



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – DECEMBER 18, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, December 18, 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 December 18, 2024, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- September 25, 2024 - Regular Meeting Minutes  
A motion was made by Mr. Avolio, seconded by Mr. Damiano to approve the September 25, 2024, Regular Meeting minutes; all those present voted in favor, except for Mr. Scarantino, who abstained.
- September 25, 2024 - Closed Session Minutes  
A motion was made by Mr. Damiano, seconded by Mr. Avolio to approve the September 25, 2024, Closed Session minutes; all those present voted in favor, except for Mr. Scarantino, who abstained.
- October 23, 2024 - Regular Meeting Minutes  
A motion was made by Mr. Damiano, seconded by Mr. Avolio to approve the October 23, 2024, Regular Meeting minutes; all those present voted in favor.
- November 26, 2024 - Regular Meeting Minutes  
A motion was made by Mr. Avolio, seconded by Mr. McCray to approve the November 26, 2024, Regular Meeting minutes; all those present voted in favor, except for Mr. Damiano and Mr. Scarantino, who abstained.
- November 26, 2024 - Closed Session Minutes  
A motion was made by Mr. Avolio, seconded by Mr. McCray to approve the November 26, 2024, Closed Session minutes; all those present voted in favor, except for Mr. Damiano and Mr. Scarantino, who abstained.
- December 9, 2024 - Special Meeting Minutes  
A motion was made by Mr. Avolio, seconded by Mr. McCray to approve the December 9, Special Meeting minutes; all those present voted in favor, except for Mr. Damiano who abstained.
- December 9, 2024 - Closed Session Minutes

A motion was made by Mr. Avolio, seconded by Mr. McCray to approve the December 9, Special Meeting minutes; all those present voted in favor, except for Mr. Damiano who abstained.

**CORRESPONDENCE**

- Ms. Borek reported that Toll Brothers submitted their plans for the pump station at the Enclave. It was agreed that they should be reviewed by Mr. Kastrud. It was discussed about requesting a toilet to be installed.
- H2M Proposal for Construction Phase Engineering Services – Ms. Borek reported that H2M submitted a proposal for Construction Phase Engineering Services for the Mulford Pump Station Replacement Project.
- Van Note Harvey / Pennoni – Ms. Borek reported that a memo was received from Van Note Harvey / Pennoni as a follow up to the December 9<sup>th</sup> meeting. There was a brief discussion, and it was determined that another meeting needed to be set up to discuss the parameters of that memo relative to the plans for the Sunnymead Pump Station.

**PRESENTATIONS**

None at this time

**MATTERS FOR CONSIDERATION**

**RESOLUTION # 24-1218-01 Resolution Authorizing the Promotion of Tracie Hohnhorst to the Position of Assistant Executive Director**

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is desirous to have an Assistant Executive Director to assist with the supervision of staff and projects; and

**WHEREAS**, Ms. Tracie Hohnhorst has been a dedicated employee of TTHMUA since March 16, 2009; and

**WHEREAS**, Ms. Hohnhorst has met with the Board of TTHMUA in Closed Session to discuss this opportunity; and

**WHEREAS**, Ms. Hohnhorst shall be appointed to the position of Assistant Executive Director, effective December 16, 2024, at a salary of \$90,000 per year, responsible for the roles and responsibilities set forth in the job description, with a ninety-day probationary period.

**NOW, THEREFORE, BE IT RESOLVED**, that Ms. Tracie Hohnhorst is hereby appointed as Assistant Executive Director of TTHMUA, effective December 16, 2024.

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

**RESOLUTION #24-1218-02 – Resolution Authorizing Will Serve for Block 151.09, Lot 227 within Hillsborough Township, County of Somerset, State of New Jersey**

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is in receipt of email correspondence of a letter written to TTHMUA from May of 2021, from VanCleaf Engineering Associates; regarding a proposed residential apartment complex development; and

**WHEREAS**, the property, Block 151.09, Lot 227 has been verified that it is within the Somerset County / Upper Raritan Watershed Wastewater Management Plan in an area designated to be serviced by sanitary sewers; and

**WHEREAS**, however, TTHMUA cannot reserve additional capacity and cannot commit to accepting additional wastewater from the property until such time that an application and plans are received, reviewed, and approved by TTHMUA; and

**WHEREAS**, connection applications are required to be obtained from TTHMUA and Somerset Raritan Valley Sewerage Authority; and

**WHEREAS**, New Jersey Department of Environmental Protection (NJDEP) Treatment Works Approval (TWA) may be required; and

**WHEREAS**, off-site system improvements may be required and this will be determined upon receiving an application and plans for review; and

**WHEREAS**, applicable plan review fees and inspection fees will be assessed when the application and plans are received by TTHMUA, for the applicable plan review and inspections at time of construction.

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

1. Block 151.09, Lot 227 (Valley Road) is within the Sanitary Sewer Service Area and service is available.
2. Additional capacity cannot be reserved.
3. Connection applications, applicable fees and Engineering plans are required.
4. TWA approval may be required.
5. System improvements may be required.
6. This resolution shall take effect immediately.

Ms. Borek stated that this is for 188 total units as part of the 3<sup>rd</sup> round obligation for the Township's Affordable Housing; she further stated that she is trying to get the breakdown of the unit composition

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

**RESOLUTION #24-1218-03 – Resolution Approving the Completion of Probation and Authorizing the Permanent Employee Status of Nicholas Alexander, Effective January 7, 2025**

**WHEREAS**, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) hired Mr. Nicholas Alexander for the position of Entry Level – Maintenance effective October 7, 2024 with a starting hourly rate of \$19.55 per hour and a 90-day probationary period; and

**WHEREAS**, Mr. Dan Reiter, Supervisor - Maintenance, Mr. Eric Lehman, Foreman and Mr. John Pilla, Foreman have advised that Mr. Alexander has successfully completed his probation period with the exception of obtaining his Commercial Driver License (CDL); and

**WHEREAS**, Mr. Alexander is required to obtain his Commercial Driver License (CDL) by October 7, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, based on the recommendation of the staff, TTHMUA hereby acknowledges that Mr. Nicholas Alexander has successfully complete his 90-day probationary period for the position of Entry Level – Maintenance and as a result will be offered permanent employee status effective January 7, 2025.

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

**RESOLUTION #24-1218-04 Resolution Accepting the Proposal from H2M for Construction Phase Engineering Services for the Mulford Lane Pump Station Replacement**

**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**, additionally bid phase engineering services were awarded to H2M on October 23, 2024; and

**WHEREAS**, subsequently construction phase engineering services are necessary; and

**WHEREAS**, H2M Associates, Inc. (H2M), is named a Consulting Engineer of the Authority as part of the Professional Services Annual Award process; and

**WHEREAS**, H2M submitted a proposal to provide construction phase engineering services, not to exceed \$112,788.00.

**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 Construction Phase Engineering Services, not to exceed \$112,788.00 is hereby authorized.

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

**RESOLUTION # 24-1218-05 – 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: January 6, 2025, at 9:00 am

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

**DISCUSSION**

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

**Administration**

Tax Exempt Status for property taxes confirmed in the system with Township Tax Assessor for 2025.

Unit 301 has been temporarily outfitted for staff to occupy. Copiers have been moved (12/16), computers are to be moved (12/17) and the phone system was originally to be installed 12/11 but that has been delayed by the losing carrier.

The CCO permit from the Township has been issued.

Regarding the renovations, D&D is working on completing the submittals for architectural review as well as to obtain permits from the Township for Unit 302. It is anticipated that after the New Year, probably mid-January work will begin in Unit 302.

**Financial Situation**

1/2/2025 – Received a call from Detective Tobias, from Hillsborough Township PD, advising that they have subpoena the bank and this could and will most likely take weeks to resolve.

1/3/2025 – Spoke with Chuck Casagrande (Risk Manager) regarding the issue, and he is starting a claim.

**Equipment**

NNTR

**Facilities / Projects Update**

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54) – pipes by the pond have been put in place, work on the laterals in the roadway has started.

Sunnymead Pump Station – See memo from VNHA / Pennoni (sent under separate email)

Sunnymead Force Main Project – NNTR

Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53) – See memo / proposal from H2M (proposed resolution #24-1218-04)

Ivy Hill Pump Station – concrete poured

Capacity and Future Expansion Analysis – NNTR

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

Pump Station Monthly Inspection Report – completed. Data from the inspection sheets is being compiled into future work orders.

I&I – on hold

GIS – on hold

Pre-construction Meetings - NNTR

**Miscellaneous Items**

Professional Services RFQ/RFP for 2025

Will be issued this week and posted on the MUA website; bids will be due back to TTHMUA on February 5, 2025

Affordable Housing & Vacant Land Analysis: awaiting confirmation from Township upon their receipt from their Affordable Housing Planner for the total number of units. The Township is anticipating updated numbers this week and a meeting before Christmas.

VNHA Outstanding Invoices – refer to the December 9, 2024 minutes.

Millstone Borough – NNTR

Hillsborough Township Code, Chapter 341 entitled, “Sump Pump Disconnection” – The Board of Health adopted an ordinance amending the procedures, a copy has been requested.

**Committee Reports:**

- Engineering / Facilities: See above
- Finance:
  - General Fund (misc notes):
    - Fox Chase Reimbursement – to date \$80,281.30 has been received from the Township. Payment #1 to Stilo, \$243,902.99 will be reimbursed once the cancelled check image is available (per the Township’s request).
    - Pennoni Associates \$610.50 was the agreed amount on December 9, 2024, from the original amount of \$7,560.50.
- Personnel:

SRVSA: 12/16/2024 was the last meeting and their reorganization is scheduled for February 3, 2025.

AEA: January 31, 2025, deadline for award nominations

**CLAIMS LISTS**

Operating Fund	\$ 568,403.17	- December 18, 2024
General Fund	\$ 328,276.84	- December 18, 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. Scarantino to adjourn the meeting at 7:18 pm and all those present voted in favor.