



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
MONDAY – JULY 8, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 9:00 AM on Monday, July 8, 2024, with the following members present:

Bob McCray  
Richard Nunn  
Frank Scarantino

Also, present were Brandon Fetzer, of Van Note-Harvey, Division of Pennoni and Executive Director Pamela Borek

Mr. Avolio and Mr. Damiano 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 July 8, 2024, at 9:00 am.

**PLEDGE OF ALLEGIANCE**

**CORRESPONDENCE**

None at this time.

**MATTERS FOR CONSIDERATION**

None at this time.

**DISCUSSION**

**Force Main Project**

In an effort to obtain signed easement agreements, Ms. Borek was directed to hand deliver documents and meet with the residents / property owners should they have any questions.

Brandon Fetzer reports that Van Note Harvey has surveyed all the areas, but nothing was filed.

The Board requested that Mr. Fetzer provide an estimate of the directional bore, so as not to have an open dig.

Mr. Scarantino inquired about the right of ways and requested that Van Note write them all up and get them filed.

Mr. Fetzer reported that there is not any right of way issues at Sunnymead Pump Station. He was directed to confirm the size pipe that is under the river.

It was further discussed that all the gravity easements are verified that they have been recorded.

**Sunnymead Pump Station**

Mr. Fetzer addressed the bid process and that the original estimates are over 4, almost 5 years old and that new estimates are needed.

Mr. Scarantino asked that Mr. Fetzer memorialize a list of questions, such as this, regarding the project, including but not limited to cast in place versus pre-cast. He asked for a project schedule and the detailed specifications, as those would also need to be submitted to the Trust. Mr. Fetzer is to provide those items to TTHMUA.

Mr. Fetzer left the meeting at 9:48 am.

Chairman Nunn requested that the Personnel Committee meet with Executive Director, Ms. Borek.

Ms. Borek inquired about increasing the starting rate and was advised to prepare a memorandum for the Personnel Committee. It was further requested of her to look into sub-contracting out some work, but first to obtain pricing for items list grass cutting.

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Scarantino to adjourn the meeting at 9:59 am and all those present voted in favor.