



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

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

Michael Avolio  
Robert Damiano  
Robert McCray  
Richard Nunn via teleconference  
Frank Scarantino

Also, the Executive Director Pamela Borek, and Mr. Peter Cipparulo, Esq. were present.

**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 July 23, 2025, at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- May 28, 2025, Meeting Minutes

A motion was made by Mr. Damiano, seconded by Mr. McCray, and the above minutes were approved by those members present and eligible to vote. Mr. Scarantino abstained.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #25-0723-01– Resolution Authorizing the Execution of a Memorandum of Understanding with Somerville Rescue Squad**

**WHEREAS**, there exists the need for secondary confined space rescue for the Authority; and

**WHEREAS**, Somerville Rescue Squad offers such services; and

**WHEREAS**, in order to meet the needs of the Authority, a Memorandum of Understanding needs to be entered into by both parties, The Township of Hillsborough Municipal Utilities Authority and the Somerville Rescue Squad.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that the Executive Director is hereby authorized to execute the above-mentioned Memorandum of Understanding, attached hereto, on behalf of The Township of Hillsborough Municipal Utilities Authority.

Ms. Borek explained that the Joint Insurance Fund (JIF) recommended the Authority to have a secondary confined space rescue team. A secondary confined space rescue team is basically a backup to our in-house rescue team should an emergency occur when we enter a manhole, drywell, wet well, etc., basically for

anything below 4ft in the ground. We have been speaking with the Somerville Rescue Squad to help us meet this need. An MOU was drafted and reviewed by Counsel.

Chairman Nunn inquired about the fee. Ms. Borek responded that it has not yet been determined.

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

**RESOLUTION # 25-0723-02 Resolution of The Township of Hillsborough Municipal Utilities Authority Honoring and Recognizing Daniel Reiter for His Service to The Township of Hillsborough Municipal Utilities Authority**

**WHEREAS**, Dan Reiter served The Township of Hillsborough Municipal Utilities Authority as a Consultant from 2015 through 2019; and

**WHEREAS**, Dan Reiter has served The Township of Hillsborough Municipal Utilities Authority as an employee since 2019; and

**WHEREAS**, Dan Reiter has served The Township of Hillsborough Municipal Utilities Authority with dedication, devotion, and distinction; and

**WHEREAS**, Dan Reiter has represented The Township of Hillsborough Municipal Utilities Authority with professionalism, character, integrity, and personality; and

**WHEREAS**, Dan Reiter has provided The Township of Hillsborough Municipal Utilities Authority compassion, courtesy, and a “friendly smile”; and

**WHEREAS**, Dan Reiter has received numerous compliments and “words of thanks” from our customers, business affiliates, and fellow employees for his thoughtfulness throughout his career.

**NOW THEREFORE BE IT RESOLVED**, this 23rd day of July 2025 that Dan Reiter is hereby recognized and commended for his devoted service to The Township of Hillsborough Municipal Utilities Authority, its employees, and the citizens of The Township of Hillsborough; and

**BE IT FURTHER RESOLVED** that Dan Reiter be extended congratulations and heartfelt thanks from The Township of Hillsborough Municipal Utilities Authority Board Members and employees for his thoughtfulness and friendship; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be spread upon the minutes of The Township of Hillsborough Municipal Utilities Authority.

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

**RESOLUTION #25-0723-03– Resolution Accepting an Easement and Right-Of-Way for a Portion of Block 178.01, Lot 24.01**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority is in receipt of an Easement Grant and Right of Way for the above-mentioned parcel; and

**WHEREAS**, the documents said have been reviewed by the Authority Attorney and found acceptable.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority the acceptance of an easement and right away for Block 178.01 Lot 24.01.

**BE IT FUTHER RESOLVED THAT** the Executive Director of the Township of Hillsborough Municipal Utilities Authority is hereby authorized to execute said documents.

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

**DISCUSSION**

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

**Personnel Update**

Ms. Borek indicated that the Part Time Sick Time will be included in the next update of the Employee Handbook.

Ms. Borek inquired about the Board's position on requiring employees to sign an education agreement for CDL training. It was decided that since the CDL is a requirement, an education agreement would not be necessary.

A brief discussion was held regarding the potential hiring of another Part Time Engineer. The Board directed Ms. Borek to make an offer to the potential candidate.

**Facilities / Projects**

New Office – She reported that the bathroom floors were replaced on 7/16/2025 as the original tiles had coloration issues, presumably defective for some unknown reason

Mulford Pump Station Replacement – Ms. Borek reported that the manholes delivered to DeMaio's yard, because the truck was too large to gain access to the Mulford site; next update meeting is scheduled for 9 am in person at Mulford on Wednesday, July 23rd.

Fox Chase – The previously reported sink hole has been repaired by Stilo as well as updated the storm grates; the project should be closed out.

Hodge Road Pump Station – Ms. Borek reported that Longo returned the pump, and new electrical service was connected; the station was up and running as of midday on July 8, 2025. By the next morning the pump was smoking; apparently it was wired incorrectly. As of July 22<sup>nd</sup>, the pump has been rewired and is working correctly.

Sunnymead Pump Station – Ms. Borek stated that on June 26th the valve for Pump #3 was lowered into the dry well. Tuesday, July 1st the valve was replaced. Ms. Borek reported that a replacement pump vendor is being sought for pump #3.

**Finance**

Ms. Borek stated that the Budget for 2026 will be ready for August review and inquired if there will be a rate increase for 2026. After a brief discussion it was agreed that she should compile the budget without a rate increase.

Past Due Accounts – In early June 411 letters were sent to account holders with 2024 outstanding balances, as of the June Board meeting, that number was reduced to 210 accounts. Additionally, said accounts were flagged once Cycle B 3rd quarter bills were issued, ultimately resulting in 118 accounts being sent to the Tax Office for the Tax Sale. The prior 3-year average was 356, so this was a significant improvement and therefore resulted in TTHMUA having the funds deposited earlier and less manual input for the Township's Tax Office. This process will be followed again next year since we realized a positive result.

I&I – Ms. Borek reported that the van and camera equipment needed to be updated and there was also a missing piece of equipment. The quote for this is \$20,984.95. She stated that at this time this will be put on hold.

GIS – Ms. Borek stated that the summer interns have started the GIS program back up. We will have an estimate of how much more needs to be mapped for the August Board meeting. A detailed user manual is also being created so that other employees will be able to log in and understand the mapping and also how to utilize the equipment.

Social Media – The presentation was too large and will be shared at an upcoming meeting.

**Miscellaneous Items**

Mr. Damiano inquired as to where we stand with the commercial account analysis. Ms. Borek stated that there was still some work that needed to be done.

The Township’s HBA Annual Awards Dinner is Thursday, October 30, from 6-8 pm at Royce Brook Golf Club, registration is \$25. I received an email and was told that it (the email) went to all businesses.

NJAEA 2025 Annual Meeting & Conference; Monday, November 17th and 18th

NJLOM Annual Conference: Tuesday, November 18th – Thursday November 20th

For the above events, she requested that anyone interested in attending to please let Judy know, as well as how many days, if applicable, so registration can be completed.

**Senior / Veteran Tax Information (from previous discussions)**

Ms. Barbara Twarowska came to the office to pay her bill. She paid 3rd and 4th quarter. She proceeded to complain about the methodology utilized in calculating quarterly sewer charges and was very rude and mentioned she might come to our next meeting. She then went to the Township Social Services Department to complain on July 10th. Here is the email received from Bob Wagner, Director, that he also sent to the Administration Office of the Township in the event, Ms. Twarowska went there.

“Good afternoon, this afternoon Barbara came into our Social Services office very upset over her charge for MUA services. She was visibly upset and talking very loud at my staff who were trying to help her.

I came out and introduced myself and asked how I can help her, she feels that the charge for her MUA services should not be based on the number of bedrooms but on the actual usage. I explained that the MUA is separate from the township and any questions would need to be addressed with them.

She left but came back a minute later still upset and finally gave me her name, address and email, I explained I would get her information over to the MUA so they could assist. She left and I called Pam and then she came back a 3rd time and was still upset, I had to put Pam on hold. Pam advised that they are aware of her as she has been over multiple times to address her issue.”

While I empathize with Ms. Twarowska, it is not acceptable for her to raise her voice to any of the staff just because she does not like the answer she is receiving. At this time there is nothing more from an MUA nor

Township standpoint that can be done to address this. Furthermore, she mentioned she makes too much money to qualify for the Senior Tax reduction on her property taxes.

SRVSA: next meeting is July 28th.

AEA Check in / Legislative Update and Safety Committee Update: Assemblyman Verrelli has introduced legislation (A-5903) to make various changes to the State Health Benefits Plan (SHBP) offerings and the governance of the SHBP. The proposed legislation abolishes the State Health Benefits Plan Design Committee, changes the State Health Benefits Commission membership and responsibilities, reduces the number of plans offered, and places a time frame for joining or leaving the SHBP.

The Safety Committee reviewed a near-miss accident and shared information regarding heatwaves and flooding, ironically this week most of New Jersey experienced both of those events. They are promoting participation in Safe and Sound week is August 11th through August 17, 2025, it is a nationwide event held each August that recognizes the successes of workplace safety and health programs and offers information and ideas on how to keep America's workers safe. This year Safe + Sound Week will provide resources and activities for businesses on emergency preparedness and response that can be done at work or at home.

Ms. Borek reminded the Board members of the retirement breakfast for Dan Reiter.

**CLAIMS LISTS**

Operating Fund	\$ 181,107.82 – July 23, 2025
General Fund	\$ 38,738.68 – July 23, 2025

A motion was made by Mr. Damiano, seconded by Mr. McCray; 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 7:01 pm and all those present voted in favor.