



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – OCTOBER 23, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, October 23, 2024, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

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 October 23, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 24, 2024, Closed Meeting Minutes
A motion was made by Mr. McCray, seconded by Mr. Avolio to approve the July 24, 2024, Closed Meeting minutes; all those present voted in favor except for Mr. Scarantino, who abstained.

CORRESPONDENCE

PRESENTATIONS

MATTERS FOR CONSIDERATION

RESOLUTION #24-1023-01 – Ratifying and Confirming the Authorization of an Agreement Between The Township of Hillsborough Municipal Utilities Authority and H2M Associates, Inc. for Bid Phase Engineering Services for the Mulford Lane Wastewater Pump Station Replacement (Contract No. 53)

WHEREAS, Engineering Design services for Contract No. 53 the Mulford Lane Pump Station Replacement project was awarded to H2M in September of 2021; and

WHEREAS, subsequently now that the TWA has been submitted to NJDEP and received, bid phase engineering services are necessary; and

WHEREAS, H2M Associates, Inc. (H2M) submitted a proposal to provide such services, not to exceed \$3,500.00.

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 H2M for Bid Phase Engineering Services, not to exceed \$3,500.00 is hereby authorized.

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

RESOLUTION #24-1023-02 – Authorizing and Accepting the Proposal from VanNote Harvey, A Division of Pennoni for the Review of Shop Drawings in an Amount Not to Exceed \$5,000 for the Fox Chase Sewer Replacement Project

WHEREAS, Shop Drawing Review is necessary for the Fox Chase Sewer Replacement Project; also known as Contract #54; and

WHEREAS, a proposal was submitted by VanNote Harvey, A Division of Pennoni in the amount of \$5,000.

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 VanNote Harvey, A Division of Pennoni for Shop Drawing Review Services, not to exceed \$5,000.00 is hereby authorized.

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

RESOLUTION # 24-1023-03 - Resolution Authorizing the Executive Director to Execute a Shared Services Agreement on Behalf of the Hillsborough Township Municipal Utilities Authority with the County of Somerset for Public Works Equipment and Services

WHEREAS, the County of Somerset and the Hillsborough Municipal Utilities Authority (TTHMUA) wish to enter into a Shared Services Agreement for Public Works Equipment and Services; and

WHEREAS, TTHMUA is in need of various services provided by Somerset County; and

WHEREAS, Somerset County has the ability to provide Public Works Equipment and Services as set forth in the Agreement.

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

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

RESOLUTION # 24-1023-04 Resolution Extending Approval of a Sanitary Sewer Extension and Connection for Campus Associates, LLC, Block 58, Lot 1.05, in the Township of Hillsborough

WHEREAS, plans have been submitted to the Township of Hillsborough Municipal Utilities Authority (TTHMUA) by VanCleeve Engineering Associates, LLC on behalf of Campus Associates, LLC, Block 58, Lot 1.05, for a sanitary sewer extension and connection into TTHMUA's existing sanitary sewer facilities in an existing sanitary sewer easement; and

WHEREAS, this proposal consists of four (4) apartment buildings and one (1) clubhouse building. There will be a total of ninety-six (96) apartments, comprising twenty-three (23) affordable units and seventy-three (73) market-rate units. The project will require approval from Somerset Raritan Valley Sewerage Authority

(“SRVSA”). Based on the current design, the project will require Treatment Works Approval (“TWA”) from New Jersey Department of Environmental Protection (“NJDEP”); and

WHEREAS, the following items shall be addressed:

1. The plans state that the NJDEP Freshwater Wetlands Letter of Interpretation was issued July 24, 2017. Our understanding is that NJDEP wetlands permits are valid for five (5) years. While the construction of the sanitary sewer system does not appear to impact any wetlands or buffers, the applicant shall confirm/verify that the permits are valid.
2. In its current form, the project proposes private sanitary sewer mains and laterals with a connection to the public main in an existing sanitary sewer easement along the northerly property line. All sanitary sewer facilities located on the subject property shall be owned and maintained by the owner. The mains and laterals shall conform to the TTHMUA Standard Sanitary Sewer Specifications Section II.D.
3. In accordance with TTHMUA Standard Sanitary Sewer Specifications Section III.A.2, “Whenever possible, sewer connections are to be made directly into the manholes.” The plans shall be revised accordingly. (It appears that Buildings #2 and #3 can be easily connected to the manholes.) See also Section IV.F for connection specifications. (Please note: In the alternative where it is not possible to connect to the sanitary sewer manhole, the plans shall be revised to show a detail of the saddle-tap connection.)
4. All work performed in the TTHMUA easement, including the connection to the TTHMUA sanitary sewer, shall be witnessed and inspected by TTHMUA personnel.
5. While profiles along the sanitary sewer laterals are not necessary, TTHMUA recommends that the plans be revised to show at minimum the finished grade above the lateral as well as all crossings with other utilities to ensure proper coverage and adequate separation. If necessary (specifically at the storm sewer and sanitary sewer crossings), the sanitary sewer shall be ductile iron pipe, extended ten feet (10’) past the crossing, encased in concrete or both depending on the separation distances.
6. Prior to construction, a preconstruction meeting shall be conducted to ensure that all conditions of the TTHMUA, SRVSA, and if applicable, NJDEP TWA approvals are met. In addition, shop drawings shall be submitted by the applicant for review and approval by the authority’s engineer.
7. Notwithstanding the comments above, the applicant’s proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications; and

WHEREAS, the plans and specifications have been reviewed by the TTHMUA Staff Engineer; and

WHEREAS, all findings and recommendations of the original approval of the September 28, 2024 resolution remain in effect.

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

BE IT FURTHER RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this 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.

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

DISCUSSION

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

Administration

Property Purchase – Ms. Borek advised that the initial statement for property tax exemption for 2025 has been submitted and received by the Township’s Tax Assessor. Staff met with the Architect to pick out the finishes and bids were received on October 4, 2024. After review it was determined that there needed to be some plan modifications to reduce the costs.

Equipment

NNTR

Facilities / Projects Update

Hodge Road Pump Station – the repaired pump is expected tomorrow.

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – Ms. Borek reported that the Authority is still waiting on the NJDEP permit for the wetlands. Ms. Borek will advise the Township CFO of the contract award to confirm encumbrance for the funds.

Sunnymead Pump Station – Ms. Borek referred the Board to the email she forwarded from Mr. Fetzer of Van Note Harvey and Associates.

Sunnymead Force Main Project – NNTR

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – Ms. Borek reported that addendum #1 was issued this week to the bid holders.

Easement Maintenance / Inventory – as a result of the favorable weather, many trunk lines have been cleared.

Pump Station Monthly Inspection Report – the inspections are about half completed. The Board requested that this information be compiled in a report. Ms. Borek anticipated the information to be completed by the end of October.

I&I – As a result of the dry weather, leaks are not as prevalent. There are identified manholes that are in need of repair.

GIS – Focus has been within the neighborhoods.

Pre-construction Meetings - NA

Miscellaneous Items

Affordable Housing & Vacant Land Analysis: Ms. Borek obtained the vacant land analysis from the Township Planner. Staff cross referenced the parcels with the sewer service area and also included trunk line information, in terms of what is trunk line services the parcels.

VNHA Outstanding Invoices – NNTR

Potential Shared Services – IT: ED an Administrative Staff meeting with Township IT Director to discuss potential of Shared Services for IT Services (Friday, September 27th), however the meeting was postponed.

Millstone Borough – NNTR

Hillsborough Township Code, Chapter 341 entitled, “Sump Pump Disconnection” – been advised that the Board of Health will adopt an ordinance. Still waiting to see if the Board of Health had a quorum.

Committee Reports:

- Engineering / Facilities: See above.
- Finance: report sent separately via email
- Personnel: NNTR

SRVSA: Next meeting is October 28, 2024. Ms. Borek and Mr. Scarantino attended WEFTEC in New Orleans with members of SRVSA earlier in October. Ms. Borek reported that it was a good experience regarding the extensiveness of the exhibition floor.

AEA: Conference November 18-19

CLAIMS LISTS

Operating Fund	\$ 206,108.55	- October 23, 2024
General Fund	\$ 25,008.75	- October 23, 2024
Inspection Trust	\$ 8,575.00	- October 23, 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

None at this time

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Damiano to adjourn the meeting at 6:57 pm and all those present voted in favor.