



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REORGANIZATION & REGULAR MEETING MINUTES  
WEDNESDAY – FEBRUARY 26, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, February 26, 2025, with the following members present:

Michael Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn  
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel 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 February 26, 2025, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**BUSINESS FROM THE FLOOR**

None at this time

**CORRESPONDENCE**

None at this time

**OATH OF OFFICE**

Executive Director Pamela Borek administered the Oath of Office to Richard Nunn for a five (5) year term ending on January 31, 2030.

**ELECTION OF OFFICERS**

A motion was made by Mr. Avolio, seconded by Mr. McCray nominating the following slate of officers for 2025: Chairman Mr. Nunn, Vice Chair Mr. Scarantino, Secretary Mr. Damiano, Treasurer Mr. Avolio and Assistant Secretary / Assistant Treasurer Mr. McCray. All those present voted in favor.

**OATH OF OFFICE – 2024 OFFICERS**

The Oath of Office for the slate of Officers for 2025 was administered by the Executive Director.

**2025 COMMITTEE ASSIGNMENTS**

**Finance** – (Mr. Avolio and Mr. McCray)

**Personnel** – (Mr. Damiano and Mr. Scarantino)

**CONSENT AGENDA: RESOLUTIONS FOR CONSIDERATION**

**RESOLUTION #25-0226-01 – Resolution Authorizing the Appointment of Various Professional Service Providers and the Executive of Professional Service Contracts, in Accordance with the Fair and Open Selection Process**

**WHEREAS**, there exists the need for various Professional Service Providers for the year 2025; and

**WHEREAS**, based on the recommendations of the Evaluation Committee consisting of the Finance Committee and the Executive Director, and pursuant to the Fair and Open Selection Process the Township of Hillsborough Municipal Utilities Authority wishes to appoint the herein specified professional service providers; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the following appointments are in accordance with N.J.S.A. 19:44A-20.4 et. seq., pursuant to the “Fair and Open” process:

- Suplee, Clooney & Company, 308 East Broad Street, Westfield, NJ as Authority Auditor, not to exceed \$ 22,000 for the 2024 Audit, unless authorized by separate Resolution; and
- McManimon, Scotland & Baumann, LLC, 75 Livingston Avenue, Suite 201, Roseland, NJ 07068, as Authority Bond Counsel, not to exceed \$15,000, unless authorized by separate Resolution; and
- Hawkins, Delafield & Wood, LLP, One Gateway Center, 24<sup>th</sup> Floor, Newark, as Authority Bond Counsel, not to exceed \$15,000, unless authorized by separate Resolution; and
- Law Offices of Peter Cipparulo, III, LLC, 349 Route 206, Suite K, Hillsborough, as Authority General Counsel, not to exceed \$15,000, unless authorized by separate Resolution; and
- H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, Consulting Engineer, not to exceed, \$15,000, unless authorized by separate Resolution; and
- Pennoni Engineering Services, 103 College Road East, Princeton, Consulting Engineer, not to exceed \$15,000, unless authorized by separate Resolution; and
- Danskin Insurance Agency, Inc., 1937 State Highway 35, Wall as Authority Risk Management Consultant; and
- Cleary Giacobbe Alfieri & Jacobs, LLC, 169 Ramapo Valley Road, Upper Level 105, Oakland, as Authority Special Counsel, not to exceed \$ 17,500, unless authorized by separate Resolution; and
- Eric Bernstein & Associates, LLC, 34 Mountain Boulevard, Suite A102, Warren, NJ 07059 as Alternate Special Counsel, not to exceed \$10,000 unless authorized by separate Resolution.

**WHEREAS**, funds shall be made available for this purpose; and

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et. seq.) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process be publicly advertised.

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

1. The Chairman and Executive Director are hereby authorized and directed to execute Professional Service Contracts as noted, with the aforementioned providers in the “not to exceed” amounts indicated for the year 2024.
2. The Executive Director shall publish a notice of award of said contract in the Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

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

**RESOLUTION # 25-0226-02 – Resolution Adopting an Order of Business for Conducting Meetings of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the general order of business set forth below be adopted by The Township of Hillsborough Municipal Utilities Authority to govern the proceedings of the Authority at all meetings until the Reorganization Meeting in February 2025.

1. Announcement of Compliance with “Open Public Meetings Act”
2. Roll Call
3. Pledge of Allegiance
4. Disposition of Minutes of Prior Meetings
4. Business from the Floor
5. Correspondence
6. Matters for Consideration including but not limited to Public Hearings on all matters scheduled pursuant to public notice, such as rate resolutions, bond resolutions, receipt of bids, etc.
7. Discussion Items
8. Professional Reports from but not limited to Attorney(s), Auditor, Consulting Engineer(s), etc.
9. Committee Reports from but not limited to Finance and Personnel
10. Somerset Raritan Valley Sewerage Authority (SRVSA)
11. Approval of Claims / Other Financial Matters
12. Adjournment

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

**RESOLUTION # 25-0226-03 – Resolution Adopting the By-Laws of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the By-Laws of the Township of Hillsborough Municipal Utilities Authority, dated February 2025 and as attached hereto, be adopted by The Township of Hillsborough Municipal Utilities Authority to govern The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2025.

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

**RESOLUTION # 25-0226-04 – Resolution Adopting and Authorizing the Publication of 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, 2026; and

**BE IT FURTHER RESOLVED** that said schedule be posted on TTHMUA’s Web site, advertised in the Hillsborough Beacon, and that copies of said schedule be posted on the bulletin board of TTHMUA and filed with the Hillsborough Township Clerk.

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
PUBLIC NOTICE**

In compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, PLEASE TAKE NOTICE that the Township of Hillsborough Municipal Utilities Authority will hold public meetings for the transaction of the Authority business in accordance with the following schedule:

March 26, 2025	September 24, 2025
April 23, 2025	October 22, 2025

May 28, 2025	November 25, 2025 (Tuesday)
June 25, 2025	December 17, 2025
July 23, 2025	January 28, 2026
August 17, 2025	February 25, 2026

**PLEASE TAKE FURTHER NOTICE** that all of the above-listed meetings will commence at 6:00 P.M. at the offices of the Authority at 302 Towne Centre Drive, in the Township of Hillsborough, County of Somerset, State of New Jersey.

In further compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, **PLEASE TAKE NOTICE** that the Township of Hillsborough Municipal Utilities Authority will hold the following public meetings for the transaction of the Authority business in accordance with the following schedule:

March 10, 2025	September 8, 2025
April 14, 2025	October 6, 2025
May 12, 2025	January 12, 2026
June 9, 2025	

**PLEASE TAKE FURTHER NOTICE** that all of the above-listed meetings will commence at 9:00 A.M. at the offices of the Authority at 302 Towne Centre Drive, in the Township of Hillsborough, County of Somerset, State of New Jersey.

Copies of this notice have been posted on the Authority’s Web site and at the offices of the Authority, filed with the Hillsborough Township Clerk, and published in the Hillsborough Beacon.

**Pamela Borek, MBA, Executive Director  
THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

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

**RESOLUTION # 25-0226-05 – Resolution Authorizing the Mailing of Meeting Notices and Fees of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby directed to mail the annual meeting notice and all 48-hour notices to any person so requesting same upon payment to the Authority of the sum of \$15.00 which is hereby declared to be the reasonable sum for each mailing to be made hereunder; provided, however, that mailing to the newspapers shall be without charge.

**BE IT FURTHER RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that all such requests for notices shall terminate as of midnight on December 31, 2025.

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

**RESOLUTION #25-0226-06 – Resolution Authorizing the Adoption of an Indemnification Policy for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that this Indemnification Policy is adopted, as follows:

**Section 1.** Except as hereinafter provided, The Township of Hillsborough Municipal Utilities Authority (“Authority”) shall, upon the request of any present or former official, employee or appointee of the

Authority provide for the indemnification and legal defense of any civil action brought against said person or persons arising from an act or omission falling within the scope of their public duties with the Authority.

**Section 2.** The terms of this Resolution and the definition of official, employee and appointee are to be construed liberally in order to effectuate the purposes of this Resolution, except that these terms shall not mean a) any person who is not a natural person; b) any person while providing goods or services of any kind under any contract with the Authority, except an employment contract; c) any person while providing legal or engineering services for compensation unless said person is an employee of the Authority; and d) any person who as a condition of his or her appointment or contract is required to indemnify and defend the Authority and/or secure insurance.

**Section 3.** The Authority shall provide for defense of and indemnify any present or former official, employee or appointee of the Authority who becomes a defendant in a civil action if the person or persons involved a) acted or failed to act in a matter in which the Authority has or had an interest; b) acted or failed to act in the discharge of a duty imposed or authorized by law; and c) acted or failed to take action in good faith. For the purposes of this Resolution, the duty and authority of the Authority to defend and indemnify shall extend to a crossclaim or counterclaim against said person.

**Section 4.** The Authority shall not indemnify any person against the payment of punitive damages, penalties, or fines, but may provide for the legal defense of such claims in accord with the standards set forth herein. The Authority may refuse to provide for the defense and indemnification of any civil action referred to herein if the Authority determines that a) the act or omission did not occur within the scope of a duty authorized or imposed by law; b) the act or failure to act was the result of actual fraud, willful misconduct or actual malice of the person requesting defense and indemnification; or c) the defense of the action or proceeding by the Authority would create a conflict of interest between the Authority and the person or persons involved.

**Section 5.** In any other action or proceeding, including criminal proceedings, the Authority may provide for the defense of a present or former official, employee or appointee, if the Authority concludes that such representation is in the best interest of the Authority and that the person to be defended acted or failed to act in accord with the standards set forth in this Resolution.

**Section 6.** Whenever the Authority provides for the defense of any action set forth herein and as a condition of such defense, the Authority may assume exclusive control over the representation of such persons defended and such person shall cooperate fully with the Authority.

**Section 7.** The Authority may provide for the defense pursuant to this Resolution by authorizing its General Counsel to act on behalf of the person being defended or by employing other counsel for this purpose or by asserting the right of the Authority under any appropriate insurance policy that requires the insurer to provide defense.

**Section 8.** This Resolution shall take effect immediately.

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

**RESOLUTION # 25-0226-07 – Resolution Designating the Official Newspapers of The Township of Hillsborough Municipal Utility Authority (TTHMUA)**

**WHEREAS, N.J.S.A.** 10:4-8(d) of the Open Public Meetings Act requires notice of meetings be submitted to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper of the municipality; and

**WHEREAS,** the Township of Hillsborough Municipal Utilities Authority has determined that the Courier News and Hillsborough Beacon have the greatest likelihood of informing the public within the jurisdictional boundaries of Hillsborough Township of such meetings.

**NOW THEREFORE BE IT RESOLVED** that the Courier News and the Hillsborough Beacon be and are hereby designated the official newspapers of The Township of Hillsborough Municipal Utility Authority.

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

**RESOLUTION # 25-0226-08 – Resolution Establishing the Office Hours and Holiday Schedule of The Township of Hillsborough Municipal Utility Authority (TTHMUA)**

**BE IT RESOLVED** that the offices of The Township of Hillsborough Municipal Utility Authority shall be open from 9:00 A.M. until 4:00 P.M. daily Monday through Friday; and

**BE IT FURTHER RESOLVED** that the offices of the Authority shall be closed in observance of the following holidays as well as such other holidays as may be declared from time to time by resolution of the Authority:

New Year’s Day	Columbus Day
Martin Luther King Day	General Election Day
Presidents Day	Veteran’s Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth (Observed)	Christmas Day
Independence Day	Day after Christmas
Labor Day	

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

**RESOLUTION # 25-0226-09 – Appointing Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Certifying Officer and Collector of Charges of TTHMUA**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.S.A. 40:14B-18, that Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Certifying Officer and Collector of Charges of The Township of Hillsborough Municipal Utilities Authority.

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

**RESOLUTION # 25-0226-10 – Resolution Appointing Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Public Agency Compliance Officer of TTHMUA**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.A.C. 17:27-3.5, that Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Public Agency Compliance Officer of The Township of Hillsborough Municipal Utilities Authority.

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

**RESOLUTION # 25-0226-11 – Resolution Adopting a Cash Management Plan for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the following Cash Management Plan be adopted by the Township of Hillsborough Municipal Utilities Authority and the Executive Director be authorized to implement said plan:

1. All funds received by the Authority shall be deposited in designated depositories within 24 hours of receipt.
2. All funds shall be deposited in interest bearing accounts.
3. The Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certificates of deposit, whichever shall provide the most favorable rates of interest.
4. All claims shall be approved for payment by a majority of the members and checks shall be issued in payment of said claims in accordance with the authorization for disbursements adopted by the Authority.

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

**RESOLUTION # 25-0226-12– Resolution Designating the Official Depositories for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the following banks be designated as Depositories for funds of The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2026.

Affinity Credit Union	Bank of America
Chase Bank	Financial Resources Federal Credit Union
Fulton Bank	Peapack Gladstone Bank
PNC Bank	Provident Bank
TD Bank	Valley Bank
Wells Fargo Bank NA	

**BE IT FURTHER RESOLVED** that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to any of the above-named depositories.

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

**RESOLUTION #25-0226-13 – Resolution Authorizing Disbursements for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Operating Fund, Construction Fund, General Fund, and Inspection Trust Fund shall be made by checks signed by any two members of the Authority and countersigned by the Executive Director.

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Petty Cash Account be made by checks signed by any member of the Authority and the Executive Director of the Authority; and

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Revenue Fund transmitting revenues to the Trustee be made by checks signed by any two of the following: (any board member or members and, or either the Executive Director or the Assistant Executive Director)

Chairman	Vice-Chairman	Secretary	Assist ED
Treasurer	Asst. Secretary/Asst. Treasurer	Executive Director	

**BE IT FINALLY RESOLVED** salaries and wages be paid by checks disbursed from the payroll account on a biweekly, monthly or quarterly basis as elected by the employees, said checks to be signed by any one of the following: (any board member or members and, or either the Executive Director or the Assistant Executive Director)

Chairman	Vice-Chairman	Secretary	Assist ED
Treasurer	Asst. Secretary/Asst. Treasurer	Executive Director	

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

**RESOLUTION # 25-0226-14 – Resolution Authorizing Investments for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certifications of deposit, whichever is the most favorable to achieve the best program for the investment of Authority funds; and

**BE IT FURTHER RESOLVED** that all such transactions shall be reported to the Board at the following regular meeting of the Authority.

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

**RESOLUTION # 25-0226-15 – Resolution Acknowledging the Receipt of a New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program Safety Award for 2024 and Granting the Staff a Safety Day (a Personal Day for Each Employee)**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program for 2024 and completed 2024 without a lost time accident; and

**WHEREAS**, this is the fourteenth (15<sup>th</sup>) consecutive year TTHMUA has received this award.

**NOW, THEREFORE, BE IT RESOLVED**, that in recognition of the above stated Safety Award and accomplishment, the staff of TTHMUA is congratulated on this accomplishment and each staff member is awarded a Safety Day to be utilized as a personal day within the current year.

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

**RESOLUTION # 25-0226-16 - Resolution Authorizing Approval of a Sanitary Sewer Extension for 208 and 212 South Branch Road, Block 13.01, Lots 8.07 and 9, respectively, in the Township of Hillsborough**

**WHEREAS**, applicants Georgeann Valis and Thomas Roche have failing septic systems and have submitted an application and plans to the Township of Hillsborough Municipal Utilities Authority; and

**WHEREAS**, their properties are adjacent to the Sanitary Sewer Service Area; and

**WHEREAS**, Hillsborough Township Health Department has advised that septic replacement nor repair to the existing septic systems are an option; and

**WHEREAS**, the Hillsborough Township Health Department recommends these two properties be added to the Sanitary Sewer Service Area; and

**WHEREAS**, the total wastewater flow to be generated from this extension is 850 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

**WHEREAS**, plans and specifications documents were reviewed by TTHMUA’s Engineer, resulting in the following:

1. As the two (2) properties are not located within a sewer service area, a Water Quality Management Plan (“WQMP”) amendment is required. The applicant’s engineer shall provide AutoCAD or GIS shape files to TTHMUA in order to update its overall sewer service area map.

2. The project will require approval from Somerset Raritan Valley Sewerage Authority (“SRVSA”). Based on the current design, the project does not require Treatment Works Approval (“TWA”) from New Jersey Department of Environmental Protection (“NJDEP”).
3. The applicant’s engineer shall prepare an Engineer’s Report describing/addressing, at a minimum, the following items:
  - a. Listing all existing and proposed uses on site and flows associated with each use.
  - b. Existing methods for handling the sewage flows from the site.
  - c. Reasons that the two (2) single-family dwellings need to connect to sanitary sewer rather than modify or alter the individual subsurface sewage disposal systems.
  - d. Pump capacity calculations for the proposed pump, including E|ONE pump system design calculations.
  - e. TTHMUA Standard Sanitary Sewer Specifications Section II.E.1.a requires that “low-pressure main and lateral sewers shall be Schedule 40, 1-1/2-inch diameter only.” The applicants’ engineer shall change the plans to show 1-1/2” pipe or justify why 1-1/4” is necessary.
  - f. Existing sewerage facility capacity calculations.
  - g. The timing of the construction and abandonment shall be clearly outlined.
4. An easement is required on Lot 9 for the benefit of Lot 8. I recommend that this be noted on the plans; however, the actual easement should be created after the sewer laterals are constructed. The easement shall be a minimum of twenty feet (20’) wide and centered on the lateral.
5. An agreement between the two property owners shall be executed, filed in the Somerset County Clerk’s Office, and referenced in each of the property deeds. TTHMUA shall not be responsible for any portion of the low-pressure force lateral or the gravity lateral.
6. In accordance with Article 6 – Sewer Line Extensions, Section 6.3, “The individual grinder pump and force main, if approved, shall be considered temporary. Should a gravity sewer extension or connection become available within a reasonable distance to the property and a gravity connection is available, the owner, at their expense, shall make a gravity connection...” The board and applicants shall discuss whether a restrictive covenant is necessary.
7. An as-built plan shall be submitted to the TTHMUA showing the lateral clean outs and the easement. As-built plans shall be signed and sealed as well as provided in AutoCAD and GIS formats.
8. Plans are to be prepared/reviewed and cosigned by a Professional Land Surveyor as the proposed development/construction is related to both property lines and right of way lines.
9. The applicants shall obtain a Road Opening Permit from the Hillsborough Township Engineering Department for the work within the public right of way.
10. 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.)
11. All work performed in the right-of-way, including the connection to the TTHMUA sanitary sewer, shall be witnessed and inspected by TTHMUA personnel.
12. In accordance with Section III.D.7, all sanitary sewer laterals are required to have an inspection port at the right of line. The laterals shall conform to the TTHMUA Standard Sanitary Sewer Specifications Section II.D.
13. 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.
14. 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 that this sanitary sewer connection be approved subject to the aforementioned conditions.

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

**APPROVAL OF MINUTES**

January 6, 2025, Special Meeting Minutes – A motion was made by Mr. Damiano, seconded by Mr. Avolio, all those present voted in favor.

January 22, 2025, Regular Meeting Minutes – A motion was made by Mr. Scarantino, seconded by Mr. McCray and all those present voted in favor, except for Mr. Damiano, who abstained.

**DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION**

Executive Borek provided the following updates:

TTHMUA Board needs to complete JIF Risk Management Seminar. A link will be provided to each member to complete training.

New Administration Office: doors are hung, drywall completed, getting ready to paint and waiting for more inspections. I am anticipating moving in late March, pending permitting, April at the latest.

**Equipment:** Universal Maintenance repaired the backhoe.

ED met with a representative of Jesco recently, as Jesco has undergone a “transformation” over the last year or so. They are anxious to establish a better working relationship with TTHMUA.

**Facilities / Projects Update**

NJDEP: requested an onsite inspection of TTHMUA’s collection system, tentatively scheduled for March 6, 2025

Hodge Road Pump Station: Willow’s Bend Team met with TTHMUA at Hodge and Sunnymead. He is working on proposals for electrical repairs and improvements to both areas. It is not recommended to bring back the repaired pump until we address the electrical panel at Hodge.

Mulford Pump Station Replacement (TTHMUA Contract No. 53): Zoning permit was applied for and approved by the Township. The plans have been submitted to the Township Building Department for review earlier this week. There was a question on the bid specifications relative to some language that Somerset County included, however, as of this writing we are still waiting for clarification from Somerset County Counsel.

Fox Chase / Piedmont Path Sewer Replacement (TTHMUA Contract No. 54): On hold because of the previous weather. The road was patched earlier this week, and the project is anticipated to be wrapped up by April 30, 2025.

Sunnymead Pump Station – See revised change order proposal from Pennoni sent under separate email. A decision is needed to move this forward.

In the interim and interest of keeping the station running for the next 3-5 years, Modern Municipal and PSI have been out to inspect the station and are in the process of preparing proposals for the 2 incoming gate valves replacements on Pump 1 & 3, pump motor for pump 2 with a bearing issue, replacing the gate valve hardware on Pump 2, railing replacements and a possible grinder for the last chamber, with the intention of possibly repositioning it later . A third vendor is being sought to provide same.

I&I – manhole repairs are being made as they become identified, such as Steinmetz.

**Miscellaneous Items**

Electric Vehicle Charging Stations within SSA Easements: please refer to the email previously sent on February 11, 2025. A draft form of agreement has been prepared and is with Counsel for review. Essentially the Board needs to decide whether or not TTHMUA wishes to entertain such requests to permit EV Charging Stations in and or around SSA easements or the trenching for said EV Stations in certain developments as well as how it will be handled going forward in the event there is a need to access any TTHMUA facilities within said easements.

Senior / Veteran Tax Information (from previous discussions) – need guidance if consensus of the Board is further analysis.

Affordable Housing & Vacant Land Analysis: Hillsborough Township adopted resolution R-51-2025 Resolution Regarding the Township of Hillsborough’s Present and Prospective Fair Share Affordable Housing Obligations for the Fourth (4<sup>th</sup>) Round. A conference call was held with the Administrator, Mayor Ciccarelli, Committeeman Lipani on 1/23/25 and Eric Bernstein was added. The Township is still building out the Third (3<sup>rd</sup>) Round and has over 600-700 units.

**Committee Reports:**

- **Engineering / Facilities:** see above
- **Finance:** See reports and rate analysis sent under separate email. Also previously sent was the rate connection analysis from Mr. Gardner; to be proposed in April and adopted in May if in agreement. Certificate of Deposit – ED is obtaining rates for a \$500K CD.
- **Personnel:** TTHMUA is participating in the Job Fair at the Township on Thursday, February 26, 2025. ED is in the process of writing a job description and plan for summer interns. CDL acquisition remains an open item and is being continued to be addressed. DMV abstracts are being run for all employees that drive TTHMUA vehicles; this is done twice a year. All maintenance employees completed their annual fit tests. Starting in March, the same employees will start their safety training courses online. Two spots are reserved at PSI’s March 13<sup>th</sup> pumping class, offered free of charge that TTHMUA can participate in.

**SRVSA:** Reorganization Meeting was held on February 3, 2025 and a subsequent regular meeting was held on February 24, 2025. The following is the Executive Board for SRVSA: Ed Machala is the Chair, Reinhard Pratt (Branchburg) is VC, Bob Albano Secretary and Joe Lifrieri Treasurer.

The Board Committee Assignments are as follows:

Finance: Albano, Machala, Pratt, Scarantino, Dominach, Pappas Croson

Planning: Lifrieri, Machala, Pratt, Scarantino, Dominach, Murphy

Personnel: Petrone, Lifrieri, Albano, Machala, Borek

IPP: Albano, Pappas, Dominach, Murphy, Borek

**AEA:** Conference update: please register by Friday at the latest. Also, the Hotel is still accepting reservations for the room block. TTHMUA submitted two nominations for the WAVE award, and both are being awarded at the Conference on March 11-12, 2025.

PFAS regulation remains a hot topic for the members as the NJDEP is attempting to regulate a non-traceable amount. Continued participation in the Legislative Committee, offering feedback on bill proposals.

A919: Establishes procedures and standards regarding public service privatization contracts.

AEA is also asking for information from members or affiliates regarding any projects or innovations; as they may wish to include in future blogs, social media or newsletters. They also asked that members and affiliates follow them on LinkedIn.

There remains an ongoing concern over cyber-attacks on wastewater and municipal entities. NJCCIC and NJOHSP are urging vigilance, training and continued safety measures to mitigate vulnerabilities.

**CLAIMS LIST**

Operating Fund - February 26, 2025	\$1,150,017.34
General Fund - February 26, 2025	\$ 180,406.99

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

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Scarantino to adjourn the meeting at 6:27 pm and all those present voted in favor.