



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
MONDAY – JUNE 10, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 9:00 AM on Monday, June 10, 2024, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Frank Scarantino

Also, present was Executive Director Pamela Borek.

At 9:30 am Mr. Nunn joined the meeting.

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 June 10, 2024, at 9:00 am.

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

Ms. Borek advised that a Letter of Interpretation for Phoenix Carriage Farm had been received. This will be added to future capacity studies.

RESOLUTION – CLOSED MEETING

RESOLUTION #24-0610-03 – Resolution Authorizing Closed Session

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L.1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township of Hillsborough Municipal Utilities Authority is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

Personnel Discussion

3. The Township of Hillsborough Municipal Utilities may take official action on those items discussed in the Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

A motion was made by Mr. Scarantino and seconded by Mr. Damiano, and all those present voted in favor and the Board moved into Closed Session at 9:08 am.

At 9:25 am, a motion was made by Mr. Damiano and seconded by Mr. Scarantino to come out of closed session and all those present voted in favor.

At 9:27 am Ms. Robin Blair, of Dog Days Daycare, Mitch Ardman of the Reynolds Group and Brandon Fetzer of VanNote Harvey Associates Division of Pennoni all joined the meeting.

Mr. Ardman provided an update on behalf of his client, Ms. Blair, regarding the 20-year-old septic system on the property. The question arose regarding if gravity was available, as the proposed plan included an E1 pump. Mr. Ardman stated that after a second review of the plans, technically gravity is available, but the pumps were a better option.

Mr. Ardman went on to explain that the gravity option, albeit feasible, was not practical.

Further discussion ensued regarding houses on the east side of the road and if future connections to this line would be necessary. An agreement was reached that if the resident in between Ms. Blair's property and the sewer line extension in Vincent's Lane wished to tie in at some point in the future, they would be permitted to do so. Ms. Blair agreed.

At 9:39 am Ms. Blair and Mr. Ardman left the meeting.

MATTERS FOR CONSIDERATION

RESOLUTION # 24-0610-01 - Resolution Authorizing the Township of Hillsborough Municipal Utilities Authority to Solicit Bids for Construction Services for the Fox Chase Estates Sewer Replacement Project

WHEREAS, there exists the need to replace a portion of the Fox Chase Estates sewer; and
WHEREAS, the Qualified Purchasing Agent requests authorization to solicit bids for Construction Services for the Fox Chase Estates Sewer Replacement Project.
NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Qualified Purchasing Agane is hereby authorized to advertise and solicit bids for the aforementioned project.

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

RESOLUTION # 24-0610-02 - Resolution Amending the 2024 Holiday Schedule for the Township of Hillsborough Municipal Utilities Authority

WHEREAS, the 2024 Holiday schedule shall be amended as follows:
July 5, 2024 Authority will be closed
November 5, 2024 Authority will be open.
NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the above amendment is hereby authorized.
A motion was made by Mr. Damiano, seconded by Mr. Scarantino and all those present voted in favor of the resolution.

DISCUSSION

Ms. Borek brought forth the following discussion items:

Offsite improvements – Information provided by John Napolitano

N.J.S.A. 40:55D-42 Contribution for off-tract water, sewer, drainage, and street improvements. The governing body may by ordinance adopt regulations requiring a developer, as a condition for approval of a subdivision or site plan, to pay the pro-rata share of the cost of providing only reasonable and necessary street improvements and water, sewerage and drainage facilities, and easements therefor, located off-tract but necessitated or required by construction or improvements within such subdivision or development. Such regulations shall be based on circulation and comprehensive utility service plans pursuant to subsections 19b.(4) and 19b.(5) of this act, respectively, and shall establish fair and reasonable standards to determine the proportionate or pro-rata amount of the cost of such facilities that shall be borne by each developer or owner within a related and common area, which standards shall not be altered subsequent to preliminary approval. Where a developer pays the amount determined as his pro-rata share under protest he shall institute legal action within one year of such payment in order to preserve the right to a judicial determination as to the fairness and reasonableness of such amount.

Ms. Borek reported that the Township does have this provision in the Code, Chapter 188-67, the link to that section is: [Township of Hillsborough, NJ Design and Performance Standards \(ecode360.com\)](https://www.ecode360.com/Township-of-Hillsborough-NJ-Design-and-Performance-Standards), and she recommended further discussions with the Township regarding this.

Chairman Nunn suggested that one avenue to explore would be suggesting to a developer that what they add to the system, the developer would need to remove from an I&I standpoint.

Commercial Accounts Analysis – Letters have been distributed to commercial accounts, mostly food related establishments. Responses have already started coming in. Once received, the information will be analyzed to determine any shortfalls in billed units.

Website Redesign – redesign is nearing completion except for the website policy, which needs to be created.

Property Purchase – Meetings with Architects to obtain proposals are scheduled for June 10th and 11th.

Facilities / Projects Update

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – TWA received on June 4, 2024. The schedule is as follows:

- 6/10 Resolution authorizing going out to bid
- 6/18 Bid out
- 6/27 Pre-Bid Meeting (in person)
- 7/17 Bids Received 10 am
- 7/24 Bid awarded via resolution

Sunnymead Pump Station – Administrative completeness as of 5/3/24. 5/9 conference call with DEP, IBank and VNHA. Project scope amended for the IBank application.

Chairman Nunn inquired to Brandon Fetzer about the delay on the surveying for the force main. Mr. Fetzer advised he will provide a further update.

Mr. Scarantino asked out the ROW plans for the project. Mr. Fetzer also advised an update would be forthcoming.

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – Ms. Borek advised she has reached out to Somerset County again regarding funding but to no avail, she advised that she will keep following up. DEP – not confirmed as of yet for administrative completeness; revisions were sent April 26th.

5/10/24 – DEP – Administratively complete

The water pump on the generator had to be replaced. The repair was made in-house.

Ms. Borek advised that Hillsborough Township Code has a chapter entitled, “Sump Pump Disconnection” – she along with M. Spinelli and R. Smith met with Township Health Department. (S. Spano and N. Delisi: not sure why the Township Code has sump pumps come under the Health Department. TTHMUA can establish and enforce regulations and violations.) She provided edits to the Health Department to amend the code. Next steps would be for them to adopt an ordinance to change the code. She is waiting for their response.

2025 will mark the 60th Anniversary of the Authority – thoughts on acknowledgement.

Committee Reports:

- Engineering / Facilities: See above.
- Finance: Awaiting final Audit
- Personnel: Closed Session

SRVSA: Next meeting is June 24, 2024

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Avolio to adjourn the meeting at 10:34 am and all those present voted in favor.