the Executive Director and Commissioners Nunn and Scarantino with Mr. Christian Kastrud, P.E.; and

WHEREAS, Mr. Kastrud meets the qualifications sought after by TTHMUA; and

WHEREAS, it is the recommendation of the Executive Director to hire Mr. Christian Kastrud, P.E. as a part-time Engineer for TTHUMA at an hourly rate of \$125 per hour, not to exceed twenty (20) hours per week.

NOW, THEREFORE, BE IT RESOLVED that the recommendation of the Executive Director is hereby authorized.

Ms. Borek stated that Mr. Kastrud was interviewed by Mr. Nunn, Mr. Scarantino and herself both on a conference call and in person. They were in agreement that Mr. Kastrud had the experience and knowledge TTHMUA was seeking. Mr. Nunn agreed that this was a step for TTHMUA.

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

RESOLUTION #24-0124-03 – Resolution Rejecting All Bids for Professional Engineering Services, Design Services, et. al for the Sunnymeade Pump Station Facility Upgrade

WHEREAS, sealed bids were opened and read on October 30, 2023 at 2:00 pm, which was the time and place as provided for the invitation to the bid entitled “Request for Qualifications and Proposals for Professional Engineering Services, Design Services, Design Services During Construction and Construction Administration for the Sunnymeade Pump Station Facility Upgrade”, and

WHEREAS, the following bids were received:

Vendor	Amount
Mott MacDonald	\$1,586,000
VHNA	\$ 923,905
CME	\$ 531,202
R3M	\$1,033,472
H2M	\$ 891,278

WHEREAS, after a thorough review of the proposals, it has been determined that the above-mentioned project will be abandoned, and the Authority will proceed with a previous proposal; and

WHEREAS, N.J.S.A. 40A:11-13.2(c) permits a contracting unit to reject all bids if the contracting unit decides to abandon the project for provision or performance of the goods and services; and

WHEREAS, the Executive Director recommends the bids be rejected by the Township of Hillsborough Municipal Utilities Authority (TTHMUA).

NOW, THEREFORE, BE IT RESOLVED that they Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that the bids received for Professional

Engineering Services, Design Services, Design Services During Construction and Construction Administration for the Sunnymead Pump Station Facility Upgrade are hereby rejected.

Ms. Borek stated that this was a necessary step in the bidding process since the decision was to revisit the original design for the Sunnymead Pump Station.

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

RESOLUTION #24-0124-04 – Resolution Authorizing the Lateral Connection for Two (2) Single Family Homes at Block 11, Lots 44, 44.01 and 44.02 Minor Subdivision, Deed Restricted Pursuant to TTHMUA Conditions

WHEREAS, VanCleaf Engineering, on behalf of their applicant, is seeking a letter of approval for the lateral connection for two (2) since gamily homes to the existing sewer located in Amwell Road; and

WHEREAS, the project location is Block 11, Lots 44, 44.01 and 44.02 per a minor subdivision plan; and

WHEREAS, pursuant to **N.J.A.C.** 7:14A-1.2, NJDEP and BEEP (Bureau of Environmental, Engineering and Permitting) have determined that the lateral connections to the existing sewer line do not constitute a “sewer extension” and therefore do not require a TWA (Treatment Works Approval); and

WHEREAS, furthermore NJDEP has indicated that per **N.J.A.C.** 7:15-3.2(f)5, projects that do not need a TWA are deemed consistent and an amendment to the WQM Plan is not required; and

WHEREAS, VanCleaf Engineering has indicated that this minor subdivision is also deed restricted; and

WHEREAS, the total wastewater flow to be generated from this lateral connection is 600 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, this lateral extension shall be for the property listed and only that property and VanCleaf Engineering has represented that the lateral extension will not further increase the Sanitary Sewer Service area beyond the one hundred foot boundary specified under **N.J.A.C.** 7:9-A; and

WHEREAS, plans and documents will be further reviewed by TTHMUA staff and a preconstruction meeting will need to be scheduled prior to construction with either VanCleaf, the applicant or the contractor, or some combination therein.

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. VanCleaf Engineering will provide TTHMUA a copy of the deed restriction.
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. Nunn and seconded by Mr. Damiano

RESOLUTION #24-0124-05 – Resolution Authorizing Scope Modification Request for the Sunnymeade Pump Station Replacement to VanNote Harvey – Division of Pennoni

WHEREAS, on July 19, 2019, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) awarded the contract known as “Professional Engineering Services – Sunnymeade Pump Station Upgrade / Relocation” to VanNote Harvey & Associates; and

WHEREAS, since that time VanNote Harvey and Associates has become VanNote Harvey – Division of Pennoni; and

WHEREAS, TTHMUA is in receipt of a Scope Modification Request, revision dated January 24, 2024; and

WHEREAS, the modification is to keep the quantity, layout and size of the structures and to revise the pump quantity and layout along with revising the outgoing force main size; and

WHEREAS, said modifications include the following:

- Number of pumps to four (4), while the fourth pump will not be installed, but there will be an allocated space for its future placement.
- The three (3) installed pumps are for 9 MGD and when the fourth pump is installed it will increase to 14 MGD.
- The Force main size to be reduced to 24 inches and installation across the driveway to the upper garage.
- All NJDEP permitting.
- Coordination with the Infrastructure Bank for funding
- All other tasks and specifications as outlined in the Scope Modification Request Revised January 24, 2024

WHEREAS, the Scope Modification Request, Revised January 24, 2024 has been prepared in the amount of \$55,000.00 to address the aforementioned work; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director and the Engineering Committee that the above Scope Modification Request, Revised January 24, 2024, 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. Scope Modification Request, Revised January 24, 2024: Sunnymeade Pump Station Replacement is approved and accepted in the amount of \$55,000.00.
2. The Executive Director and is hereby authorized and directed to execute said Agreement on behalf of TTHMUA.

The motion and resolution were introduced by Mr. Damiano and seconded by Mr. Nunn.

DISCUSSION

Dashboard – Ms. Borek shared a power point presentation with the Board highlighting various data points from the month of November.

Job Fair at Hillsborough Township - Ms. Borek reported that the Township is hosting a job fair, but at this time, the Authority is not hiring, so TTHMUA will not be participating.

Connection Fee for the Hotel at Brookhaven Lofts – Ms. Borek reported the Connection fee has been received by the Authority.

Financing – Ms. Borek reported that she along with Mr. Ron Gardner had a conference call with Bond Counsel. IBank is for projects approximately greater than \$1M. She also spoke with DEP regarding SMPS project, that application will / may have to change.

Remaining Meeting Dates

February 12th – 9 am (special meeting) – Need to change date or cancel. This meeting will be canceled.

February 28th – 6 pm Reorganization Meeting

WAVE Award Nominations – due Friday, January 26, 2024. Ms. Borek reported that the Authority will be submitting the Blackwells Pump Station design.

Facilities Update

Horseshoe Drive – Pedestrian Bridge - Ms. Borek stated the bridge is in need of repair and she confirmed with the Township that they own the bridge. Awaiting confirmation that they will repair the bridge.

Gumble Pump Station – No further update

Sunnymead Pump Station - Pump 3 is locked down and was pulled by Modern Municipal. Pump 2 was originally to be pulled first, but 3 needs a more immediate repair.

Sunnymead Force Main Project - Refer to email on subject.

Enclave at Roycebook – Ms. Borek spoke with Alex Chotalal (01/11/2024), revised plans from MGK to be submitted to Toll by 01/12/2024, package received by TTHMUA for review week on 01/18/2024. They are trying to close on the property by mid-June 2024 and are working backwards from that date with TTHMUA, SRVSA and DEP approvals.

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – Ms. Borek advised that the repaired pump was reinstalled at Mulford on Tuesday, 01/02/2024, off bypass. Received response from PSE&G (01/04/2024), power cannot be upgraded to the area, H2M will complete the bid specifications by the end of January to go out to bid for this project.

Easement Maintenance – is on hold because of the weather conditions.

Pre-construction Meetings

Ms. Borek reported that the following two preconstruction meetings were held: 345 Woods Road held – 01/03/2024 and 178 Valley Road – 01/08/2024.

Miscellaneous Items - Piedmont Path / Fox Chase Sewer Replacement – Ms. Borek provided a high-level timeline for the project: VNHA is preparing the TWA, which should be to the Authority by the end of the week for signature and checks. Mid-February administrative completeness by DEP, by mid-May technical review completed. DEP may / can ask for a 30-day extension but this is a straightforward project so it is anticipated that will not happen. Permit would be issued mid-May. It is recommended that a resolution authorizing the advertisement of bids be considered by the Board at the April meeting. Once the permit is obtained, the bid documents are issued, three-to-four-week response, awarded at the June Board meeting. Need to verify with the Township what is required for the paving component so it can be included in the bid documents.

Committee Reports:

- **Engineering / Facilities:** no additional report.
- **Finance:** no report.
- **I&I / GIS:** Ms. Borek referred to the Annual Report, sent prior to the meeting via email on January 12, 2024
- **Personnel:** Ms. Borek reported that she is working on job descriptions for all positions.

SRVSA

Ms. Borek stated there was no report at this time and the next meeting of the SRVSA is February 5, 2024.

CLAIMS LIST

- Operating Fund - \$370,519.02
- General Fund - \$ 94,715.01

A brief discussion ensued regarding the invoice from Pumping Services. Ms. Borek will provide updated information before the next Board meeting.

A motion was made by Mr. Damiano, seconded by Mr. Nunn to move the claims list, excluding the invoices from Pumping Services and all those present voted in favor.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. Nunn to adjourn the meeting at 7:28 pm and all those present voted in favor.