



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
MONDAY – MAY 13, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 9:00 AM on Monday, May 13, 2024, with the following members present:

Michael Avolio  
Richard Nunn  
Frank Scarantino

Also, present was 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 May 13, 2024, at 9:00 am.

**PLEDGE OF ALLEGIANCE**

**CORRESPONDENCE**

None at this time.

**MATTERS FOR CONSIDERATION**

None at this time.

**DISCUSSION**

Ms. Borek reported that two connection permits have been received by the Authority and have been reviewed by the Engineer. She will forward his report to the Board. They will be considered at the May 22, 2024 meeting.

As a follow up to the previous Board meeting, Ms. Borek reported she had a conference call with John Napolitano regarding capacity options. TTHMUA is limited in terms of options to the following: buy capacity from a neighboring municipality (not an option because it is not “allocated” by SRVSA), if in areas of water shortage, could further encourage onsite treatment as that would be putting water back into the aquifer, any other requirements would need to be part of the developer’s agreement. Mr. Napolitano will be forwarding some additional information.

Ms. Borek shared the draft letter that will be sent to all commercial accounts, initially those with grease traps, to ascertain appropriate billing. Suggestions were made to add to the form.

Ms. Borek stated that updated invoices and additional clarification were provided to CAN for reimbursement consideration from the catastrophic failure of July 2023 of the Gumble Pump Station.

A website redesign kickoff conference call was held on May 1<sup>st</sup> with Administrative Staff and the framework for new website is in process. A website terms and website policy need to be created, will need attorney review before posting.

Regarding the property purchase, the attorneys are corresponding regarding the inspection report, once finalized, Ms. Borek will schedule onsite visits with Architects to obtain proposals.

Ms. Borek reported that the Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) is awaiting DEP approval, (administrative completeness as of 3/13/24). The bid documents were received 5/6/2024 for TTHMUA review and VNHA following up with NJDEP on TWA.

Ms. Borek reported that administrative completeness was received on 05/03/2024 for the Sunnymead Pump Station TWA. A conference call was held on 05/09/2024 with NJDEP, IBANK and VNHA to review the next steps in the application process. The project application will be adjusted to be for just the pump station and the force main project will be a separate application. VNHA is to provide Marina Stinley information on the remaining easements and regarding the three acceptance letters, we will proceed with the offers and easement documents. Ms. Stinley will send follow up letters to the others who did not respond. Next step is condemnation.

Ms. Borek has left multiple messages for Matt Loper at Somerset County regarding the Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) ARP application from May of 2023. Mr. Scarantino subsequently reached out to Matt Loper, who advised he will inquire with County Purchasing. NJDEP administrative completeness as of 05/10/2024.

Estimates have been received for Oxford Place to install three (3) cleanouts in the approximately 1,250 linear feet of 4-inch pipe that was installed in the 1970s. The quotes are as follows:

- National Sewer Cleaners – No response
- Modern Municipal - No Quote
- Dan Carey – No Quote
- Crest Construction – \$17,335
- Lutzky – \$16,500
- Schilke – awaiting proposal.
- Shockley – did not respond to phone messages.

Ms. Borek reported that this project is on hold until further notice since the repair at the corner of Oxford and 206 seems to have addressed the issue and the station “appears” to be functioning better.

Ms. Borek, Mr. Spinelli and Mr. Smith met with the Township Health Department regarding Hillsborough Township Code, Chapter 341 entitled, “Sump Pump Disconnection” to have the code amended so TTHMUA can establish and enforce regulations and violations.

NJ Cash Management Fund: Ms. Borek reported that while on a call with the Auditor regarding setting up accounts for special projects, he provided some information about the State of New Jersey Cash Management Fund. This fund is housed within the Department of Treasury, Division of Investment, the Cash Management Fund is an opportunity for most government agencies to join the fund and in many cases achieve a higher return on investment than in traditional banking entities. At Mr. Butvilla’s suggestion, Ms. Borek reached

out to Peter Wozniak, CFO SRVSA to discuss the Cash Management Fund, who provided further insight into the Fund and how he utilizes it for a diversified portfolio for SRVSA. Mr. Wozniak provides a detailed report each month for the Board and offered some good advice regarding shopping around for the best rates, particularly related to investment accounts. As of March 31, 2024, approximately 30% of SRVSA's assets are allocated in the Cash Management Fund, not including operating and trustee balances. A resolution will need to be presented amending the Cash Management Program to include the Fund at a future meeting.

SRVSA: Meeting was held with Executive Director Ron Anastasio to discuss flow meters, capacity analysis. Measurements are being taken. Further analysis is forthcoming.

WEFTEC Conference: October 5-9, New Orleans, LA

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. Avolio, seconded by Mr. Scarantino to adjourn the meeting at 10:22 am and all those present voted in favor.