



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – SEPTEMBER 25, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, September 25, 2024, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn

Mr. Scarantino was noted as absent. Also, present was Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. arrived at 6:10 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 September 25, 2024, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- June 26, 2024, Meeting Minutes  
A motion was made by Mr. McCray, seconded by Mr. Damiano to approve the June 26, 2024, Meeting minutes; all those present voted in favor.
- July 8, 2024, Meeting Minutes  
A motion was made by Mr. Damiano, seconded by Mr. McCray to approve the July 8, 2024, Meeting minutes; all those present voted in favor, except Mr. Avolio and Mr. Damiano who abstained.
- July 24, 2024, Meeting Minutes  
A motion was made by Mr. Avolio, seconded by Mr. Damiano to approve the July 24, 2024, Meeting minutes; all those present voted in favor, except Mr. Avolio, who abstained.
- July 24, 2024, Closed Meeting Minutes – Tabled
- August 28, 2024, Meeting Minutes  
A motion was made by Mr. Damiano, seconded by Mr. McCray to approve the June August 28, 2024, Meeting minutes; all those present voted in favor, except Mr. McCray who abstained.

**CORRESPONDENCE**

- NJLOM Conference November 19-21, 2024  
Ms. Borek reminded the Board of the dates for the NJLOM Conference and inquired if anyone in addition to Mr. Avolio wished 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 advised of two TWA permit notifications from NJDEP:
- NJDEP TWA #24-0238 (Enclave at Royce Brook)

**PRESENTATIONS** – none at this time

**MATTERS FOR CONSIDERATION**

**RESOLUTION #24-0925-01– Resolution Authorizing the 2025 Budget Adoption 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, 2024 and ending November 30, 2025 has been presented for adoption before the governing body of the Hillsborough Municipal Utilities Authority at its open public meeting of September 25, 2024 and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget presented for adoption 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

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Hillsborough Municipal Utilities Authority, at an open public meeting held on September 25, 2024, that the Annual Budget and Capital Budget/Program of the Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2024 and ending November 30, 2025, is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

**RESOLUTION #24-0925-02 Approving the 2023 Annual Audit and Authorizing the Preparation and Signing of the Group Affidavit**

**WHEREAS, N.J.S.A. 40A:5A-15** requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended November 30, 2023 has been completed and filed with the Township of Hillsborough Municipal Utilities Authority pursuant to **N.J.S.A. 40A:5A-15**, and

**WHEREAS, N.J.S.A. 40A:5A-17** requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with **N.J.S.A. 40A:5A-17**,

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Township of Hillsborough Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2023, and specifically has reviewed the sections of the audit report entitled “General Comments“ and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board:

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

**RESOLUTION # 24-0925-03 - Resolution Authorizing the Executive Director to execute an Agreement on Behalf of the Hillsborough Township Municipal Utilities Authority and the County of Somerset for the Receipt of ARP Funding in Support of Public Sewer and Water Improvements**

**WHEREAS**, the County of Somerset has received funding under the American Recovery Plan which can be used to support sewer and water infrastructure projects; and

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) applied to the County of Somerset for consideration of this funding towards the rehabilitation of the Mulford Lane Pump Station; and

**WHEREAS**, on September 11, 2024, TTHMUA was notified by the County of Somerset that upon review the Board of County Commissioners authorized \$1,250,000.00 to be allocated to the Mulford Lane Pump Station Project; and

**WHEREAS**, as a requirement to that funding, the County of Somerset requests TTHMUA to enter into an agreement, acknowledging the receipt of said funds; and

**WHEREAS**, said agreement outlines the stipulations related to the receipt of funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby authorized to execute the aforementioned agreement on behalf of TTHMUA.

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

**RESOLUTION # 24-0925-04 - Resolution Authorizing the Hiring of a Maintenance Worker**

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

**WHEREAS**, Nicholas Alexander 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. Nicholas Alexander 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

**WHEREAS**, Mr. Alexander is required to obtain his CDL permit and complete the basic knowledge portion of the CDL within the 90 day probationary period; and

**WHEREAS**, Mr. Alexander is also required to complete the remaining portions of the CDL process within six months from the date of hiring; and

**WHEREAS**, in the event Mr. Alexander completes all pre-employment screening and opts not to pursue employment with TTHMUA, Mr. Alexander is required to reimburse TTHMUA for those expenses associated with his pre-employment screening.

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

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

**RESOLUTION # 24-0925-05 – Resolution Ratifying and Confirming Amending the Annual Meeting Calendar of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that in accordance with the provisions of the “Open Public Meetings Act”, (C, 321, P.L. 1975) the following schedule of public meetings of The Township of Hillsborough Municipal Utility Authority (TTHMUA) shall be adopted for the year ending February 28, 2025; and

**PLEASE TAKE NOTICE** that all the following meetings have been canceled:

- September 9<sup>th</sup>
- October 7<sup>th</sup>
- November 12<sup>th</sup> (Tuesday)
- December 9<sup>th</sup>
- January 13, 2025

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

**DISCUSSION**

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

**Administration**

Ms. Borek provided an overview of Google Analytics available for the website.

Property Purchase – She advised that the property closed on September 10, 2024. ED met with two contractors who are responding to the bid proposal through the architect. Bids are due 10/4.

**Equipment**

*Nothing new to report.*

**Facilities / Projects Update**

Hodge Road Pump Station – Ms. Borek advised that Longo pulled the pump and TTHMUA is awaiting a final quote for the service.

Hidden Brook Pump Station – Ms. Borek reported that electric service has been restored to the pump station but the outstanding internet service remains a work in progress.

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – TTHMUA has received a Shop drawing review proposal from VNHA, which was discussed. Direction was received and Ms. Borek will follow up with VNHA regarding the proposal.

Sunnymead Pump Station – Ms. Borek provided an update on the current station status; Pumps 1 & 3 have been pulled and rebuilt, #2 has a motor issue, but will not be pulled and only emergency repairs will be made at this time.

Sunnymead Force Main Project – NNTR

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – Ms. Borek reported that a Resolution was received from Somerset County for the \$1.250M in ARP funding, along with a contract. The authorizing resolution is on this agenda for consideration by TTHMUA.

Easement Maintenance / Inventory – easement maintenance is proceeding.

Pump Station Monthly Inspection Report – Ms. Borek advised that the report template has been updated and maintenance will start inspections this week.

### **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. NNTR – awaiting wet weather.

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. NNTR.

**GIS** – All trunk lines are complete, neighborhood work starting.

**Pre-construction Meetings** - NA

### **Miscellaneous Items**

Ms. Borek provided an update of Affordable Housing – 4<sup>th</sup> Round Discussion - Teleconference with Township Planner (David Kois) and Township Affordable Housing Special Counsel (Jennifer Beahm) regarding capacity and vacant land analysis. The goal is to reduce the overall number of units by showing which parcels of vacant land are not in the SSA and secondarily showing areas of concern that are in the SSA. The anticipated timeframe is as follows: by the end of October, Township should receive an updated number of units from FSH and by the end of January 2025, they must respond to accept or challenge it. The internal goal is to have the analysis completed by the end of December 2024. Right now, the Township Planner is to review the VLA sent by AFH Special Counsel and advise which parcels can be removed from the list. Then MUA will look at the remaining relative to SSA and capacity.

VNHA Outstanding Invoices – Ms. Borek met with Brandon Fetzer (VNHA / Pennoni) last week and went over outstanding invoices that TTHMUA has not received yet. The below chart represents the total \$104,411

of that \$33,287.50 will not be billed. \$54,430 was for the revised plans for the SMPS Project; he has to get back to me on this, as some of this will not be billed and he will be submitting a change order for some of it. Additionally, there were two other invoices outstanding from the last time we went through them totaling \$11,418.50, for which I have asked for backup, authorizations, etc., he will be providing that before we issue payment.

Total	Zeroed out
\$ 1,316.500	\$ 1,316.50
\$ 8,110.000	\$ 8,110.00
\$ 22,660.500	\$ 22,660.50
\$ 4,591.500	
\$ 5,341.000	
\$ 54,430.000	
\$ 6,017.000	
\$ 1,200.500	\$ 1,200.50
\$ 744.000	
\$ 104,411.000	\$ 33,287.50

Potential Shared Services – IT: ED an Administrative Staff meeting with Township IT Director to discuss potential of Shared Services for IT Services (Friday, September 27<sup>th</sup>).

Millstone Borough – Have reached out to the County, Millstone and VanCleeef - nothing new to report, except for their Affordable Housing project of 20 market rate units and 90 age restricted. NNTR.

Hillsborough Township Code, Chapter 341 entitled, “Sump Pump Disconnection” – been advised that the Board of Health will adopt an ordinance.

Committee Reports:

- Engineering / Facilities: See above.
- Finance: Audit – Sent to Finance Committee – resolution on agenda  
2025 Budget Timeline:
  - ✓ 08/12 – Board Meeting, Budget discussion of draft & Budget Introduction
  - ✓ 09/25 – Budget Adoption (on this agenda)
- Personnel: New Hire – resolution on agenda  
Title change for I&I Position – draft resolution prepared  
Incident report – please refer to email sent under separate cover

**SRVSA:** Meeting held on Monday, September 23<sup>rd</sup>.

**AEA:** Conference November 18-19

Legislative Update: Ms. Borek participated in a Zoom on 9-18-2024: At the June 28<sup>th</sup> last meeting of the state Legislature, it was discussed about coming back in session during the summer, but that did not happen. On 9-12-24 the Assembly and Senate Committees were set to reconvene, but it was estimated that 80-90% of the Committees did not meet. When asked about a possible theme for the remainder of the Legislative year, it was noted that there was not an apparent theme per se, but some environmental bills were being looked at in terms of adjusting requirements. There are essentially 4 voting sessions left for the remainder

of the year, with some Committee meetings coming up this week and early next. The Water Quality Accountability Act is in subcommittee and is looking at proposed rules and rule amendments to look further into drinking water systems than in the past. October 18<sup>th</sup> is the deadline for written comments regarding this. AEA provided comments to NJDEP on the licensed operator rules. EPDA cohorts have had presentations by NJDEP and it seems as if NJDEP is moving towards some of the suggestions of AEA, for example shortening the amount of time for an operator to be able to take the exam as well as the operator in training aspect. There will be more to come on this. There is a public hearing on Thursday, September 19<sup>th</sup> on NJ PACT rules – Protecting Against Climate Threats and the deadline for written comments is November 3<sup>rd</sup>. The flood elevation for the 100-year flood is incorporated in that and AEA will be further looking into this. There will be rules changes to the Water Bank coming as well. AEA will be moderating as well as presenting at NJWEA on October 22<sup>nd</sup>, the presentation will be on the Privatization of Systems. The AEA Fall Conference is coming along in terms of planning as well. AEA is working with Senator Bob Smith on the repeal of WIPA, but after a brief discussion the focus should be on amending WIPA as it is not going away. Peg Gallos, ED of AEA is working on the draft document.

**CLAIMS LISTS**

Operating Fund	\$ 195,993.46	- September 25, 2024
General Fund	\$ 10,378.76	- September 25, 2024

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

**PUBLIC COMMENT**

None at this time

**CLOSED SESSION**

**RESOLUTION #24-0925-06 – 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. Damiano and seconded by Mr. McCray, and all those present voted in favor and the Board moved into Closed Session at 6:36 pm.

At 6:46 pm, a motion was made by Mr. Damiano and seconded by Mr. McCray to come out of closed session and all those present voted in favor.

**RESOLUTION AFTER CLOSED SESSION**

**RESOLUTION #24-0925-07 – Resolution Establishing the Position of I&I Program Facilitator for The Township of Hillsborough Municipal Utilities Authority (TTHMUA) and Appointing Michael Swayne As I&I Program Facilitator**

**WHEREAS**, Inflow and Infiltration Inflow and Infiltration is defined as groundwater and stormwater that enter a sanitary sewer system which can cause damage decrease efficiency of the system; and

**WHEREAS**, TTHMUA has implemented an I&I Mitigation Program for several years; and

**WHEREAS**, there exists the need to have an I&I Program Facilitator; and

**WHEREAS**, a job description for this position was established by the Executive Director and shared with the Personnel Committee; and

**WHEREAS**, the Personnel Committee has reviewed and approved said job description and the qualifications of Michael Swayne, current employee in the I&I Department; and

**WHEREAS**, the Personnel Committee recommends an increase of \$7,500 for Mr. Swayne, effective October 7, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority (TTHMUA), County of Somerset, State of New Jersey that the Position of I&I Program Facilitator is hereby established pursuant to the attached job description and Michael Swayne be appointed to said position with a salary increase of \$7,500, effective October 7, 2024.

A motion was made by Mr. Damiano, seconded by Mr. McCray, and all those present voted in favor with the exception of Chairman Nunn, who abstained.

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. McCray to adjourn the meeting at 6:48 pm and all those present voted in favor.