



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JUNE 26, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 5:08 PM on Wednesday, June 26, 2024, with the following members present:

Richard Nunn – Arrived at 5:53 pm
Michael Avolio
Robert Damiano
Robert McCray
Frank Scarantino

Also, present was Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. Ms. Robin Blair from Dog Days Daycare and Mr. Marc Mauriello from Edgewood Properties were also present.

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 26, 2024, at 5:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 27, 2024, Closed Session Minutes

A motion was made by Mr. Scarantino, seconded by Mr. Damiano to approve the March 27, 2024, Closed Session Meeting minutes; all those present voted in favor.

- April 24, 2024, Regular Meeting Minutes

A motion was made by Mr. Scarantino, seconded by Mr. McCray to approve the April 24, 2024, Regular Meeting minutes; all those present voted in favor.

CORRESPONDENCE

6/17/24 – NJ Office of Emergency Management

Ms. Borek advised that NJOEM has received FEMA’s response confirming the Subrecipient has completed all work under FEMA-4614DR-NJ in accordance with FEMA approvals and the requirements of federal and state laws and regulations. Project is complete and accounted for a total cost of \$11,772.58; the reimbursement is forthcoming.

MATTERS FOR CONSIDERATION

RESOLUTION # 24-0626-01 – Resolution Authorizing the Executive Director to Execute a Subscriber Contract with KeyNetGPS, Not to Exceed \$1,000

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) continues to utilize GIS and GPS to map facilities; and

WHEREAS, the subscriber contract for GPS has expired; and

WHEREAS, it is necessary to renew the subscription for July 2024-June 2025 in the amount of \$1,000.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, Township of Hillsborough, County of Somerset, State of New Jersey that the Executive Director is authorized to enter into a subscriber agreement with KeyNetGPS.

Ms. Borek reported this resolution is to renew the GPS service for the ongoing GIS project.

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

RESOLUTION # 24-0626-02 Resolution Authorizing Approval of a Sanitary Sewer Extension and Connection for Dog Days Daycare Center, LLC, Block 143, Lots 10 & 10.02, 281 Roycefield Road, in the Township of Hillsborough

WHEREAS, plans have been submitted to the Township of Hillsborough Municipal Utilities Authority (TTHMUA) by The Reynolds Group, Inc., on behalf of Dog Days Daycare Center, 281 Roycefield Road, Block 143, Lots 10 & 10.02, for a sanitary sewer extension, individual package pump station design, construction and connectivity into TTHMUA's existing sanitary sewer facilities in the public right of way, at Vincent Lane; and

WHEREAS, the subject property is within the sewer service area and a low-pressure system utilizing one grinder pump will be used to convey the sewerage discharge from the facility to the existing public facilities at Vincent Lane; and

WHEREAS, while gravity is possible, it is not a feasible option given the length and depths of the extension; and

WHEREAS, the proposal consists of the construction of two new buildings, generating an average estimated flow of 1,250 GPD, which will be conveyed via TTHMUA facilities to the Somerset Raritan Valley Sewerage Authority (SRVSA); and

WHEREAS, plans and specification documents have been prepared by The Reynolds Group, Inc., Raritan, New Jersey and have been reviewed by TTHMUA's Staff Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer extension be approved subject to the following conditions:

1. Completed Sewer Connection Application be Submitted with the applicable fees to TTHMUA.
2. Completed application and approval of the Somerset Raritan Valley Sewerage Authority.
3. Approval of the New Jersey Department of Environmental Protection, if applicable.
4. Disconnection of the existing septic system will be in accordance with Hillsborough Township Board of Health Standards.
5. Pool discharges are prohibited to be added to the Sanitary Sewer System.
6. A low-pressure lateral kit will be provided for future connection.
7. In accordance with TTHMUA's Rules and Regulations, Section 6.3, the low-pressure force main will be considered temporary until if and when a gravity sewer option is available.
8. TTHMUA will not take ownership of the low-pressure force main. The execution of the attached agreement to maintain and operate the low-pressure force main is required for approval.
9. The applicant shall obtain approval from the Hillsborough Township Committee to construct a private low-pressure force main within the public right of way.
10. The applicant shall obtain a Road Opening Permit from the Hillsborough Township Engineering Department for the work within the public right of way.

11. The applicant's engineer shall provide TTHMUA the sequence of construction with respect to timing of construction and the construction of the low-pressure force main in Roycefield Road.
12. Prior to construction, a preconstruction meeting shall be conducted to ensure all conditions of TTHMUA, SRVSA and NJDEP TWA approvals are met, along with submitted shop drawings for review and approval by TTHMUA's engineer.
13. 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.
14. 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.
15. 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.
16. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.
17. All on-site sanitary sewer facilities such as sewer mains and force mains, laterals and connections shall be the responsibility of the owner.
18. All provisions outlined in TTHMUA Engineer's report, dated May 2, 2024, are adhered to.
19. 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.

BE IT FURTHER RESOLVED that this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection, by the applicant for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

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

At 5:12 pm Mr. Marc Mauriello joined the meeting.

At 5:13 pm Ms. Blair left the meeting.

At 5:15 pm Vice Chair Avolio asked to move to public comment.

PUBLIC COMMENT *(for matters not on the agenda)*

Mr. Marc Mauriello from Edgewood Properties provided an update on the proposed 388 single family dwellings to be part of the Glen Gery property. This development is the result of a settlement agreement with Fair Share Housing and fulfills an affordable housing obligation. He reported that one of the two NJDEP permits have been acquired along with site plan approval from the Township. NJDEP requires consent in the form of a resolution from any entities with interest in the project.

After a brief discussion, Mr. Scarantino advised Mr. Mauriello that capacity in the conveyance system is the overall issue; while during dry weather conditions not an issue, but during wet weather conditions and the contributory flows this could pose an issue in the future.

With no further business to discuss relative to this matter, Mr. Mauriello left the meeting at 5:38 pm.

RESOLUTION #24-0626-03 – Resolution Amending the Rules and Regulations for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (THMUA) has determined upon examination of its existing Rules and Regulations that it shall repeal and replace the existing rules and regulations, per the attached document.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that the Rules and Regulations are amended as per the attached.

Ms. Borek advised that the rules and regulations were updated to reflect the most recent recommended edits. The revision will be posted to the website once approved.

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

RESOLUTION # 24-0626-04 Resolution Authorizing Approval of a Sanitary Sewer Extension and Connection for Somerset County, Block 142, Lot 23.02, 360 Roycefield Road, in the Township of Hillsborough

WHEREAS, plans have been submitted to the Township of Hillsborough Municipal Utilities Authority (TTHMUA) by French & Parrello Associates, on behalf of Somerset County, 360 Roycefield Road, Block 142, Lot 23.02 for a sanitary sewer extension; and

WHEREAS, the sanitary sewer connection proposal consists of two (2) sanitary sewer manholes, one (1) oil-water separator, and 744 linear feet of six-inch (6”) sanitary sewer lateral pipe; and

WHEREAS, the project includes the construction of a County multi-use building consisting of the following:

- 1.) 9,328 sq ft garage with five (5) bays
- 2.) 45,540 sq ft storage/warehouse facility with two (2) employees
- 3.) 2,540 sq ft office (elections)
- 4.) 19,300 sq ft office (future space)

WHEREAS, plans and specification documents have been reviewed by TTHMUA’s Staff Engineer.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer extension be approved subject to the following conditions:

1. Completed Sewer Connection Application be Submitted with the applicable fees to TTHMUA.
2. Completed application and approval of the Somerset Raritan Valley Sewerage Authority.
3. Approval of the New Jersey Department of Environmental Protection, if applicable.
4. All sanitary sewer facilities located on the subject property shall be owned and maintained by Somerset County.
5. Prior to construction, a preconstruction meeting shall be conducted to ensure all conditions of TTHMUA, SRVSA and NJDEP TWA approvals (if necessary) are met, along with submitted shop drawings for review and approval by TTHMUA’s engineer.
6. 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.
7. 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.
8. 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.
9. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable.

10. All provisions outlined in TTHMUA Engineer's report, dated April 30, 2024, are adhered to.
11. 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.

BE IT FURTHER RESOLVED that this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection, by the applicant for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

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

RESOLUTION # 24-0626-05 – Resolution of Support from The Township of Hillsborough Municipal Utilities Authority Encouraging New Jersey to Restore the State Match to Federal Water Infrastructure Funding Administered by the New Jersey Water Bank

WHEREAS, the Governor's proposed budget for SFY25 proposes to reduce the state match to federal water infrastructure funds administered by the New Jersey Water Bank from \$60 million to \$48 million; and
WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) has necessary upcoming capital rehabilitation projects to maintain its infrastructure, and
WHEREAS, TTHUMA strives to save tax payer dollars and assure proper conveyance of wastewater, access to funding and low-interest financial sources are critically important to maintain affordable sewer rates; and

WHEREAS, the proposed Budget Resolution #4683 will restore the State Revolving Fund funding to \$60 million to secure the state match for federal water infrastructure funding.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, Township of Hillsborough, County of Somerset, State of New Jersey that the Board of Commissioners hereby supports Budget Resolution #4683 that would restore the state match to federal water infrastructure funding administered by the New Jersey Water Bank to \$60 million.

BE IT FURTHER RESOLVED, certified copies of this resolution of support shall be forwarded to Governor Phil Murphy, Senate President Nicholas P. Scutari, Speaker of the General Assembly Craig Coughlin, Senators Andrew Zwicker, Doug Steinhardt, Jon Bramnick, Assemblymembers Roy Freiman, Mitchell Drulis, John DiMaio, Erik Peterson, Michelle Matsikoudis and Nancy Munoz, and the Association of Environmental Authorities (AEA).

Ms. Borek reported this is a resolution of support that will be sent to State Representatives.

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

RESOLUTION # 24-0626-06 - Resolution Consenting to the Proposed Upper Raritan Water Quality Management (WQM) Plan Amendment

WHEREAS, the Township of Hillsborough Municipal Utilities Authority desires to provide for the orderly development of wastewater facilities within the Township of Hillsborough; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, conform with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey Register on April 15, 2024 for Hillsborough Glen Gery (AKA M&M Realty), Block 182; Lots 9 (portion), 11.01 (portion); Block

183; Lots 38.02, Hillsborough Township (Program Interest No. 435434, Activity No. AMD190005) has been prepared by PS&S; and

WHEREAS, the proposed WQM plan would expand the sewer service area (SSA) of the Somerset Raritan Valley Sewage Authority (SRVSA) (NJPDES No. NJ0024864) by an additional 58 acres to accommodate 198 single family home lots of the proposed 380 single family home development located on portions of Block 182, Lot 9, 11.01, and Block 183, Lot 38.02, in Hillsborough Township, Somerset County; and

WHEREAS, the entire tract of the former Glen Gery quarry consisting of Block 182, Lots 9, 11.01 and 46.01 and Block 183, Lot 38.02 was rezoned by the Township to the R8A, Residential 8 A District by Ordinance 2020-08 on April 28, 2020, in accordance with the Settlement Agreement, dated October 15, 2019, between Hillsborough Township and M&M Realty Partners, LLC; and

WHEREAS, Somerset County Planning Board is in favor of this amendment to the WQM Plan.

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

- (1) the Township of Hillsborough Municipal Utility Authority hereby consents to the Hillsborough Glen Gery (AKA M&M Realty) amendment, publicly noticed on April 15, 2024, prepared by PS&S, for the purpose of its incorporation into the applicable WQM plan(s); and
- (2) this consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

BE IT FURTHER RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the consent is the result of the Affordable Housing Settlement agreement consisting of the 380 homes that would be added to the system.

Ms. Borek stated that as part of the approval process and further pursuant to Mr. Mauriello's comments, this is the next step in the process for the Authority.

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

RESOLUTION # 23-0626-07 - Resolution Authorizing the Hiring of a Maintenance Worker

WHEREAS, there exists a vacancy in TTHMUA's Maintenance Department; and

WHEREAS, Gregory Toth was interviewed by the Maintenance Supervisor, the Human Resources Coordinator and the Executive Director; and

WHEREAS, it is the recommendation of the above that Mr. Gregory Toth be offered a position of Maintenance Worker, Level 1, with a pay rate of \$19.55 per hour (yearly salary of \$40,664.00) upon the completion of the 90 day probationary period and obtaining CDL.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the above recommendation is hereby approved.

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

RESOLUTION #24-0626-08 – Resolution Authorizing the Executive Director to Execute the Necessary Agreements for Professional Architectural Services

WHEREAS, TTHMUA is in the process of purchasing 301-302 Towne Centre Drive, Block 199, Lot 2, Hillsborough, New Jersey; and

WHEREAS, to proceed, it will be necessary for the Executive Director to obtain proposals and execute an agreement for professional architectural services.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that the Executive Director is authorized to execute an agreement on behalf of the Authority for professional architectural services related to 301-302 Towne Centre Drive.

A motion was made by Mr. Scarantino, seconded by Mr. Damiano; 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.

The Commercial Accounts Analysis being conducted is moving along with responses coming in. Follow-up for outstanding responses will begin next week. Once completed, the information will be analyzed to determine any shortfalls in billed units.

Gumble Pump Station Reimbursement – closed – final reimbursement received \$48,220.84.

Website Redesign – July 8, 2024, anticipated launch, minus the website policy, which is forthcoming for Attorney review and Board approval.

Regarding the Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54), she has been advised that the TWA was received on June 4, 2024. The anticipated schedule is 6/27 Pre-Bid Meeting (in person) 11 am at Fox Chase, 7/17 Bids Received 10 am and 7/24 Bid awarded via resolution.

She went on to report who has picked up a bid package thus far: Konkus, Stilo, Construct Connect, Earle Asphalt, JA Neary Excavating and Messercola Excavating.

Ms. Borek reported that administrative completeness for the Sunnymead Pump Station was received as of 5/3/24 however, still waiting from DEP. VNHA to follow up tomorrow. Also Engineering Meeting on July 8th with VNHA, after the Board meeting. The Trust will also review the bid documents. Anticipated to go out to bid in October.

Sunnymead Force Main Project – VNHA to provide easement tracker sheet is coming today.

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – awaiting DEP approval.

Lynn Court Repair – TTHMUA pipe runs over two (2) HP gas lines (20" and 16"), will wait for the water table to increase and camera area again to determine the level of I&I.

Ms. Borek stated that capacity and future expansion remains a concern; however, dry weather flow favorable, future unit capacity is being calculated. Still need the vacancy maps or projected areas from the Township; will follow up with Township.

Ms. Borek reported that pricing was obtained from Predator, a vendor TTHMUA previously utilized for easement maintenance; the current pricing is \$2,000/day, for approximately 2,000-2,500 feet per day, depending on condition. At this time, the inhouse team is clearing main areas and repairing manholes.

I&I – see personnel

GIS – moving slowly as staff is working in other areas.

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

Committee Reports:

- Engineering / Facilities: See above.
- Finance: Awaiting final Audit
Budget meeting – date TBD
- Personnel: memos provided to Personnel Committee for the following:
 - Potential new hire
 - Position / Job Description Amendment

JIF Training – CDL Supervision Training

SRVSA: The next meeting is July 22, 2024

Open item from last meeting: SRVSA does not regulate K9 facilities for pathogens, additionally funeral homes are also not regulated.

AEA: Newsletter coming soon. 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

Legislative Update: S2188 / A1970 Legionella Bill, AEA is opposing it and is asking Authorities to ask Mayor's, Administrator's etc., to contact legislators to oppose due to the over chlorination and unintended consequences.

CLAIMS LISTS

Operating Fund	\$ 196,254.18	- June 26, 2024
General Fund	\$ 44,563.29	- June 26, 2024
Plan Review	\$ 6,437.50	- June 26, 2024

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

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. McCray to adjourn the meeting at 6:19 pm and all those present voted in favor.