



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – MARCH 26, 2025**

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

Robert Damiano
Robert McCray
Richard Nunn

Also, present were the Executive Director Pamela Borek and Mr. Peter Cipparulo, Esq. Mr. Avolio and Mr. Scarantino were 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 March 26, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- None at this time.

MATTERS FOR CONSIDERATION

RESOLUTION #25-0326-01 – Authorizing the Executive Director to Advertise for Various Full-time and Part-time Positions and Setting the Salaries for Said Positions

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) needs to advertise for various full-time and part-time positions;

WHEREAS, the Executive Director has created job advertisements for said positions, which include the following: Assistant Maintenance Supervisor, Entry Level Maintenance Worker, Part Time Summer Maintenance; and

WHEREAS, the pay rates for these positions are as follows: Assistant Maintenance Supervisor the salary will be compensatory based on experience; Entry Level Maintenance Worker will have a starting salary of \$48,000 and will be required to obtain their CDL within six months of employment and will not come off of probation until such time as that requirement is met; the part time summer positions and intern positions will be at an hourly rate of \$16 per hour; and

WHEREAS, once the entry level worker fulfils the CDL requirement and assuming no infractions, they will be eligible for a \$2,000 increase, regardless of whether there was an annual raise during that period; and

WHEREAS, as a result of this increase in the starting salary, there are three employees eligible for a salary adjustment, said employees will receive a salary adjustment, effective April 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, the above salaries, positions and adjustments are hereby authorized and approved.

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

DISCUSSION

The following items were provided in advance of the meeting in the Director's Report. There were no further discussions on these items at this meeting.

Personnel Update

At our Monday, March 6th meeting, I presented various full time and part time positions.

There is a resolution on the agenda, authorizing the posting and setting the salaries and / or hourly rates for these positions.

Facilities / Projects

Fox Chase Sewer Replacement – the abandoned pipe has been filled with cement; milling and paving will take place this Thursday and this project is almost a wrap.

The Enclave at Roycebrook – a preconstruction meeting was held onsite on March 14th with MUA Inspectors, Eric Lehman, John Pilla and ED Borek. Another meeting will be scheduled in advance of the start of the pump station.

Mulford Lane Pump Station Replacement – Contractor started test pits on March 17th.

Sunnymead Pump Station – we are in the process of obtaining quotes for the replacement of the gate valves – getting estimates for all of the gate valves.

Received Pennoni update at 4 pm today.

Glen Gery West – will be dropping off plans and TWA soon.

Finance

Connection Fee Schedule – Introduce in April and adopt in May, effective June 1st.

Rate Increase – discuss

Budget timeline – I will work on a draft budget for the June / July timeframe, introduction in September and adopt in October (or sooner if desirous) – nothing new to report – just confirming acceptable timeline.

Miscellaneous Items

Electric Vehicle Charging Stations within SSA Easements: the AEA sent out my request for information regarding this. The responses are below.

Beekman Gardens worked with Township Engineering and removed all chargers and trenching that would encroach the MUA easements. The Township Zoning Officer is going to approve the permit for the Block 163.13 lot 16 as he has made all of the revisions necessary to address our concerns with MUA easements and Flood plain for this block and lot in the specified locations.

AEA Wave Award Recipients:

Outstanding Commissioner: Robert McCray, Township of Hillsborough Municipal Utilities Authority

Life Member Awards:

Richard Brand, East Windsor Municipal Utilities

Pam Carolan, Mount Laurel Township Municipal Utilities

Stephen Specht, Brick Township Municipal Utilities Authority

Individual Wave Achievement:

Michael Kane, Western Monmouth Utilities Authority the Western Monmouth Utilities Authority's
Confined Space Rescue Program

Harry Ladisheff, Bayshore Regional Sewerage Authority

Up-And-Comer Scott DiBenedetto, Western Monmouth Utilities

Best Management Practices S

Somerset Raritan Valley Sewerage Authority

Township of Stafford

Forward Thinking Award

Atlantic County Utilities Authority,

Bayshore Regional Sewerage

Mutual Aid Achievement Somerset Raritan Valley Sewerage Authority

CLAIMS LISTS

Operating Fund \$ 389,219.92 - March 26,2025

General Fund \$ 166,533.86 – March 26, 2025

A motion was made by Mr. McCray, seconded by Mr. Damiano; 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. Damiano to adjourn the meeting at 6:07 pm and all those present voted in favor.