



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – MAY 28, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, May 28, 2025, with the following members present:

Michael Avolio  
Robert Damiano  
Richard Nunn

Also, the Executive Director Pamela Borek was present and Mr. Peter Cipparulo, Esq. arrived at 6:30 pm. Mr. McCray 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 April 23, 2025, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- February 26, 2025, Reorganization and Regular Meeting Minutes

A motion was made by Mr. Avolio, seconded by Mr. Damiano, and the above minutes were approved by those members present.

A motion was made by Mr. Avolio, seconded by Mr. Damiano to table the below listed minutes, all present voted in favor to table the minutes.

- March 10, 2025, Meeting Minutes
- March 26, 2025, Meeting Minutes

**MATTERS FOR CONSIDERATION**

**RESOLUTION #25-0528-01- Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Connection or Tapping Fees**

**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:

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe, and establish the following amendment to the Resolution

Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on June 1, 2025.

**SECTION IV. is hereby amended as follows:**

**SECTION IV. CONNECTION OR TAPPING FEES**

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes, and establishes the following connection or tapping fees as authorized by N.J.S.A. 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of N.J.S.A. 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$2,999
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1-bedroom unit	\$1,799
2-bedroom unit	\$2,549
3-bedroom unit	\$2,999
Senior housing (age restricted):	
1-bedroom unit	\$1,110
2-bedroom unit	\$1,710
3-bedroom unit	\$2,249
Assisted living facilities:	
Per bed	\$1,000
All other uses – charge per gallon of estimated average daily flow	\$10.00

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in N.J.S.A. 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

**SECTION V. is hereby amended as follows:**

**SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER**

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$10.00 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard.

Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

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

**RESOLUTION # 25-0528-02 - Resolution Authorizing Temporary Disability for Frank Arcidiacono**

**WHEREAS**, Frank Arcidiacono experienced a medical issue and was excused from work on March 3, 2025; and

**WHEREAS**, Mr. Arcidiacono was authorized Family Medical Leave; and

**WHEREAS**, Mr. Arcidiacono was approved for an extended leave of absence; and

**WHEREAS**, Mr. Arcidiacono therefore was approved for temporary disability, however, Mr. Arcidiacono remains an employee of the Township of Hillsborough Municipal Utilities Authority.

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

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

**RESOLUTION #25-0528-03 Resolution Supporting the Funding of the State Revolving Funds and other Key Water Project Funding Sources**

**WHEREAS**, modern civilization needs clean, efficient and well-maintained water supply, distribution, treatment and recharge systems to keep people healthy and to produce food necessary for our survival; and

**WHEREAS**, all life that shares the earth with the human race needs clean water; and

**WHEREAS**, water is *part of everything*. It is either a component of a product, or it is an element of production, sanitizing, or delivery of products; and

**WHEREAS**, water and water-related infrastructure must operate all day, every day, and requires consistent upgrades, repairs, and often expansions to meet growing demand; and

**WHEREAS**, water supply, delivery, control, and treatment systems need to be modified to prepare for operational conditions resulting from climate change; and

**WHEREAS**, water utilities need adequate funding to address each of these previously listed realities; and

**WHEREAS**, the Clean Water and Drinking Water State Revolving Funds (SRFs) have helped clean water utilities fulfill their responsibilities for the past thirty years; and

**WHEREAS**, over the past thirty years, the SRFs have helped New Jersey finance below market loans for 1,666 water/sewer projects through \$7.6 billion in SRF permanent loans and \$1.48 billion in short-term SRF construction loans; and

**WHEREAS**, these projects have generated 140,000 jobs; and

**WHEREAS**, the proposed FY2026 federal budget would decrease the SRFs by 89 percent and reduce NJ's full SRF allocation from \$84M to \$9M; and

**WHEREAS**, the National Association of Clean Water Agencies has declared that this draconian cut would be tantamount to "kneecapping" the infrastructure financing programs that are vital to local utilities and their communities; and

**WHEREAS**, the Association of Metropolitan Water Agencies has expressed strong support of SRF funding in recent hearings and has urged its members to advocate for SRF funding; and

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority Board of Commissioners agrees with NACWA and AMWA on the vital importance of the State Revolving Funds, and

**WHEREAS**, cutting the overall EPA budget by 54 percent is guaranteed to harm the residents of this state and the surrounding environment, and erase decades of environmental protection progress,

**NOW THEREFORE BE IT RESOLVED** that the Township of Hillsborough Municipal Utilities Authority Board of Commissioners calls on our local, state, and federal elected representatives to actively work toward the full restoration of both SRF funding and the EPA budget.

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

**RESOLUTION #25-0528-04 Resolution Authorizing the Hiring of Part Time Summer Employees**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority has implemented a Summer Internship and Summer Part Time Employment Program; and

**WHEREAS**, a series of interviews were conducted with various individuals; and

**WHEREAS**, the Executive Director recommends hiring the following individuals as Part Time Summer Employees:

Dylan Payne  
Grace Silva  
Matthew Tuttle  
Isaiah Warrick

**WHEREAS**, the above-mentioned employees must complete a pre-employment background check, DMV abstract, drug test and physical; and

**WHEREAS**, upon successful completion of the above, they will be permitted to commence employment, at an hourly rate of \$16 per hour, not to exceed 29 hours per week.

**NOW THEREFORE BE IT RESOLVED** that the Township of Hillsborough Municipal Utilities Authority Board of Commissioners authorizes the hiring of the above-mentioned individuals.

The resolution and motion were introduced by Mr. Avolio, seconded by Mr. Damiano 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**

CDL Update: 10-day training to start Friday for a Maintenance Employee at Somerset County.

Ms. Borek reported that she met with Chairman Nunn regarding the attendance policy and they reviewed the language in the Employee Handbook. Based on their findings, the maintenance staff is currently being paid for 8 hours and actually work 8.5 hours, so therefore they are getting 30 minutes of unpaid lunch. The handbook is ambiguous regarding unpaid or paid time for lunch. There is no need to further this discussion.

She advised that the Authority continues to work with RVCCC and have service-learning students work with the Authority for specific projects for about 20-30 hours. In fact, we recently attended the Pray Family Center 30-Year Anniversary and Student Award luncheon as a partner organization.

**Facilities / Projects**

New Office – all final permits have been received.

Working with the HOA on the brass numbers, exterior doors to be painted and the possibility of a critter or two living in the roof, soffit or attic. As more information becomes available, an update will be provided.

Mulford Pump Station Replacement – Ms. Borek advised that she has had multiple teleconferences with Steve Hearl of H2M, the Engineering consultant on the project.

Fox Chase – awaiting closeout from Engineer. Final reimbursement from the Township has been received.

Hodge Road Pump Station – MidState Electric will be making the repairs to the panel this week so we can retrieve and have our refurbished pump from Longo reinstalled. The work on the contactors will not impact if we ultimately move the panel.

Sunnymead Pump Station – Ms. Borek advised she is working with the team on the emergency repairs.

**Finance**

Connection Fee Schedule – public hearing and adoption proposed for this meeting with an effective date of June 1, 2025.

Service Rate Increase – will be introduced and adopted in the coming months with an effective date of January 1, 2026.

Update on check fraud:

Received a call from Detective Scott Foland from the Johnson City Police Department to ensure we are a government entity as they have enough evidence to arrest the woman who “washed” the check, however, since we are government, there will be additional charges. I also provided him with contacts at both Provident and the JIF.

Update received Friday, May 23rd via email: Just wanted to update you and let you know that Sharavia Weathers was arrested yesterday and charged with 2 felonies in regard to this forged check incident. The case will be prosecuted by the Broome County District Attorney’s Office. They may reach out to you in regard to the case.

Past Due Accounts – A letter to accounts with outstanding 2024 balances was reviewed, and consensus was reached to proceed with sending out said letter.

I&I – Camera Truck was evaluated by Jesco and the POSM Team. There were significant software updates necessary as well as several pieces of broken equipment including one of the monitors. I am anticipating a complete listing of the items that need to be repaired / updated. Once the equipment is all repaired and operational, we will schedule an in-depth training for 2-3 employees on the use of this equipment and the program will be brought back online.

**Miscellaneous Items**

Electric Vehicle Charging Stations / Outlets within SSA Easements:

4/24/25 – Scott Williamson from the Township Electrical Inspector stopped by. He indicated there are approximately 15 more applications coming from Brookside development. He is suggesting a joint meeting with the Township and MUA to discuss all the nuances regarding these requests. A subcommittee meeting was held at the Township. The MUA will move forward with an application and fee schedule for these types of requests.

5/12/25 – Ms. Borek attended a meeting at the Township with Committeeman Lipani, Administrator Ferrera, Scott Williamson, March McLaughlin (Zoning Officer) to further discuss this issue. Ultimately the Zoning Department will create a checklist. As part of that checklist MUA approval will be required. Attorney Cipparulo investigated any restrictions on the Authority charging an application or inspection fee and there is not any restriction.

To be determined is the Authority's application fee, adding the inspection rate of \$50 per hour to the agreement and the necessary agreements to be completed.

**SRVSA:** There was a presentation for the New Administration Building, which monopolized most of the April 28th meeting. At the May 18th meeting, a resolution supporting the funding of the SRFs was passed and AEA is asking members to adopt the same; it is on this agenda. SRVSA Commissioners Scarantino and Borek will be attending WEFTEC in the fall.

**AEA Check in:** May 28th most recent general check in. AEA is urging members to reach out to legislators regarding the cuts to both SRF and EPA budgets. Tomorrow (5/29) is the deadline for comments. Two links were provided to help support the reinstatement of these funds.

Sign on letter

<https://docs.google.com/document/d/15N2YhuyULoFQ2QX86Gct5U4FhnxpuKv1M7ltx3dav1c/edit?tab=t.0>

Form for adding your name and organization

<https://docs.google.com/forms/d/e/1FAIpQLSfcxsj17ZHFE41OmQXlOysi5myuy6geA5-M6FMN1IXZ0BTOQ/viewform>

It was stressed that identifying a specific project that is or will be impacted by these cuts is important to add to the letter and, or resolution. I inquired while on the call how to handle it if we currently do not have an application for funding and was advised on suggested wording such as “next year we intend to being a much needed station upgrade that will cost \$14M and without the State Revolving Funds available we will be unable to do so and will therefore need to borrow funds at a much higher rate, therefore negatively impacting our rate payers”. Additionally, we can use the WISE calculator to analyze the difference.

The discussions around PFAS continue and Peg is working on an educational piece that we can use to help educate our customers as well as local elected officials. Although the MUA is not directly responsible for mitigating PFAS, the trickle-down impact resulting in the implementation of mitigation by SRVSA will ultimately result in higher rates to be borne by the participating municipalities and ultimately our rate payers.

**AEA: Legislative Update:** The Legislative Committee meeting was on 5/21/25. An update from Trenton was provided – not much going on as waiting on Federal budget. The June 1st electric rate increase has become a political issue. There is also an update coming on the Licensed Operator Rules. The EPA has delayed the PFAS implementation of many standards. The Federal SRF is facing an 89% funding cut and all AEA members are asked to adopt the model resolution (which is on this agenda).

**AEA Safety Committee Update:** Quarterly Zoom on 4/25/25 – topics discussed included getting ready for summer, including summer PPE, heat related illness and prevention, lightening awareness plans. The importance of weight capacity stickers on ladders was stressed as there was an incident at an authority in which the person utilized a ladder which was not adequate for their weight. Also discussed was the importance of safe lifting training to avoid back injuries, along with flagger and road work safety and it was mentioned that PEOSH has been investigating work site and shutting those down found in violation. It is important to update the annual written programs and even if there are no changes, it should be indicated on the front cover that it was reviewed annually with the date and who reviewed it. Wildfires were also a discussed and the question was posed, what would your authority do if your facility experienced a wildfire?

Ms. Borek asked the members to save the date for the June 24<sup>th</sup> Township Committee meeting, as that is when Board Member Mr. McCray will be receiving his Commissioner of the Year Proclamation from the Mayor and Township Committee.

**CLAIMS LISTS**

Operating Fund	\$ 1,055,942.75 – May 28, 2025
General Fund	\$ 62,332.61 – May 28, 2025

A motion was made by Mr. Avolio, 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. Damiano, seconded by Mr. Avolio to adjourn the meeting at 6:41 pm and all those present voted in favor.