



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

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

Richard Nunn
Robert Damiano
Robert McCray

Mr. Avolio and Mr. Scarantino were noted as absent. Also, present was Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. arrived at 6:29 pm.

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 July 24, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 13, 2024
- May 22, 2024

Both sets of minutes were tabled.

PUBLIC COMMENT

Seeing a member of the public in attendance, Chairman Nunn invited the individual to address the Board.

Ms. Barbara Twarowska, of 22 Independence Way, inquired as the calculation for sewer service charge, she advised that she is single and a senior. Chairman Nunn advised that the calculation is based on the number of bedrooms to which she felt that was unfair and that it should be based on the water usage. After a brief discussion Ms. Twarowska left the meeting at 6:12 pm.

MATTERS FOR CONSIDERATION

RESOLUTION #24-0724-01 – Resolution Ratifying and Confirming the Establishment of One (1) New Certificate of Deposit Account, Held at Provident Bank, Hillsborough, For the Term of 91 Days

WHEREAS, there exists the desire to increase earnings on investments for TTHMUA; and

WHEREAS, TTHMUA maintains money market accounts at Provident Bank, Hillsborough; and

WHEREAS, funds were transferred from the Revenue Money Market Account in order to establish the new Certificate of Deposit Account; and

WHEREAS, said account was opened on July 22, 2024 and will mature on October 21, 2024.

NOW THEREFORE, BE IT RESOLVED that the Township of Hillsborough Municipal Utilities Authority ratifies and confirms the establishment of a new certificate of deposit account.

BE IF FURTHER RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that at the time of maturity TTHMUA may rollover the account into another Certificate of Deposit Account or withdraw the funds and deposit into the Money Market Revenue Account.

Ms. Borek advised that another certificate of deposit was obtained for a 91-day term.

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

RESOLUTION # 24-0724-02 - Resolution Authorizing the Approval of a Sanitary Sewer Extension for 0 New Centre, LLC, 101 Hodge Road, Block 148, Lot 25 (Formerly Block 149, Lot 1) in the Township of Hillsborough

WHEREAS, 0 New Centre, LLC, has requested approval for a sanitary sewer line extension for 101 Hodge Road, Hillsborough Township, and

WHEREAS, the requested wastewater flow from the proposed project, a single family dwelling, is 300 gallons per day (GPD); and

WHEREAS, the connection of the proposed project will be via a 4 inch sanitary sewer lateral; and

WHEREAS, plans for Block 148, Lot 25, Township of Hillsborough, Somerset County, New Jersey were prepared by VanCleaf Engineering Associates, LLC, Hillsborough, New Jersey last revised 06/21/2023, have 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. Connection Application must be submitted to TTHMUA with the requisite fees.
2. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection, if applicable.
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. Prior to construction, a preconstruction meeting shall be conducted to ensure all conditions of TTHMUA and SRVSA approvals are met, along with submitted shop drawings for review and approval by TTHMUA's engineer.
5. 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.
6. 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.
7. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
8. Road Opening permits shall be obtained by the applicant.
9. Traffic control during construction shall be the responsibility of the applicant.
10. 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.
11. TTHMUA Rules and Regulations, along with Sanitary Sewer Specifications must be adhered to for the project.

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

RESOLUTION #24-0724-03 – Resolution Authorizing the Auctioning of One (1) 2009 Chevrolet Silverado and One (1) 2014 Jeep Patriot No Longer Used by The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has determined that it no longer has the need for the following vehicles which have served TTHMUA beyond their useful service life:

- 2009 Chevrolet Silverado, VIN# 1GCEK 14C99 Z2556 19
- 2014 Jeep Patriot, VIN# 1C4NJ RBB8E D6327 18

WHEREAS, the County of Somerset, New Jersey from time to time holds a Surplus Auction in Somerville, New Jersey.

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

1. The foregoing “WHEREAS” clauses are hereby incorporated as if fully restated.
2. The Township of Hillsborough Municipal Authority hereby approves the auctioning of the following vehicles which have serviced TTHMUA beyond their useful service life at the next available Somerset County Surplus Auction to be held in Somerville, New Jersey.
 - 2009 Chevrolet Silverado, VIN# 1GCEK 14C99 Z2556 19
 - 2014 Jeep Patriot, VIN# 1C4NJ RBB8E D6327 18

Ms. Borek advised the two vehicles have served their useful life and are beyond repair.

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

RESOLUTION # 24-0724-04 - Resolution Authorizing Sanitary Sewer Connection for 00 Hamilton Road, Block 183.05, Lot 35 in the Township of Hillsborough

WHEREAS, 00 Hamilton Road, LLC has submitted plans and requested approval for a sanitary sewer connection for 00 Hamilton Road, Block 183.05, Lot 35, Hillsborough Township, and

WHEREAS, the connection would be to existing facilities located in the public right of way at the intersection of Hamilton Road East and Anne Street;

WHEREAS, the project proposes the development of nine (9) new building lots for single family residences, generating 2,700 gallons per day of estimated flow; and

WHEREAS, the flow will be conveyed to TTHMUA via this sanitary sewer extension via six (6) sanitary sewer manholes and 1,114 linear feet of sanitary sewer pipe; and

WHEREAS, the previously approved Sewer Service Area (SSA) of the Somerset Raritan Valley Sewerage Authority has been amended to include this parcel of land, consisting of 6.42 acres, and

WHEREAS, the connection of the proposed project will be via a 4 inch sanitary sewer lateral; and

WHEREAS, plans for Block 183.05, Lot 35, Township of Hillsborough, Somerset County, New Jersey were prepared by VanCleeef Engineering Associates, LLC, Hillsborough, New Jersey last revised 05/30/2024, have 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. Connection Application must be submitted to TTHMUA with the requisite fees.
2. Approval of the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection, if applicable.

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. Prior to construction, a preconstruction meeting shall be conducted to ensure all conditions of TTHMUA and SRVSA approvals are met, along with submitted shop drawings for review and approval by TTHMUA’s engineer.
5. 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.
6. 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.
7. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
8. Road Opening permits shall be obtained by the applicant, if necessary.
9. Traffic control during construction shall be the responsibility of the applicant, if necessary.
10. 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.
11. TTHMUA Rules and Regulations, along with Sanitary Sewer Specifications must be adhered to for the project.
12. All conditions outlined in the Engineer’s report, attached hereto dated July 22, 2024, must be adhered to.

Ms. Borek advised this property was before the Board regarding the extension into the SSA.

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

Resolution #24-0724-05- Resolution Authorizing the Award of a Contract to Stilo for the Sewer Replacement and Rehabilitation Project at Fox Chase Estates, Not to Exceed \$826,512.96

WHEREAS, there exists the need to replace a portion of the Fox Chase Estates sanitary sewer; and

WHEREAS, TTHMUA’s Consulting Engineer, Van Note-Harvey Associates has provided a proposal, dated November 15, 2023 for the Professional Services for survey, permitting, design and funding services for the aforementioned replacement project; and

WHEREAS, Van Note-Harvey Associates/Division of Pennoni has completed bid specification documents, and the Qualified Purchasing Agent was previously authorized to solicit bid for Construction Services for the Fox Chase Estate Sewer Replacement Project; and

WHEREAS, on July 17, 2024, at 11 am bids were received and opened; and

WHEREAS, bids were received from the following contractors:

VENDOR	TOTAL
Your Way Construction	\$1,392,823.18
Underground Utilities	\$1,389,645.00
PM Construction	\$ 880,420.00
Stilo Construction	\$ 826,512.96

WHEREAS, TTHMUA staff has reviewed the bids and recommends the award of contract to Stilo Construction for the Replacement of the Sanitary Sewer at Fox Chase Estates Project, in an amount not to exceed, \$ 826,512.96.

NOW, THEREFORE, BE IT RESOLVED by TTHMUA that the Executive Director is authorized to execute a Contract with Stilo Construction pursuant to the following:

1. A purchase order and agreement for Construction Services for the Fox Chase Sanitary Sewer Replacement Project in an amount, not to exceed \$826,512.96 is hereby awarded to Stilo Construction.
2. TTHMUA Executive Director is hereby authorized and directed to execute the appropriate contract and purchase order with Stilo Construction.
3. The Executive Director shall publish a notice of the award of said contract in the officially designated newspaper of TTHUMA in accordance with the provisions of the Local Public Contracts Law.
4. This Resolution shall take effect immediately upon final passage according to law.

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

DISCUSSION

Ms. Borek brought forth the following items in the Director's Report:

She advised that the Township Tax Sale is scheduled for 09/25/2024 and provided some percentage statistics regarding the number relative to the total billing accounts.

Website Redesign – Ms. Borek reported that the new website launched, and a website policy will be forthcoming for Attorney review and Board approval.

Property Purchase – Ms. Borek reported that the Architect has completed the existing structure survey, and they met earlier today to discuss the proposed design. She has been advised that the seller has applied to the Township for the missing permits.

Ms. Borek proposed amending the Holiday Calendar to give back Columbus Day and have December 27th off for just this year. Consensus was reached among the Board and a resolution will be prepared for the next meeting.

Ms. Borek provided the following updates on Pump Stations and other facilities:

- check valve at Route 206 Pump Station froze and PSI will be replacing it
- The Preserve cannot hold prime, calanoid and fitting replaced. Wet well needs to be cleaned. Longer term solution for stations on the periphery, find a solution / chemical that will help move the grease more efficiently
- South Triangle Road – twenty (20) leaks, roots in the main have been identified via CCTV. A new nozzle has been purchased to help cut through the roots, once complete it will be determined best course of action to repair.
- Sunnymead Pump Station – Administrative completeness as of 5/3/24. DEP response met with VNHA virtually on 07/18 and had five (5) items / questions, if not answered by Friday, application would be denied or need to apply for an extension. Thirty-day (30) extension letter sent to and approved by DEP. It is anticipated that once those items are addressed, DEP will approve. The Trust will also review the bid documents. Anticipated to go out to bid in October (still the goal).
- Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – awaiting DEP approval. Have contacted various entities at Somerset County regarding the ARP application from 2023. It appears that there might be funding available from Somerset County, therefore awaiting confirmation.

- Capacity and Future Expansion Analysis – dry weather flow favorable, unit capacity analysis is being calculated. Still need the vacancy maps or projected areas from the Township; will follow up with Township.

COMMITTEE REPORTS

Engineering / Facilities: See above.

Finance: Awaiting final Audit

2025 Budget Timeline:

08/12 – Board Meeting, Budget discussion of draft.

09/25 – Budget Introduction

10/23 – Budget Adoption

Personnel: Nothing new to report.

SRVSA: July 22, 2024 Meeting – approval for Glen Gery WQMP amendment

Next meeting: August 26, 2024

AEA: The fall conference will be Monday/Tuesday, November 18 and 19th. League of Municipalities is November 19-21, 2024.

NJWEA the week of 10/22 and AEA is hosting a session, topic TBD

CLAIMS LISTS

Operating Fund	\$ 179,522.58	- July 24, 2024
General Fund	\$ 126.36	- July 24, 2024

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

RESOLUTION #24-0724-06 – 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 6:54 pm.

At 7:05 pm, a motion was made by Mr. McCray and seconded by Mr. Damiano to come out of closed session and 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 7:06 pm and all those present voted in favor.