



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – APRIL 23, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, April 23, 2025, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Also, present were the Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. arrived at 6:10 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 April 23, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

A motion was made by Mr. Avolio, seconded by Mr. Scarantino to table the following minutes:

- February 26, 2025 Reorganization and Regular Meeting Minutes
- March 10, 2025 Meeting Minutes
- March 26, 2025 Meeting Minutes

MATTERS FOR CONSIDERATION

RESOLUTION #25-0423-01 - Resolution to Advertise Public Hearing for Revisions to Rate Schedule for Sewer Connection Fee

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable; and

WHEREAS, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees;” and

WHEREAS, the Authority, according to law, must establish and hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “A Resolution Amending a Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer

Service Charges and Connection or Tapping Fees”, does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 6:00 P.M. on May 28, 2025.

The motion and resolution were introduced by Mr. Scarantino and seconded by Mr. Avolio and all those present voted in favor.

RESOLUTION #25-0423-02 – Resolution Authorizing Will Serve for Block 201, Lot 7.01 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 Dynamic Engineering requesting a will serve letter for Block 201, Lot 7.01, 150 Homestead Road, as their due diligence for the property; and

WHEREAS, the property, Block 201, Lot 7.01 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, 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 201, Lot 7.01 (150 Homestead 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.

The motion and resolution were introduced by Mr. Scarantino and seconded by Mr. McCray and all those present voted in favor.

RESOLUTION # 25-0423-03 - Resolution Authorizing the Hiring of a Maintenance Worker

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

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

WHEREAS, Mr. Kabus 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. Dan Kabus be offered the position of Maintenance Employee.

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

Ms. Borek stated that Mr. Kabus was interview by the following: Assistant ED Ms. Hohnhorst, Maintenance Supervisory Dan Reiter, Commissioners Mr. McCray and Mr. Avolio. A brief discussion ensued regarding the offer Ms. Borek was authorized to make to Mr. Kabus.

The motion and resolution were introduced by Mr. Avolio and seconded by Mr. Scarantino and all those present voted in favor.

DISCUSSION

The following items were provided in advance of the meeting in the Director's Report:

Personnel Update

Ms. Borek reported that the original thought need for an Executive Session at this meeting was not needed. She further stated that after speaking Attorney Cipparulo, going forward, she will personally hand-deliver future Rice Notices and explain why they are receiving them and that it would be in their best interest to attend the meeting if appropriate.

Facilities / Projects

New Office - Ms. Borek reported that the final inspection for 302 passed was on 4/21/25.

Fox Chase – Ms. Borek stated that the final reimbursement request was sent to the Township on 4/14/25, awaiting reimbursement at an upcoming Township Committee meeting. There is some final site cleanup work that remains outstanding.

Hodge Road Pump Station – electrical estimates are being obtained to replace the circuits.

Sunnymead Pump Station

Status update from Pennoni / VNHA – a brief discussion regarding the status of the updates and the change order occurred. Chairman Nunn suggested that the most recent change order not be authorized but that a complete set of plans and bid ready documents should be provided to the Authority.

Additionally, a further discussion ensued regarding the emergency repairs to isolate the pumps in order to make the necessary repairs to the station including the valve replacements.

Enclave – Roycebrook – The Engineer for Toll Bros. is requesting permission to deviate from the Flygt pumps that are outlined in the Authority's specifications. They are suggesting Sultzzer Pumps. The Board confirmed that the specifications state Flygt and that remains the required pump for the station.

Finance

Ms. Borek reviewed the timeline for the Connection Fee Schedule, which included the resolution on this agenda, adoption in May, effective June 1st.

An analysis for the Service Rate Increase was provided and direction was given on how to proceed.

Tax Sale Listing – a listing of the accounts with outstanding balances was made available for the Board members to review. There are 482 accounts as of this listing that have outstanding 2024 balances, as well as what they owe for 2025, however this report does not include the 2025 amounts.

	2022	2023	2024	2025
April/June	396	447	421	482
July	361	376	342	
Final (sent)	123	115	146	

Ms. Borek presented the below article to be run in the Hillsborough Patch.

Did You Know?

Did you know that delinquent sewer charges, for the previous year, can result in being sold at the upcoming Municipal Tax Sale?

If you have any outstanding balance for 2024 due to the sewer authority, your property is in jeopardy of being included in the upcoming Municipal Tax Sale. When your balance is purchased at the Municipal Tax Sale, it results in a lien being placed on your property.

Sewer payments are due quarterly.

To check to see if you are current with your sewer obligation, please visit www.hillsboroughmua-nj.org, the third icon from the left reads “Online Payment”, click that. Then click where it says “here” to access the online portal. You can create a profile to check your account and make payments. You can also make payments through your bank account with online bill pay which offers no convenience fee charged to your account.

If you wish to pay online, just like many other entities, there is a convenience fee added by the processing company.

Please keep in mind the following when making online payments through our portal: there is a \$400 limit per transaction via online payments, the account # must be entered WITHOUT the period for example: 123400 and finally, the address MUST be entered EXACTLY how it appears on the bill and be the street address only.

As always, customers may always call the office to verify amounts as well, between the hours of 9 am and 4 pm, M-F at 908-371-9660.

Avoid being placed on the tax sale list and confirm your sewer account is current.

The Board agreed that this was a good suggestion.

Update on check fraud: Ms. Borek received an updated Police report on 4-15-2025 also received notice from SCPO regarding Victim Advocate information, which was sent to Attorney Cipparulo.

Commercial Accounts – A discussion regarding the commercial accounts resulted in the need for an audit of the accounts regarding their current usage relative to zoning and the type of business.

Miscellaneous Items

Ms. Borek provided clarification regarding the NJDEP operator license:

	C1	C2	C3	C4
Population or Equivalent	251-1500	1501-15,000	15,001-50,000	50,001-more

The above is according to the Rules and Regulations Governing the Licensing of Water Supply Wastewater Treatment System Operators N.J.A.C. 7:10A, including amendments up to December 2008

"Population equivalent" means the number of individuals who would normally be expected to generate a given flow or quantity of pollutants, based either on 100 gallons per day or 0.17 lbs. BOD or suspended solids per person per day.

Senior / Veteran Tax Information (from previous discussions)

(From the July 2024 minutes) Ms. Barbara Twarowska, of 22 Independence Way, has not applied to the Township for the Senior Tax Discount.

Electric Vehicle Charging Stations / Outlets within SSA Easements: Ms. Borek reported that the list of requestors is increasing.

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

AEA: Legislative Update: no update

CLAIMS LISTS

Operating Fund \$ 213,144.79 – April 23, 2025

General Fund \$ 305,985.07 – April 23, 2025

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

PUBLIC COMMENT

Ms. Borek read an email into the record that was received from Ms. Twarowska of 22 Independence Way.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Scarantino, seconded by Mr. Avolio to adjourn the meeting at 7:20 pm and all those present voted in favor.