



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – AUGUST 28, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, August 28, 2024, with the following members present:

Michael Avolio
Robert Damiano
Frank Scarantino
Richard Nunn – via teleconference

Mr. McCray was noted as absent. Also, present was Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. arrived at 6:17 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 August 28, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 13, 2024, Meeting Minutes (*carried from previous meeting*)
A motion was made by Mr. Scarantino, seconded by Mr. Nunn to approve the May 13, 2024, Meeting minutes; all those present voted in favor except for Mr. Damiano, who abstained.

- May 22, 2024, Meeting Minutes (*carried from previous meeting*)
A motion was made by Mr. Damiano, seconded by Mr. Scarantino to approve the May 22, 2024, Meeting minutes; all those present voted in favor except for Mr. Nunn who abstained.

- June 10, 2024, Meeting Minutes (Closed session)
A motion was made by Mr. Scarantino, seconded by Mr. Damiano to approve the June 10, 2024, Closed Session Meeting minutes; all those present voted in favor except for Mr. Nunn who abstained.

- June 10, 2024, Meeting Minutes
A motion was made by Mr. Scarantino, seconded by Mr. Damiano to approve the June 10, 2024, Meeting minutes; all those present voted in favor.

CORRESPONDENCE

- NJLOM Conference November 19-21, 2024
Ms. Borek advised of the dates for the NJLOM Conference and inquired as to who wished to attend. Mr. Avolio requested to attend.
- AEA Fall Conference November
Ms. Borek advised of the dates for the Fall AEA Conference, and Mr. Avolio wished to attend as well.

Ms. Borek will send information on both conferences to both Chairman Nunn and Mr. McCray via email.

Ms. Borek advised of two TWA permit notifications from NJDEP:

- NJDEP (1 year extension) TWA #24-0262 (Original TWA # 21-0315), expiring on 10/20/2024 (Zenk Court)
- NJDEP TWA #24-0176 (Sunnymead Pump Station)

PRESENTATIONS

- 2025 Budget

Ms. Borek advised that the 2025 Budget was presented to the Finance Chair and the Board Chair on August 12, 2024.

The complete Budget document had been previously emailed to the Board and summary documents were provided at the meeting.

MATTERS FOR CONSIDERATION

RESOLUTION # 24-0828-01 Resolution of The Township of Hillsborough Municipal Utilities Authority Honoring and Recognizing Randy Smith for His Service to The Township of Hillsborough Municipal Utilities Authority

WHEREAS, Randy Smith served The Township of Hillsborough Municipal Utilities Authority as a Commissioner from 2006 through 2011; and

WHEREAS, Randy Smith has served The Township of Hillsborough Municipal Utilities Authority since April of 2019; and

WHEREAS, during that time, Randy Smith also served as a Commissioner on the Board of the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, Randy Smith has served The Township of Hillsborough Municipal Utilities Authority with dedication, devotion, and distinction; and

WHEREAS, Randy Smith has represented The Township of Hillsborough Municipal Utilities Authority with professionalism, character, integrity, and personality; and

WHEREAS, Randy Smith has provided The Township of Hillsborough Municipal Utilities Authority compassion, courtesy, and a “friendly smile”; and

WHEREAS, Randy Smith has received numerous compliments and “words of thanks” from our customers, business affiliates, and fellow employees for his thoughtfulness throughout his career.

NOW THEREFORE BE IT RESOLVED, this 28th day of August 2024 that Randy Smith is hereby recognized and commended his years of devoted service to The Township of Hillsborough Municipal Utilities Authority, its employees, and the citizens of The Township of Hillsborough; and

BE IT FURTHER RESOLVED that Randy Smith be extended congratulations and heartfelt thanks from The Township of Hillsborough Municipal Utilities Authority Board Members and employees for his thoughtfulness and friendship; and

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of The Township of Hillsborough Municipal Utilities Authority.

This resolution was signed by all the Board members and the Executive Director. Ms. Borek advised that this resolution would be presented to Mr. Smith at his retirement breakfast the next morning.

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

RESOLUTION #24-0828-02 – Resolution Authorizing the Adoption of the Website Policy

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has recently updated the Authority's website; and

WHEREAS, it is the recommendation of the website designer that a policy be posted on the website; and

WHEREAS, attached hereto is the website policy to be included on the Authority's website, which has been reviewed by the Authority's Counsel.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority (TTHMUA), County of Somerset, State of New Jersey that the Website Policy is approved and shall be posted on the website.

Ms. Borek advised that it is best practice to have a website policy posted on the website. The policy was reviewed by Authority Counsel and found acceptable.

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

RESOLUTION # 24-0828-03 - Resolution Amending the 2024 Holiday Schedule for the Township of Hillsborough Municipal Utilities Authority

WHEREAS, the 2024 Holiday schedule shall be amended as follows:

October 14, 2024 the Authority will be open.

December 27, 2024 the Authority will be closed.

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

Ms. Borek advised that the staff would be giving back Columbus Day to have December 27, 2024 off, making it a long holiday weekend.

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

RESOLUTION #24-0828-04 – Resolution Authorizing the Executive Director to Solicit Bids for the Demolition and Construction of 301/302 Towne Centre Drive

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 to obtain permits from the Hillsborough Township for the demolition and construction of the office space to meet the needs of TTHMUA.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, as follows: The Executive Director is hereby authorized to obtain the requisite permits necessary to proceed with the demolition and construction of the aforementioned property.

Ms. Borek advised that the anticipated closing for the property is September 3, 2024, after which she will be able to start the permitting process with the Township. In addition, she anticipates receiving plans by the end of next week from the Architect and therefore hopes to go out to bid soon thereafter.

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

RESOLUTION # 24-0828-05 Resolution Amending the Designated Official Depositories for The Township of Hillsborough Municipal Utilities Authority (TTHMUA) to include the New Jersey Cash Management Fund

BE IT RESOLVED that the following financial institution be added as a designated Depository for funds of The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2025.

New Jersey Cash Management Fund

BE IT FURTHER RESOLVED that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to the above-named depository.

Ms. Borek reported that adding the New Jersey Cash Management Fund allows for additional flexibility and higher interest rates for the Authority.

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

RESOLUTION #24-0828-06 – Resolution Authorizing the 2025 Budget Resolution for The Township of Hillsborough Municipal Utilities Authority (TTHMUA), Fiscal Year: December 01, 2024 to November 30, 2025

WHEREAS, the Annual Budget for Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2025 has been presented before the governing body of the Hillsborough Municipal Utilities Authority at its open public meeting of August 28, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,154,580, Total Appropriations including any Accumulated Deficit, if any, of \$7,825,500.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$670,920.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,910,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$510,000.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hillsborough Municipal Utilities Authority, at an open public meeting held on August 28, 2024, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2024 and ending November 30, 2025, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Hillsborough Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on September 23, 2024.

A discussion occurred regarding capital reserve, and Ms. Borek will speak with Ron Gardner in the morning to address and amend accordingly.

A motion was made by Mr. Damiano, seconded by Mr. Scarantino to accept the budget as amended, and all those present voted in favor.

RESOLUTION # 24-0828-07 - Resolution Authorizing the Township of Hillsborough Municipal Utilities Authority to Solicit Bids for Construction Services for the Mulford Lane Pump Station Rehabilitation and Replacement Project

WHEREAS, there exists the need to rehabilitate and replace the Mulford Lane Pump Station; and

WHEREAS, the Qualified Purchasing Agent requests authorization to solicit bids for Construction Services for the Mulford Lane Pump Station Rehabilitation and Replacement Project.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Qualified Purchasing Agent is hereby authorized to advertise and solicit bids for the aforementioned project.

Ms. Borek advised that in order not to delay going forward with this project, this resolution will permit the solicitation of bids for the construction at the Mulford Lane Pump Station.

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

RESOLUTION # 24-0828-08 - Resolution Authorizing the Execution of an Employment Contract with the Executive Director

WHEREAS, the Executive Director was hired on June 14, 2023, to fill an unexpired term; and

WHEREAS, there exists the need to ensure continuity of operations for TTHMUA; and

WHEREAS, the Board of Commissioners of TTHMUA wish to offer an employment contract to the Executive Director; and

WHEREAS, TTHMUA's Counsel has reviewed and approves of said contract.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Chairman is hereby authorized to execute an employment contract on behalf of TTHMUA with the Executive Director.

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

RESOLUTION # 24-0828-09 - Resolution Authorizing the Acceptance of a Proposal from H2M for Construction Observation Services for the Fox Chase Estates Sewer Replacement Project

WHEREAS, a request was made to H2M for a proposal for Construction Observation Services for the Fox Chase Sewer Replacement Project; and

WHEREAS, H2M provides a proposal for said services in an amount of \$33,600.00; and

WHEREAS, after review of said proposal, TTHMUA is in acceptance of the proposal.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the proposal dated August 9, 2024, received from H2M is hereby accepted for Construction Observation Services for the Fox Chase Sewer Replacement Project.

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

DISCUSSION

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

JIF Review of Insurance Schedules – all schedules were reviewed with representatives from the JIF and minor edits were made.

Property Purchase – met with architect multiple times to design and review the layout. Drawings anticipated by September 6, 2024. Potential closing September 3, 2024. Time TBD

Facilities / Projects Update

Hodge Road Pump Station – one pump burned out, electrical issue, on schedule for repair.

Hidden Brook Pump Station – issue with internet connection for SCADA and PSE&G, working on resolution.

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – A pre-construction meeting will be held on Friday, August 30, 2024 at 10 am. Township representatives have been invited to participate if they wish. Proposal received from H2M for Construction Observation Services resolution is on this agenda. She further reported that NJDEP made a mistake regarding a Wetlands permit and it is still in review for the revision.

Sunnymead Pump Station – TWA approval received on Friday, August 23, 2024. Township Planning has advised VNHA / Pennoni that TTHMUA is exempt from PB approval. Next step VNHA / Pennoni will submit to Somerset County Planning Board for approval. Once received it goes to DRCC.

Ms. Borek was advised to seek current billing from VNHA / Pennoni.

Sunnymead Force Main Project – awaiting update from Marina Stinley on information provided to her from VNHA. Ms. Borek was requested to follow up on the directional bore estimate from VNHA / Pennoni

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. UPDATE: ED Borek, Maintenance Supervisor Reiter and Steve Hearl H2M, met with Somerset County Administrator Colleen Mahr, County Planning and Engineering Matt Loper and County Counsel Joe DeMarco on August 28, 2024, to discuss ARP funds. Board copied on memorandum to Ms. Mahr. A resolution is considered for

this agenda, allowing the ED to solicit bids for the project. We anticipate hearing from Somerset County in the next week or so if they will be supplying any ARP funds for the project. It is anticipated that the TWA approval will be received in early September at which time we will go out to bid.

Capacity and Future Expansion Analysis – dry weather flow remains favorable. Teleconference with Township Planner David Kois, working on summary of future development, not only affordable housing. Strategic placement needs to be considered in the future. Conversations continue with the Planner.

Easement Maintenance / Inventory – Predator Pricing \$2,000/day, approximately 2,000-2,500 per day potentially. Team is clearing main areas and repairing manholes remains on ongoing initiative.

I&I

South Triangle Road – The line has been cleaned, waiting for wet weather to re-camera to determine best course of action to repair, if necessary.

Meadowbrook Neighborhood – CCTV resulted in the identification of two large holes, and crack, pipe is ACP. Discussing potential solutions with the team.

Lynn Court Repair – TTHMUA pipe runs over two (2) HP gas lines (20” and 16”), will wait for the water table to increase and re-camera area. *On hold. Nothing new to report.*

GIS – All trunk lines are complete

Miscellaneous Items

Hillsborough Township Code, Chapter 341 entitled, “Sump Pump Disconnection” Board of Health was unable to get a quorum for the summer meetings, hopefully they will be able to meet in September and move forward with the amendment. The delay further comes when the ordinance will have to be introduced and ultimately adopted by the Township Committee and their remaining meeting schedule.

Ms. Borek was advised that it will be acceptable for Maintenance Staff to hand dig the property on Surrey Drive to locate and repair cleanout if necessary. She was further requested to inquire about the “broken” camera.

Committee Reports:

Engineering / Facilities: See above.

Finance: Awaiting final Audit

2025 Budget Timeline:

08/12 – Board Meeting, Budget discussion of draft & Budget Introduction

09/25 – Budget Adoption

Personnel: Memo to Personnel Committee

SRVSA: Upcoming Projects

Next meeting: September 23, 2024

AEA: Check in – review of Environmental Protection Watershed and Land Management Discharges of Petroleum and Other Hazardous Substances Coastal Zone Management Rules Freshwater Wetlands

Protection Act Rules Stormwater Management Well Construction and Maintenance; Sealing of Abandoned Wells Safe Drinking Water Act Flood Hazard Area Control Act Rules New Jersey Pollutant Discharge Elimination System Solid Waste Recycling Rules Hazardous Waste New Jersey’s Protecting Against Climate Threats (NJPACT) Rules

CLAIMS LISTS

Operating Fund	\$ 1,098,230.7	- August 28, 2024
General Fund	\$ 8,079.00	- August 28, 2024

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

PUBLIC COMMENT

None at this time.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. Scarantino to adjourn the meeting at 7:15 pm and all those present voted in favor.