



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
MONDAY – APRIL 14, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 9:00 AM on Monday, April 14, 2025, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Also, present Executive Director Pamela Borek. 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 April 14, 2025, at 9:00 am.

PLEDGE OF ALLEGIANCE

CLOSED SESSION

RESOLUTION #25-0414-01 – Resolution Authorizing Closed Session

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L.1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township of Hillsborough Municipal Utilities Authority is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

Personnel Discussion

3. The Township of Hillsborough Municipal Utilities may take official action on those items discussed in the Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

A motion was made by Mr. Avolio, seconded by Mr. McCray, and all those present voted in favor and the Board moved into Closed Session at 9:03 am.

At 9:25 am, a motion was made by Mr. Scarantino, seconded by Mr. McCray, to come out of closed session and all those present voted in favor.

RESOLUTION #25-0414-02– Resolution Amending the Designated Official Depositories for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED the following financial institution be added as a designated Depository for funds of The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2026.

First Bank New Jersey

New Jersey Cash Management Fund

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

Ms. Borek stated that this resolution simply adds these two financial institutions to our list and going forward they will be included in the Reorganization resolution.

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

RESOLUTION # 25-0414-03-Resolution Authorizing the Hiring of an Assistant Maintenance Supervisor

WHEREAS, there exists a vacancy in TTHMUA’s Maintenance Department; and

WHEREAS, James Makowski has been interviewed by the members of the Board, the Maintenance Supervisor, the Human Resources Coordinator and the Executive Director; and

WHEREAS, Mr. Makowski has been identified to have the skills and experience necessary to be successful in this position; and

WHEREAS, it is therefore the consensus of the above that Mr. James Makowski be offered the position of Assistant Maintenance Supervisor.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the above recommendation is hereby approved.

A brief discussion was held regarding the starting salary and direction was given to Ms. Borek as to how to proceed.

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

DISCUSSION

The following was brought forth in the Director’s Report:

Personnel Update: CDL Update was covered in the Executive Session

Ms. Borek reported that interviews ED has begun interviewing individuals for summer interns and student service-learning projects; recommendations for hire will be made for consideration at the April 23, 2025, Board Meeting.

Additional potential maintenance candidates were interviewed and discussed. At this time, there will not be any recommendations to move forward, except for the recommendation and resolution on this agenda to hire the Assistant Maintenance Supervisor.

Facilities / Projects

Hodge Road Pump Station – Ms. Borek reported that the Hodge Road Pump Station air system failed and has been deactivated. Estimates are being obtained to replace the circuit breakers and contacts before reinstalling the repaired pump.

Mulford Pump Station Replacement Project - Ms. Borek stated that a meeting for this project was held on April 10, 2025, with the following individuals in attendance: DeMaio Electric (Sal and Andrew), H2M (Steve Hearl), Maintenance Supervisor Reiter and ED Borek, as result of significant delays between the Contractor and the Engineer. The team was reminded of the importance of timing relating to this project.

Fox Chase Sewer Line Replacement – Ms. Borek reported that the final cleanup of the area is anticipated to be completed shortly. There are some dead trees beyond the area of construction, that a resident has been complaining about, pictures were sent to the Township as it was not related to the project. A final camera report from the contractor is forthcoming.

The Enclave at Roycebrook – Ms. Borek stated that a preconstruction meeting was held at their construction site, and they began laying pipe. An MUA inspector has been on site for the work, daily.

Finance

Ms. Borek provided the proposed schedule for the Connection Fee; introduction at the April 23, 2025, meeting, with the adoption in May and a June 1st effective date. She further reported that she will work on the budget worksheet for the 2026 budget, for an introduction in September and adoption in October.

It was mentioned that when preparing the usage rate increase resolution for later this year, the fact that treatment costs from SRVSA are increasing and it is necessary to consider that when increasing TTHMUA's usage rates.

Ms. Borek reported that at this time there are 516 accounts on the delinquent list, which potentially, if remain unpaid, will end up on the Tax Sale list. The complete list was made available for the members to review.

She further provided an update on the check fraud investigation, stating that Hillsborough Township Police Department advised that on April 2, 2025, the Somerset County Prosecutor's Office authorized charges.

Miscellaneous Items

Ms. Borek reported that on Friday, April 4, 2025, Ms. Twarowska visited our office just prior to closing and expressed her continued displeasure with the methodology of our rates. Ms. Borek advised that she inquired with AEA members regarding Senior discounts, and she shared that information with the Board Members and it was outlined in the Director's Report.

Electric Vehicle Charging Stations / Outlets within SSA Easements: This has been presented previously, and the response from the Authority was no. One of the residents reached out to the Mayor because they were not satisfied with my response. Ms. Borek was directed to work with the Attorney to develop the appropriate language to be included in any applications and hold harmless agreements.

SRVSA: the next meeting is scheduled for April 28, 2025.

AEA: Legislative Committee weighed in on four proposed bills and recommended opposition of the following:

A5538 Hutchison (D-4); Miller (D-4) / S4344 Moriarty (D-4)

Prohibits municipal utilities authorities from charging fire district water service charges for fire protection systems if authority imposes water service charges on customers who are also taxpayers of fire district.

This bill has not been introduced in the Senate.

A5550 Auth (R-39)/Peterson (R-23) +3

Requires the Division of Local Government Services to perform audits of certain shared services agreements and authorities.

This bill has not been introduced in the Assembly.

S4352 Turner (D-15)

Prohibits public utilities from assessing surcharges and certain fees.

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. McCray to adjourn the meeting at 10:35 am and all those present voted in favor.