



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
SPECIAL MEETING MINUTES  
MONDAY – JANUARY 6, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 9:00 AM on Monday, January 6, 2025, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn  
Frank Scarantino

Also, present were the Assistant Executive Director Tracie Hohnhorst and Executive Director Pamela Borek.

**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 January 6, 2025, at 9:00 am.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- December 18, 2024, Regular Meeting Minutes  
A motion was made by Mr. Scarantino, seconded by Mr. McCray to approve the December 18, 2024 Regular Meeting Minutes; all those present voted in favor.

**CORRESPONDENCE**

- **MEL Annual Report** – Ms. Borek provided copies to the Board

**DISCUSSION**

- **Employment Manual Updates** – Ms. Borek provided updates and made reference to two memorandums that were sent to the Board; the Holiday Calendar and Employee Manual Considerations. After a brief discussion, consensus was reached to amend the Holiday Calendar at the 2025 Reorganization Meeting, since it is approved annually. The next item was regarding the boot allowance and consensus was reached that after 2025 the \$300 boot allowance will not be provided in the form of a check. Rather it will be reimbursed upon maintenance employees purchasing their boots. TTHMUA will work with Flemington Department Store going forward for boots. There was a discussion regarding the Sick Leave Buy Back Program and consensus was that if you “purchase” from the bank, you are then not eligible to buy back that same year. Adjustments to the Employee Manual will be made to reflect this. Finally, a brief discussion was held regarding the break policy, but no final decision was made. Ms. Borek was instructed to review the New Jersey Wage and Hour Law to determine the parameters around provided break time.

At 9:28 am Mr. Damiano exited the meeting and the following members of the Pennoni team joined the meeting: Mr. Agha Hasan, Mr. Mark Mayhew (both in person), Mr. Robert Campbell, Mr. Bradley Pferdehirt and Mr. Michael Lewandowki (all virtually).

- **Sunnymead Pump Station Upgrade**

Introductions were made among the group.

The topics discussed related to the Pump Station Upgrade were the following:

Pre-cast versus Cast in place – Pennoni expressed concern about accessibility and verified that Garden State Pre Cast confirmed that transportation to the site would not be an issue.

Pump Size – It was confirmed that TTHMUA is restricted to 9MGD by SRVSA and that the design should be at the 9MGD as well as in line with the previously approved TWA. Mr. Scarantino stated that there was never a plan to have four (4) pumps.

At approximately 9:51 am, Mr. Ron Anastasio, ED From SRVSA, was teleconferenced into the meeting for the purpose of confirming the 9MGD from a written correspondence of 11/29/2022, which he did and at 9:55 am that portion of the call ended.

A consensus was reached to design the pumps to the 9MGD.

The next discussion focused on submersible pumps in the dry well, which was always the request.

Concern was raised regarding access as it is very deep and would result in a larger pit, if submersible in the wet well, the wet well could be sized down to approximately 21 x 21. A further discussion resulted in the elimination of dry well and utilizing the 4<sup>th</sup> box as a valve box and that would also result in not being as deep. There was a concern about ground water and it was advised that a report had been previously prepared regarding that.

At approximately 10:24 Mr. Eric Lehman, TTHMUA Foreman, joined the meeting.

As a result of the ongoing discussion, the Pennoni team was going to regroup and review the prior TWA approvals to ensure the design matches what has been approved.

At 10:44 Mr. Robert Campbell, Mr. Bradley Pferdehirt and Mr. Michael Lewandowki and Mr. Lehman exited the meeting.

Furthermore, TTHMUA was advised by the Pennoni team that the only charges forthcoming would be for the electrical modifications and drawings.

**PUBLIC COMMENT (for matters not on the agenda)**

None at this time

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. Scarantino, seconded by Mr. Avolio to adjourn the meeting at 10:46 pm and all those present voted in favor.

Mr. Hasan and Mr. Mayhew were going to the Sunnymead Pump Station to meet with Mr. Lehman to examine some of the lines coming into the Pump Station.