



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JANUARY 22, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, January 22, 2025, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Also, present was the Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. arrived at 6:19 pm. Mr. Damiano was noted as absent.

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 22, 2025, at 6:00 pm.

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

- Ms. Borek reported that Mr. Nunn has been reappointed to the Board by the Hillsborough Township Committee at their last meeting.
- Ms. Borek stated that TWA 24-0458 for 00 Hamilton Road was issued by NJDEP.
- Estimate Flows and Charges for 2025 have been received by SRVSA; despite their rate increase, TTHMUA budgeted adequately for this.
- Finally, Ms. Borek reported that the NJDEP Approved the Amendment to the Upper Raritan Water Quality Management (WQM) Plan Somerset County / Upper Raritan Watershed Wastewater Management Plan for the Glen Gery Property

PRESENTATIONS

None at this time

MATTERS FOR CONSIDERATION

RESOLUTION # 25-0122-01 Resolution of The Township of Hillsborough Municipal Utilities Authority Honoring and Recognizing Jeffrey Riehl for His Service to The Township of Hillsborough Municipal Utilities Authority

WHEREAS, Jeffrey Riehl has served The Township of Hillsborough Municipal Utilities Authority since May 29, 1990; and

WHEREAS, Jeffrey Riehl has served The Township of Hillsborough Municipal Utilities Authority with dedication, devotion, and distinction; and

WHEREAS, Jeffrey Riehl has represented The Township of Hillsborough Municipal Utilities Authority with professionalism, character, integrity, and personality; and

WHEREAS, Jeffrey Riehl has provided The Township of Hillsborough Municipal Utilities Authority compassion, courtesy, and a “friendly smile”; and

WHEREAS, Jeffrey Riehl has received numerous compliments and “words of thanks” from our customers, business affiliates, and fellow employees for his thoughtfulness throughout his career.

NOW THEREFORE BE IT RESOLVED, this 22nd day of January 2025 that Jeffrey Riehl is hereby recognized and commended his years of devoted service to The Township of Hillsborough Municipal Utilities Authority, its employees, and the citizens of The Township of Hillsborough; and

BE IT FURTHER RESOLVED that Jeffrey Riehl be extended congratulations and heartfelt thanks from The Township of Hillsborough Municipal Utilities Authority Board Members and employees for his thoughtfulness and friendship; and

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of The Township of Hillsborough Municipal Utilities Authority.

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

RESOLUTION #25-0122-02– Resolution Ratifying and Confirming the Rollover of One (1) Matured Certificate of Deposit Account, Held at Provident Bank, Hillsborough, For the Term of 91 Days

WHEREAS, there exists the desire to increase earnings on investments for TTHMUA; and

WHEREAS, TTHMUA maintains money market accounts at Provident Bank, Hillsborough; and

WHEREAS, funds were transferred from the Revenue Money Market Account in order to establish the a Certificate of Deposit Account; and

WHEREAS, said account was originally opened on December 19, 2023, with \$500,000 and has rolled over in July of 2024, and again in October 2024 and matured on January 17, 2025, with a balance of \$526,049.08; and

WHEREAS, said account will be once again rolled over into a 91-day certificate of deposit.

NOW THEREFORE, BE IT RESOLVED that the Township of Hillsborough Municipal Utilities Authority ratifies and confirms the establishment of a new certificate of deposit account.

BE IT FURTHER RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that at the time of maturity TTHMUA may rollover the account into another Certificate of Deposit Account or withdraw the funds and deposit into the Money Market Revenue Account.

Ms. Borek reported that the CD matured and she rolled it over to maximize the interest to be earned.

A motion was made by Mr. Scarantino, seconded by Mr. McCray and those present voted in favor of this resolution.

RESOLUTION # 25-0122-03 – Resolution Requesting the Reconsideration of Proposed Surface Water Quality Standards for PFAS Contaminants

WHEREAS, The Township of Hillsborough Municipal Utilities Authority calls upon the New Jersey Department of Environmental Protection to reconsider the amendments to Surface Water Quality Standards

(SWQS) at N.J.A.C. 7:9B, “New freshwater and saline water criteria for PFNA, PFOA, and PFOS” as discussed at the Nov. 21, 2024 online stakeholder meeting and shown in the November 24 presentation titled, “Anticipated Amendments to the Surface Water Quality Standards (SWQS) at N.J.A.C. 7:9B”, and

WHEREAS, the Mission of The Township of Hillsborough Municipal Utilities Authority is to provide our customers with the best customer service at the lowest possible cost while complying with all federal and state regulations and preserving our area’s vital environment for current and future generations to enjoy. To accomplish this, the Authority must continue to improve conditions affecting public health by operating and maintaining the sanitary sewerage system for the proper collection, conveyance and disposal of sanitary sewage; and

WHEREAS, USEPA and NJDEP have determined that PFAS substances are a threat to human health and the environment; and

WHEREAS, in September of 2024, USEPA published final water quality criteria for ten (10) individual PFAS chemicals for the protection of fish and other aquatic life. These levels are not regulatory nor required, but States and Tribes can consider using them to develop water quality standards, which, among other this, for the basis for wastewater discharge permit effluent limitations; and

WHEREAS, on November 21, 2024, the NJDEP announced plans to propose amendments to N.J.A.C. 7:9B SWQ Standards, to establish, “new freshwater and saline water criteria for PFNA, PFOA and PFOS” and said standards are a thousand times more stringent than USEPA’s water quality criteria; and

WHEREAS, at the time of the announcement, NJDEP did not identify any sufficient funding to help address PFAS contamination or identify any adequate treatment technologies to attain compliance; and

WHEREAS, the Amendments would translate into effluent limitations for wastewater treatment plants that are not consistent with current detections capabilities and would additionally require wastewater treatment plants to install enhanced secondary and tertiary treatment technologies that may or may not achieve the required compliance; and

WHEREAS, The Township of Hillsborough Municipal Utilities Authority is ready and willing to do its part to mitigate the proliferation of PFAS substances to protect public health and the environment using methods that are based on sound science, existing analytical capabilities, and feasible technology; and

WHEREAS, it appears that the NJDEP plans to propose the amendments without fully considering the implications for sludge management; and

WHEREAS, it appears that the NJDEP plans to propose the amendments without assessing the impacts of increasing the carbon footprint of increased energy consumption and increased greenhouse gas emissions generated by the transport of sludge; and

WHEREAS, it appears that the NJDEP is vastly underestimating the costs of sampling, monitoring, laboratory analysis, engineering, design, construction, and operations that would be necessary to achieve compliance; and

WHEREAS, the cost of compliance would run to the tens of millions for most plants individually and to the tens of billions for New Jersey wastewater treatment plants in total; and

WHEREAS, the cost of treatment would force wastewater treatment plants to redirect funds away from important plant repairs and modernization projects that are desperately needed; and

WHEREAS, The Township of Hillsborough Municipal Utilities Authority is a collection system whose effluent is treated at the Somerset Raritan Valley Sewerage Authority (SRVRS) treatment plant and the excessive cost impacts would be ultimately be passed along and borne by our customers many of whom have low to moderate levels of income.

NOW THEREFORE BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that The Township of Hillsborough Municipal Utilities Authority Board of Commissioners calls on the New Jersey Department of Environmental Protection to reconsider the amendments to Surface Water Quality Standards (SWQS) at N.J.A.C. 7:9B, “New freshwater and saline water criteria for PFNA, PFOA, and PFOS”.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to send a copy of this resolution to the following individuals:

- Victor Poretti, Director, Division of Water Monitoring, Standards and Pesticide Control
- Kimberly Cenno, Bureau Chief, Bureau of Environmental Analysis, Restoration and Standards
- Governor Phil Murphy
- Senator Andrew Zwicker
- Assemblyman Roy Freiman
- Assemblywoman Sadaf Jaffer
- Peggy Gallos, Executive Director NJAEA

Ms. Borek stated that NJAEA was asking all members to issue a resolution regarding this. She reported that the new limits are not even traceable nor is there was method to measure.

A motion was made by Mr. McCray, seconded by Mr. Scarantino, and those present voted in favor of this resolution.

RESOLUTION # 25-0122-04 – Resolution Authorizing the Executive Director to Approve Associated Change Order Requests for the Renovation of the Administration Offices

WHEREAS, The Township of Hillsborough Municipal Utilities Authority is currently renovating 302 Towne Centre Drive, for the Administration Office; and

WHEREAS, a contract was awarded to D&D Construction for said renovations; and

WHEREAS, there has been the need for various change orders for said project.

NOW THEREFORE BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby authorized to approve various change orders for the renovations related to the Administration Office, located at 302 Towne Centre Drive, Hillsborough, New Jersey.

Ms. Borek reported that there needed to be a few modifications to the plans resulting in change orders to effectuate the modifications.

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

RESOLUTION #25-0122-05 – Resolution Approving the Amended Application from Hillsborough Holdings 206, LLC, the Hilmont Project

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is in receipt of an amended application from Hillsborough Holdings 206, LLC; and

WHEREAS, the initial approval was granted in 2019 for a total of 175 residential units and three (3) retail buildings with an estimated daily flow of 37,394 gallons per day, and

WHEREAS, the amended proposal consists of eliminating two (2) of the retail pad sites and replacing them with two (2) apartment buildings, consisting of twelve (12) units each, for a net increase of 3,867 gallons per day; and

WHEREAS, the Authority Engineer has reviewed said plans and makes the following recommendations:

1. All applicable conditions from the original TTHMUA should be carried forward to the resolution for this application.
2. As the applicant is requesting a change in the overall sewage flows, a new Treatment Works Approval (“TWA”) from New Jersey Department of Environmental Protection (“NJDEP”).

3. The applicant’s engineer shall confirm that the downstream sanitary sewer pump station and subsequent lines have adequate capacity for the requested increase in flow.
4. The project will require approval from Somerset Raritan Valley Sewerage Authority (“SRVSA”) for the increase in flow.
5. The applicant’s engineer shall revise the overall estimate of construction quantities for the sanitary sewer facilities in order for the TTHMUA to calculate any necessary performance guarantees and inspection fees.
6. 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. 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.)
7. All work performed in the right of way, including the connection to the TTHMUA sanitary sewer, shall be witnessed and inspected by TTHMUA personnel.
8. 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.
9. GIS information to be provided to the Authority upon completion of the project.
10. Notwithstanding the comments above, the applicant’s proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that the amended application is hereby approved contingent upon the original stipulations as well as those outline in the Authority’s Engineer’s report dated January 16, 2025.

Ms. Borek reported that this is an existing project that was seeking a modification to the original approval, reducing the retail space and replacing it with 24 apartments.

A motion was made by Mr. McCray, seconded by Mr. Scarantino and all those present voted in favor of this resolution.

RESOLUTION #25-0122-06 – Resolution Authorizing Will Serve for 241 Woods Road, Block 204, Lot 45.01 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 from VanCleef Engineering Associates, dated December 23, 2024; regarding the proposal for five (5) single family homes; and

WHEREAS, the property, Block 204, Lot 45.01 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, inflow and infiltration will need to be mitigated in a method to be determined at time of application; 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 204, Lot 45.01, 241 Woods 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. GIS information shall be provided to TTHMUA upon completion of the project.
7. This resolution shall take effect immediately.

A motion was made by Mr. Scarantino, seconded by Mr. McCray and those present voted in favor of this resolution.

RESOLUTION #25-0122-07 – Resolution Authorizing the Execution of an Agreement with Gardner & Rosario, LLC for Financial and Consulting Services, in an Amount not to exceed \$25,000

WHEREAS, there exists a need for Financial Accounting and Consulting Services to The Township of Hillsborough Municipal Utilities Authority (TTHMUA); and

WHEREAS, Gardner & Rosario, LLC has agreed to provide the said services for TTHMUA in accordance with Gardner & Rosario LLC proposal dated January 11, 2025, a copy of which is attached hereto, beginning upon authorization; and

WHEREAS, the sought-after services to TTHMUA will be provided for a not-to-exceed cost of \$25,000.00; and

WHEREAS, funds are available for this purpose, and

WHEREAS, TTHMUA has a need to acquire these services and is subject to the profession exemption as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law” and in connection therewith, Gardner & Rosario LLC has completed and filed with TTHMUA the required Campaign Contributions Affidavit pursuant to N.J.S.A. 19:44A-20.8, Certification Regarding Political Contributions pursuant to N.J.S.A. 19:44A-20.26 and TTHMUA’s “Pay-to-Play Forms”; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), authorizes TTHMUA to award this agreement as a Professional Services Agreement, without public bidding.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Executive Director is authorized and directed to execute an agreement dated January 11, 2025 and filed with the Executive Director of the Authority between the Authority and Gardner & Rosario LLC beginning upon authorization.
2. The agreement is awarded without competitive bidding as a Professional Services Agreement as authorized under N.J.S.A. 40A:11-5(1)(a)(i).
3. The agreement shall terminate when the above-referenced services are no longer needed.
4. A copy of this resolution, the “Pay-to-Play Forms and the agreement shall be kept on file in the offices of TTHMUA.

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

DISCUSSION

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

Personnel Update: Ms. Borek advised that a Staff meeting was held on 1/3/25 regarding Assistant Executive Director role. There was a subsequent meeting with the Maintenance Supervisor to discuss work orders and flow on 1/7/25; as a result, completed work orders resulting from customer issues will be attached to the customer record in the billing system so we can begin to build the history. Flush list is being updated for 2025.

The time-clock has been implemented. Additional details will be worked out.

CYBERJIF: Ms. Borek reported that TTHMUA has fulfilled the basic requirements for CyberJIF.

Annual Elected Officials Training – in person or virtual (\$250 credit per person, including ED), if in person, must select a date. It was decided that the Board would participate in the training virtually.

New Administration Office: Ms. Borek provided an update on the progress of the renovations for the New Administration Offices: demolition began on 1/6/25; New Jersey American Water replaced the water meter for the building on 1/8/25 and the finishes were reviewed on 1/9/25.

She further advised that she attended the HOA meeting on 1/10/25 for Towne Centre and inquired about the following items:

- Dues – (same as last year – no increase – first due 3/1, then 6/1, 9/1 and 12/1)
- Regarding the leaves – there was a fall cleanup, but since that one tree is there – I think it captures the leaves, so for now we have to remove the leaves. Also, the screen that has fallen, we need to put it back up.
- She further stated that the President advised any other questions to email him directly and he would run it by the Executive Board.

Financial Situation

Ms. Borek reported that a claim has been made with the JIF regarding check #018125 and that the account was closed and a new account opened.

She made an inquiry to the JIF if Positive Pay will be a requirement, not confirmed.

ED contacted TD regarding their offerings for Positive Pay, as that is who Hillsborough Township utilizes.

Equipment

Backhoe – Jesco quote \$8,616.88, and invoiced \$1,675.38 just for preparing the quote
Universal Repair and Maintenance \$5,379.42

Direction was given to have the backhoe repaired by Universal Repair and Maintenance.

Facilities / Projects Update

- **Fox Chase / Piedmont Path Sewer Replacement** (TTHMUA Contract No. 54) – laterals completed. Project finalization including paving and final restoration is on hold until the Spring.
- **Sunnymead Pump Station** – notes from 1/6/25 meeting circulated.
- **Mulford Lane Pump Station Replacement** (TTHMUA Contract No. 53) – Pre-construction meeting was held on 1/14/25.

Miscellaneous Items

- **Professional Services RFQ/RFP for 2025** – Ms. Borek advised that bids due February 5, 2025 (only 2 received thus far)
- **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. Township will be adopting their number on 1/28/2025 via resolution. She further reported that she has a zoom meeting with the Township on 1/23/2025 related to capacity and this ongoing issue.

Committee Reports:

- Finance:
 - Financial Documents forwarded under separate email
 - Audit to begin 1/28/25

SRVSA: Reorganization Meeting to be held on February 3, 2025

AEA: January 31, 2025 deadline for award nominations
Spring Conference March 11-12, 2025, more information to follow

Legislative Committee – focusing on PFAS
Safety Committee – Minimum wage increased to \$15.49
Also, training must be compensated
OSHA forms

CLAIMS LISTS

Operating Fund \$ 213,922.20 - January 22,2025
General Fund \$ 283,125.49 - January 22, 2025

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 7:17 pm and all those present voted in favor.