



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
MONDAY – DECEMBER 9, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 9:45 AM on Monday, December 9, 2024, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Mr. Damiano was noted as absent. Also, present were Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq.

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 December 9, 2024, at 9:45 am.

PLEDGE OF ALLEGIANCE

CLOSED SESSION

RESOLUTION #24-1209-01 – Resolution Authorizing Closed Session: Personnel Discussion

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, seconded by Mr. Avolio, and all those present voted in favor and the Board moved into Closed Session at 9:48 am.

At 10:11 am, a motion was made by Mr. Avolio, seconded by Mr. McCray to come out of closed session and all those present voted in favor. Ms. Hohnhorst and Mr. Cipparulo left the meeting at this time.

At 10:12 am, the following representatives from VanNote Harvey Associates and Pennoni Engineering joined the meeting: Brandon Fetzer, Michael Lewandowski, Robert, Campbell, Bradley Pferdehirt and Mark Mayhew. Mr. Campbell, Mr. Lewandowski and Mr. Pferdehirt each provided a broad overview of their experience, particularly as it relates to wastewater.

Ms. Borek thanked the team for joining the meeting and addressed the issue at hand regarding the Sunnymead Pump Station Upgrade project and the anticipated timeline.

Mr. Fetzer provided an overview of information from the internal plan reviews of the proposed upgrades and outlined some areas of clarification that would be needed from TTHMUA. The areas of clarification included two parallel 36-inch pipes, and the option of reducing to 20 inch, the use of submersible pumps, and the build out for a forth future pump. A further discussion ensued regarding the buildout plan and precast versus cast in place. It was stated that there would not be any charge to TTHMUA for the redesign work once these clarifications were determined. It is estimated that a complete set of bid documents will be available in five (5) months from now.

VanNote Harvey was to memorialize this discussion in a memo to TTHMUA for Board consideration prior to the December 18th Board meeting.

At 10:45 am, Mr. Avolio left the meeting.

At 10:46 am, this portion of the meeting was adjourned and those remaining present dispersed to a site visit at the Sunnymead Pump Station.

At 11:43 am, a motion was made by Mr. McCray, seconded by Mr. Scarantino to reopen the public meeting, and all those present voted in favor.

Mark Mayhew and Brandon Fetzer remained at the meeting from VanNote Harvey / Pennoni.

Ms. Borek brought up the fact of outstanding invoices, particularly Invoice #1208480. Mr. Mayhew reviewed the document and asked that TTHMUA pay \$610.50 of the invoice, and he will advise their account receivable department. It was discussed and agreed upon that aside from the current invoices for the Fox Chase project, there are no additional outstanding invoices.

Chairman Nunn summarized the total dollars spent by TTHMUA for these projects thus far and expressed TTHMUA's disappointment that after this amount of money and time on this project, TTHMUA still does not have bid ready documents.

A discussion continued regarding timely invoicing and work being performed out of scope without TTHMUA authorization. A letter will be sent to TTHMUA regarding further information on any remaining invoices.

ADJOURNMENT

With no further business to discuss a motion was made by Mr. McCray, seconded by Mr. Scarantino and the meeting adjourned at 12:01 pm.