



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – MAY 22, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, May 22, 2024, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Frank Scarantino – via teleconference

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Brandon Fetzer, PE, VanNote Harvey Associates, Division of Pennoni and Stephen Hoyt, PE, Pennoni.  
Mr. Nunn was 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 22, 2024, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

None at this time.

**CORRESPONDENCE**

None at this time.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #24-0522-01- Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Sewer Service Fees and 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:

**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 on June 1, 2024.

**SECTION I.** is hereby amended as follows:

**SECTION I. ANNUAL SERVICE CHARGES**

A. The annual service charge shall be calculated on the basis that one Equivalent Dwelling Unit (“EDU”) is 300 gallons per day.

B. The annual service charge for each “EDU” (300 gallons per day) shall be \$480.00.

C. The annual service charge shall be calculated for various uses utilizing the flow criteria set forth in Schedule 1 attached hereto.

D. The annual service charge for all non-residential uses shall be, as a minimum, one “EDU”, and the user shall be billed \$480.00 for each “EDU” or part thereof.

E. The annual service charge for facilities with combined uses shall be determined by the summation of all appropriate flow values.

F. The annual service charge for all other industrial, research commercial or mixed uses not specifically mentioned in Schedule 1 shall be determined by the following formula:

(a factor to be determined by the

Authority Engineer taking into

Account the excess Biochemical

Estimated Daily Flow (gallons) X \$480.00 X

300

Sewerage.)

Oxygen Demand (B.O.D.) and

Suspended Solids (S.S.) of the

In utilizing this formula:

1. All analysis shall be in accordance with the current edition of “Standard Methods for the Examination of Water and Wastewater” published by the American Public Health Association, the American Water Works Association and the Water Environment Federation, which methods and definitions are adopted by reference herein. A copy of said edition shall be on file with the Executive Director of the Authority.
2. The estimated daily flow shall be determined by the Authority Engineer according to accepted engineering standards and practices, and this determination shall be filed with the Authority.

G. Where the Authority determines that any customer, residential or non-residential, is discharging a combination of sewerage and storm water or drainage or 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 therefor \$480.00 per year for each 300 gallons per day or part thereof of such estimate or actual flow which is in excess of the aforesaid basic standard. Such charge shall be in addition to the annual charge to such customer set forth in Schedule 1 hereof and will be added to the billing of such customer for the next quarter following the quarter when such excess has been determined.

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

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

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

Operating Fund – May 22, 2024   \$ 859,566.41  
General Fund – May 22, 2024   \$ 51,348.10

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

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Damiano to adjourn the meeting at 6:06 pm and all those present voted in favor.