



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

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

Michael Avolio
Richard Nunn
Frank Scarantino

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

ANNOUNCEMENT – Open Public Meetings Act

In accordance with the provisions of Section 5 of the Open Public Meetings Act, Chapter 231 of the Public Laws of 1975, notice of this meeting was made by notifying the officially designated newspaper and the Hillsborough Township Clerk that this meeting would take place on April 24, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Regular Meeting Minutes of March 27, 2024 – A motion was made by Mr. Scarantino, seconded by Mr. Avolio, all those present voted in favor.

Meeting Minutes of April 8, 2024 – A motion was made by Mr. Scarantino, seconded by Mr. Avolio, all those present voted in favor.

CORRESPONDENCE

Hillsborough Glen Gery Subdivision (AKA M&M realty) from PS&S

Ms. Borek reported that a request for consent to a WMP amendment was received for the Glen Gery Subdivision on April 9, 2024. The Authority has 60 days to offer a response. After a brief discussion, the Board requested a letter be drafted in response and circulated to the Chairman and Engineering Liaison.

MATTERS FOR CONSIDERATION

RESOLUTION #24-0424-01- Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing 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 6:00 P.M. on April 24, 2024.

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	\$2,929
Multiple family residential dwellings	
Including townhouses, condominiums, and apartments.	
1-bedroom unit	\$1,757
2-bedroom unit	\$2,490
3-bedroom unit	\$2,929
Senior housing (age restricted):	
1-bedroom unit	\$1,084
2-bedroom unit	\$1,670
3-bedroom unit	\$2,191
Assisted living facilities:	
Per bed	\$ 976
All other uses – charge per gallon of estimated average daily flow	\$9.76

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 \$9.76 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.

Ms. Borek reported that as required this is the public hearing for the connection fee increase.

A motion was made by Mr. Scarantino, seconded by Mr. Avolio and all those present voted in favor to open the public hearing on the aforementioned connection fee proposal.

Seeing no comments. A motion was made by Mr. Scarantino, seconded by Mr. Avolio to close the public hearing, and adopt the aforementioned resolution, and all those present voted in favor, via roll call.

RESOLUTION #24-0424-02 - Resolution to Advertise Public Hearing for Revisions to Rate Schedule for Sewer Service Charges

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 or service 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; and

WHEREAS, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges”; and

WHEREAS, the Authority, according to law, must establish and hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Sewer Service Fees and Charges”, and does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 6:00 P.M. on May 22, 2024.

Ms. Borek reported that similarly to the rate connection hearing, a public hearing is required for a service rate revision. This resolution permits the advertising of said hearing.

A motion was made by Mr. Avolio, seconded by Mr. Scarantino to approve the resolution, and all those present voted in favor.

RESOLUTION #24-0424-03 – Resolution Adopting the Utility Element, Section Entitled: “Sewer” and Authorizing the Executive Director to Further Edit Said Document as Necessary

WHEREAS, The Township of Hillsborough Municipal Utilities (hereinafter the “Authority”) was created in 1965 and has provided sanitary sewer service to certain areas the Township of Hillsborough since 1966 within a twenty (20) square mile service area situated in the Royce’s Brook Drainage basin and adjacent areas located within the Township of Hillsborough; and

WHEREAS, Hillsborough Township is in the process of updating their Master Plan, with a proposed release date of September 2024; and

WHEREAS, a component of the Master Plan is the Utility Element, with a section entitled “Sewer”; and

WHEREAS, it would be incumbent of the Authority to update the Sewer Element for inclusion in the Master Plan; and

WHEREAS, attached hereto is a draft of said element; and

WHEREAS, the Executive Director will continue to update the Sewer Element as necessary, should new and or additional information become available, until the proposed release date.

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

1. The attached Sewer Element is temporarily approved for release to the Township for inclusion in the Draft Master Plan Document
2. The Executive Director is authorized to make future edits as new or additional information becomes available.
3. At the conclusion of the Master Plan Planning Process, the Executive Director shall present to the Board Members the final version of the Sewer Element to be contained in the Utility Element of the Master Plan.

Ms. Borek reported that through the working with the Township’s Planning Department, TTHMUA was asked to collaborate on the sewer element of the Master Plan. This resolution authorizes that action and updates that element.

A motion was made by Mr. Scarantino, seconded by Mr. Avolio and all those present voted in favor of the resolution.

RESOLUTION # 24-0424-04 - Resolution Reauthorizing Approval of a Sanitary Sewer Extension for Northeast Developers for the Proposed Subdivision at Zenk Court, Block 149.08, Lots 91.02, 91.03 & 91.04 (Formerly Lot 91) in the Township of Hillsborough

WHEREAS, Resolution #21-0428-4 previously approving a sanitary sewer extension for Northeast Developers, Inc., 737 New Durham Road, Edison, New Jersey 08817 for the project known as Proposed Subdivision at Zenk Court located on Block 149.08, Lots 91.02, 91.03 & 91.04 (Formerly Lot 91) in the Township of Hillsborough, Somerset County, New Jersey, has expired; and

WHEREAS, Northeast Developers, Inc., has requested another approval;

WHEREAS, the requested wastewater flow from the proposed project, a subdivision resulting in three (3) new single-family lots, is 900 gallons per day (GPD); and

WHEREAS, the connection of the proposed development will be via a gravity sewer; and

WHEREAS, plans entitled “Preliminary Major Subdivision for Northeast Developers, Block 149.08, Lot 91, Township of Hillsborough, Somerset County, New Jersey” prepared by Grotto Engineering Associates, LLC, Cranford, New Jersey dated 3/2/2005, last revised 6/28/2006 has been reviewed by the Township of Hillsborough Municipal Utilities Authority staff.

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. TTHMUA review memo of April 20, 2021 and TTHMUA Engineering memo of April 18, 2024.
2. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection.
3. As-built plans of the sanitary sewer connection shall be prepared by the applicant’s engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar, as well as GIS information.
4. The plans shall be revised for the following items:
 - clearly show and confirm water main and sanitary sewer main separation distances of eighteen inches (18”) vertical or ten feet (10’) horizontal pursuant to N.J.A.C. 7:10-12.36
 - pursuant TTHMUA Standard Sanitary Sewer Specifications Section III.A.2, show connections made directly into the manholes

- pursuant to TTHMUA Standard Sanitary Sewer Specifications Section III.D.7 show the location of each lot's inspection port
5. Doghouse Manholes shall conform to TTHMUA Standard Sanitary Sewer Specifications Section IV.I
 6. Where necessary, specifically at the storm sewer and sanitary sewer crossings, the sanitary sewer shall be ductile iron pipe, extended ten feet (10') past the crossing, encased in concrete or both depending on separation distances.
 7. Prior to construction, a preconstruction meeting shall be conducted to ensure all conditions of TTHMUA, SRVSA and NJDEP TWA approvals are met, along with submitted shop drawings for review and approval by TTHMUA's engineer.
 8. Performance Bond and inspection fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction, as may be applicable.
 9. Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the Performance Bond, as may be applicable.
 10. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
 11. All on-site sanitary sewer facilities such as sewer mains and force mains, laterals and connections shall be the responsibility of the owner.
 12. Approval shall remain in effect for a period of two (2) years, at which time, if construction of the facilities has not been initiated, re-approval will be required.

BE IT FURTHER RESOLVED that this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

A motion was made by Mr. Avolio, seconded by Mr. Scarantino and all those present voted in favor of the resolution.

RESOLUTION # 24-0424-05 – Resolution Authorizing the Executive Director to Enter into an Agreement with Spatial Data Logic - GovSites for Website Design and Implementation, Not to Exceed \$3,000

WHEREAS, it is the desire of The Township of Hillsborough Municipal Utilities Authority to upgrade the Authority's website; and

WHEREAS, the Administration Staff sought proposals from the following vendors:

Spatial Data Logic – GovSites
Direct Development Design
LookFirst Technologies
CivicPlus; and

WHEREAS, after extensive review it has been determined that entering into an agreement with Spatial Data Logic – GovSites would be beneficial for the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, Township of Hillsborough, County of Somerset, State of New Jersey that the Executive Director is authorized to enter into an agreement with Spatial Data Logic – GovSites, not to exceed \$3,000 for website design and implementation services.

Ms. Borek reported that quotes and proposals were sought and reviewed from four (4) vendors and after a thorough review with the team, Spatial Data Logic (SDL – GovSites) was determined to meet the needs of

TTHMUA, while having the most favorable price point. This resolution authorizes the contract to move forward on the website redesign.

A motion was made by Mr. Avolio, seconded by Mr. Scarantino and all those present voted in favor of the resolution.

DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION

Ms. Borek reported on the following:

Fox Chase / Piedmont Path Sewer Replacement – DEP finalizing TWA review, construction estimates received today from VNHA (\$704,044), once TWA received, the project will go for bid.

Ms. Borek to follow up with Matt Loper at Somerset County Engineering on the status of TTHMUA’s application from last year for assistance.

Sunnymead Pump Station – TWA submitted, IBank / DEP call to be set up with VNHA to discuss next steps regarding the application and the necessary modifications.

Sunnymead Force Main Project – approx. 6 weeks for all of the remaining easements (VNHA), See memo from Napolitano – of the 7 offer letters sent out, only 3 accepted.

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – in review, TWA application completed and sent back to H2M.

Oxford Place – Estimates have been received for 3 cleanouts to be installed, approximately 1,250 linear feet, MUA flush truck 200 feet, original 4 in FM from the 1970s:

National Sewer Cleaners – No response

Modern Municipal - No Quote

Dan Carey – No Quote

Cress Construction – \$17,335

Lutzky – \$16,500

The Board requested that quotes be obtained from Schilke and Shockley. Ms. Borek advised she will obtain them and report back.

Easement Maintenance / Inventory – (Nothing new to report)

I&I - NA

GIS – system error rectified with ESRI and GIS is back up and running.

Miscellaneous Items

Property Purchase – Closing tentatively scheduled for 9/1/24, inspection report needs to include permits for replaced items and the sidewalk in need of repair.

Millstone Borough – spoke with Borough Administrator Greg Bonnin, it has been moved to Special Council Mark Anderson and VanCleaf, no further information at this time.

Committee Reports:

- **Engineering / Facilities:** See above.
- **Finance:** See reports from Ron
- **Personnel:**

SRVSA REPORT – Ms. Borek reported that TTHMUA is working with SRVSA to schedule flushing of the interceptor under the rivers, as it has not been done in several years. Any further information regarding this and the results will be reported once complete.

CLAIMS LIST

Operating Fund – April 24, 2024 \$ 200,582.50
General Fund – April 24, 2024 \$ 208,236.75

A motion was made by Mr. Avolio, seconded by Mr. Scarantino, all those present voted in favor.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Scarantino, seconded by Mr. Avolio to adjourn the meeting at 7:10 pm and all those present voted in favor.