



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

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, November 26, 2024, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn

Mr. Damiano and Mr. Scarantino were noted as absent. Also, present were Executive Director Pamela Borek and Township Committeeman and Liaison to the Township of Hillsborough Municipal Utilities Authority Shawn Lipani. Mr. Peter Cipparulo, Esq. arrived at 6:15pm.

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 November 26, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

CLOSED SESSION

RESOLUTION #24-1126-01 – 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. McCray and seconded by Mr. Avolio, and all those present voted in favor and the Board moved into Closed Session at 6:03 pm.

At 6:10 pm, a motion was made by Mr. Avolio and seconded by Mr. McCray to come out of closed session and all those present voted in favor.

APPROVAL OF MINUTES

CORRESPONDENCE – Ms. Borek reported that Toll Brothers is in the process of submitting their shop drawings for the project.

PRESENTATIONS

MATTERS FOR CONSIDERATION

RESOLUTION # 24-1126-02 - Resolution Extending Approval of a Sanitary Sewer Extension and Connection for the Project Known as proposed Mayor Subdivision at Farm Road, Located on Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough, Somerset County, New Jersey

WHEREAS, RESOLUTION # 22-1122-1 entitled “Resolution Authorizing Approval of a Sanitary Sewer Extension for Sukhdev A. & Ruchika Angras for Proposed Major Subdivision at Farm Road, Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough in the Amount of 900 GPD”, has expired; and

WHEREAS, the applicant has requested an extension to for this approval;

WHEREAS, the requested wastewater flow from the proposed project, a subdivision resulting in three (3) new single-family lots, is 900 gallons per day (GPD); and

WHEREAS, the connection of the proposed development will be via a gravity sewer; and

WHEREAS, plans, specifications, an Engineer’s Report and other support documents have been prepared by Van Cleef Engineering Associates, LLC, Hillsborough, New Jersey and have been reviewed by CME Associates, TTHMUA’s professional engineer, at the time of the original approval.

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

1. CME Associates’ memorandum of October 19, 2022.
2. Approval of the Somerset Raritan Valley Sewerage Authority.
3. Approval of the New Jersey Department of Environmental Protection.
4. 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. In addition, the plans should be submitted in electronic computer aided design (CAD) format.
5. 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.
6. A 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.
7. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable. It should be noted that the plans designate an Access and Utility Easement, consisting of 0.32 acres, extending from Farm Road eastward to just past the entrances to the driveways for the easternmost two (2) houses.
8. Should The Township of Hillsborough Municipal Utilities Authority be required to make any repairs or conduct any work to any portion of the sanitary sewer system within the applicable sanitary sewer easements, the restoration of any lawn or pavement area will be the responsibility of the property owners or any Homeowners Association should one be formed.
9. 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 for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

Ms. Borek stated that this initial approval was in 2022 and has expired. This resolution extends that approval with all prior conditions remaining.

The resolution and motion were introduced by Mr. McCray and seconded by Mr. Avolio, and all those present voted in favor.

RESOLUTION # 24-1126-03 – Resolution Accepting an Easement and Right of Way for the Project Known as proposed Mayor Subdivision at Farm Road, Located on Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough, Somerset County, New Jersey

WHEREAS, The Township of Hillsborough Municipal Utilities Authority, herein after “TTHMUA” is in receipt of an Easement and Right of Way for the above-mentioned parcels; and

WHEREAS, said documents have been reviewed by the Authority Attorney and found acceptable.

NOW, THEREFORE, BE IT RESOLVED by TTHMUA the acceptance of an easement and right away for the Project Known as proposed Mayor Subdivision at Farm Road, Located on Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough, Somerset County, New Jersey, as defined in the easement agreement.

Ms. Borek reported this easement was reviewed by Authority Attorney and found acceptable.

The resolution and motion were introduced by Mr. McCray and seconded by Mr. Avolio and all those present voted in favor.

RESOLUTION # 24-1126-04 – Resolution 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 a meeting is hereby scheduled for:

December 9th, at 9:45 am

Ms. Borek stated that this resolution amends the meeting schedule, adding a meeting for Monday, December 9, 2024.

The resolution and motion were introduced by Mr. McCray and seconded by Mr. Avolio and all those present voted in favor.

RESOLUTION # 24-1126-05 – Resolution Authorizing a Time Clock Policy as an Amendment to the Employee Handbook, Effective December 2, 2024

WHEREAS, there exists the need for accurate time reporting for the Maintenance Employees of The Township of Hillsborough Municipal Utilities Authority, hereafter referred to as “TTHMUA”; and
WHEREAS, to accomplish such, a time clock shall be installed at the Maintenance Facility of TTHMUA; and
WHEREAS, the Time Clock Policy, contained herein, shall be an amendment to the Employee Handbook, effective December 2, 2024; and
WHEREAS, all Maintenance Employees will sign an acknowledgement form upon receipt of policy; and
WHEREAS, the Time Clock Policy is as follows:



220 Triangle Road, Suite #234
P O Box 5909
Hillsborough, NJ 08844
-
Telephone (908) 371-9660
Fax (908) 371-9670

Time Clock-In/Clock-Out Policy

This time clock in/clock out policy ensures that all Maintenance employees are accurately recording their work hours and provides guidelines for proper timekeeping practices.

Eligibility:

This policy applies to all Maintenance employees of The Township of Hillsborough Municipal Utilities Authority, regardless of their position or location.

NOTE: Exempt employees are not required to clock in and out in accordance with this policy.

Timekeeping Practices:

All Maintenance employees are expected to accurately record their work hours by using the Township of Hillsborough Municipal Utilities Authority’s designated timekeeping system. The following practices apply:

- **Clocking In/Out**

All full-time and part-time hourly, and non-exempt employees are required to clock in and clock out at the beginning and end of each shift using the company's designated timekeeping system. Employees then are required to remain in the breakroom to receive confirmation of work schedules for the day. Upon receipt of said assignments, employees are to promptly start their scheduled work. Employees are expected to be responsible for accurately recording their time worked. Compliant employee hours for eligible employees are based on scheduled shifts.

- **Rounding Hours**

Employee hours will be rounded, in compliance with the Fair Labor Standards Act (FLSA).

- All recorded hours will be rounded to the nearest quarter-hour. Example time records:

- Clock in at 8:06 AM rounded to 8:00 AM
- Clock in at 8:12 AM rounded to 8:15 AM
- Clock out at 4:58 PM rounded to 5:00 PM

- Clock out at 5:19 PM rounded to 5:15 PM

By submitting a time record to their manager, an employee certifies the accuracy of the time record.

Accuracy of time record means the hours submitted are for hours actually worked in accordance with work assignments of the Authority. The supervisor will review the record for accuracy before submitting it to the payroll department. For hours worked over 40 in a workweek, employees will be paid overtime, at a rate of time and a half their regular hourly rate.

- Break Times and Meal Breaks

Employees scheduled to work six or more consecutive hours in a day are entitled to an unpaid meal break of no more than 30 minutes. Meal breaks should be taken approximately halfway through the shift.

Employees are required to clock out for meal breaks.

- Rest Breaks

Employees scheduled to work four or more consecutive hours in a day are entitled to a paid rest break of no more than 15 minutes. Rest breaks should be taken at a suitable time during the shift. Rest breaks are considered work time, and employees should remain available to address any urgent work-related matters.

Timesheet Approval

The Supervisor is responsible for reviewing and approving employee time records on a regular basis. The following practices apply:

- The Supervisor must ensure that employee time records are accurate and reflect actual hours worked.
- The Supervisor must review and approve employee time records before submitting them to the HR or payroll department for processing.
- The Supervisor must promptly address any issues or discrepancies related to employee time records.

Enforcement and Disciplinary Action

Violation of this timekeeping policy may result in disciplinary action, up to and including termination of employment. The following practices apply:

- Employees who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.
- Managers and supervisors who fail to comply with this policy may also be subject to disciplinary action, up to and including termination of employment.

Common violations that fall under this policy includes:

1. Buddy punching - An employee clocks in for someone who is not present at work and vice versa. (Not possible since thumb print)
2. Unauthorized overtime - An employee works beyond their schedule without the Supervisor's approval.
3. Time theft - An employee claims they worked certain hours even though they didn't.
4. Failure to clock in and out - An employee fails to clock in and out at the correct time without a valid reason or manager's approval

The following disciplinary actions will apply to anyone caught doing the above violations:

- First Offense: A discussion with Executive Director and Human Resources regarding this Policy and further violations
- Second Offense: A discussion with Executive Director and Human Resources about the Policy, and a written warning in the employee's personnel file, detailing the repercussions for further Policy violations
- Third Offense: Increased disciplinary action, suspension without pay and, or up to and including termination



220 Triangle Road, Suite #234
P O Box 5909
Hillsborough, NJ 08844
-
Telephone (908) 371-9660
Fax (908) 371-9670

Time Clock-In/Clock-Out Policy
Acknowledgement

By signing below, you acknowledge that you have read and understand this timekeeping policy and agree to comply with its provisions.

The Township of Hillsborough Municipal Utilities Authority

[Print Employee Name]

[Employee Signature]

[Date]

NOW THEREFORE BE IT RESOLVED that the aforementioned Time Clock Policy is an Amendment to the Employee Handbook and is effective, December 2, 2024.

There was a brief discussion about amending the proposed policy to just clock in for the morning and out at the end of the workday.

The resolution and motion were introduced as amended by Mr. McCray and seconded by Mr. Avolio, and all those present voted in favor.

RESOLUTION #24-1126-06 Resolution Awarding the Contract Known as “Mulford Lane Pump Station Replacement – Contract # 53” to DeMaio Electrical Company, Inc.

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

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) solicited bids for the contract known as “Mulford Lane Pump Station Replacement – Contract # 53”; and

WHEREAS, bids were received and opened on November 20, 2024; and

WHEREAS, TTHMUA received five (5) bids [there were eleven (11) bid document holders]:

- DeMaio Electrical Company, Inc., Hillsborough, New Jersey in the amount of \$1,429,000.00;
 - Dulaine Contracting, Inc. Gladstone, New Jersey in the amount of \$1,593,625.00;
 - Coppola Services, Inc. Ringwood, New Jersey in the amount of \$1,597,890.00;
 - CMS Construction, Inc., Plainfield, New Jersey in the amount of \$1,643,220.00;
 - JVS Industrial & Commercial Contractors, Inc. Edison, New Jersey in the amount of \$1,767,000.83;
- and

WHEREAS, the bids received have been reviewed and found to be acceptable by the TTHMUA staff, the TTHMUA attorney and H2M Associates; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director, et al., that the contract be awarded to DeMaio Electrical Company, Inc., Hillsborough, New Jersey, as the lowest responsible bidder, for the lump sum price of \$1,429,000.00; and

WHEREAS, partial funding for this project is from ARP funds via an agreement between Somerset County and the Township of Hillsborough Municipal Utilities Authority.

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

1. The contract be awarded to TBD, New Jersey, as the lowest responsible bidder, for the lump sum price of \$1,429,000.00.
2. The Executive Director and the Chairman are hereby authorized and directed to execute said Contract on behalf of TTHMUA.

The resolution and motion were introduced by Mr. Avolio, seconded by Mr. McCray, and all those present voted in favor.

RESOLUTION #24-1126-07 – Resolution Authorizing the Executive Director to Accept and Execute Proposal #2411-3780 from Stilo Excavating and Paving for Concrete Work at the Ivy Hill Pump Station

WHEREAS, there exists the need for concrete work repairs to be made at the Ivy Hill Pump Station; and

WHEREAS, the Executive Director solicited quotes for said work and the results are as follows:

- Iannella Masonry Construction \$4250 (non-prevailing wage)
- Adamsville Maintenance – no quote (stated too busy at this time)
- 911 Carting, Inc. & 911 Septic Pumping & Repair, Inc. – no quote
- Stilo Excavating and Paving - \$4,410 (quote based on prevailing wage)

WHEREAS, it is the recommendation of the Executive Director to authorize Stilo Excavating and Paving to complete said work.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority (TTHMUA), County of Somerset, State of New Jersey that the Agreement between TTHMUA and Stilo Excavating and Paving for the concrete work at the Ivy Hill Pump Station is hereby approved and the Executive Director is authorized to accept the proposal.

The resolution and motion were introduced by Mr. Avolio, seconded by Mr. McCray, and all those present voted in favor.

RESOLUTION #24-1126-08 Resolution Ratifying the Agreement with Cerminara Architect for Architectural Design Services for the Administration Office Building

WHEREAS, there was the need for architectural design services for the Administration Office Building; and

WHEREAS, quotes were obtained for such services from the following:

- ArchitecturePLUS \$31,300
- Berkowsky \$42,500
- Cerminara \$22,080

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) accepted the proposal from Cerminara Architect.

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

The proposal from Cerminara Architect is hereby ratified and confirmed for architectural design services for the Administration Office Building.

The motion and resolution were introduced by Mr. Avolio, seconded by Mr. McCray and all those present voted in favor.

RESOLUTION #24-1126-09 Resolution Awarding a Contract to D&D Construction Management, LLC for Construction of the Administration Office Building

WHEREAS, there exists the need for Demolition and Construction of the Administration Office Building located at 301 / 302 Towne Centre Drive, Hillsborough, New Jersey; and

WHEREAS, the solicitation of bids was advertised on the Authority's website and also sought from the following:

- DeSapio Construction
- D&D Construction Management
- Precision Building & Construction
- TNM Construction
- Mountainview Drywall
- Burshnic Brothers
- Doyle Brothers

WHEREAS, bids were received from DeSapio Construction and D&D Construction Management on October 4, 2024, all others declined to provide a proposal; and

WHEREAS, after review of the bids received, which exceeded the budget for the project; the scope was modified to reflect a reduction in scope; and

WHEREAS, updated bids were received from again received from DeSapio Construction (\$336,988.06) and D&D Construction Management (\$365,535.00) without potential credits; and

WHEREAS, the bids received have been reviewed and found to be acceptable by TTHMUA staff, TTHMUA Attorney and H2M Associates; and

WHEREAS, it is the recommendation of the TTHMUA's Executive Director, et al., that the contract be awarded to D&D Construction Management, New Jersey, as the lowest responsible bidder, for the cost of \$325,988.06; and

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

1. The contract be awarded to TBD, New Jersey, as the lowest responsible bidder, for the cost of \$325,988.06.
2. The Executive Director is hereby authorized and directed to execute said Contract on behalf of TTHMUA.

The motion and resolution were introduced by Mr. McCray, seconded by Mr. Avolio and all those present voted in favor.

DISCUSSION

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

Administration

Ms. Borek advised that the property tax exempt status has been confirmed with the Township Tax Assessor. Additionally, Unit #301, has been painted and staff is moving files and furniture there as that will be the temporary offices while #302 gets built out. She concluded with the following permit reviews are complete: Building, Plumbing and Fire; while Electrical remains under review.

Equipment

NNTR

Facilities / Projects Update

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – Ms. Borek reported that the project is underway.

Sunnymead Pump Station – NNTR

Ms. Borek stated that a meeting has been scheduled with VanNote Harvey Associates and Pennoni for Monday, December 9, 2024.

Sunnymead Force Main Project – NNTR

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – Contract awarded on this agenda.

Ivy Hill Pump Station – repair awarded on this agenda.

Easement Maintenance / Inventory – easement maintenance is proceeding. Chairmain Nunn requested that the lines are walked monthly. Ms. Borek advised she will work with Maintenance Supervisor regarding that request. Also, there needs to be a better understanding of what lines are complete and not complete.

Pump Station Monthly Inspection Report – Ms. Borek reported that she is still waiting for the remaining reports and a draft summary will be put together by the next regularly scheduled Board meeting.

I&I

On hold

GIS

On hold

Pre-construction Meetings – A meeting with held with the contractor for Campus.

Miscellaneous Items

Professional services for 2025 – Ms. Borek advised that notice will be issued in December.

Holiday Luncheon – will be held December 20th at 12:30

Affordable Housing – Ms. Borek advised that she is waiting to hear from the Township regarding the proposed number their Affordable Housing Planner has calculated.

VNHA Outstanding Invoices – a meeting is scheduled for December 9, 2024.

Millstone Borough – NNTR

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

Committee Reports:

- Engineering / Facilities: See above.
- Finance: Report sent via email under separate cover
- Personnel: Closed Session

SRVSA: Ms. Borek reported at the last meeting of the SRVSA on November 25, 2024, their budget was approved along with a 4% rate increase.

AEA: Ms. Borek reported that she along with Chairman Nunn and Vice-Chair Avolio attended the Tuesday session of the AEA Conference and there were some valuable sessions on public purchasing and procurement.

CLAIMS LISTS

Operating Fund	\$ 784,037.71	- November 26, 2024
General Fund	\$ 7,611.40	- November 26, 2024

A motion was made by Mr. Avolio, seconded by Mr. McCray; 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. McCray, seconded by Mr. Avolio to adjourn the meeting at 7:05 pm and all those present voted in favor.