



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JUNE 25, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, June 25, 2025, with the following members present:

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

Also, the Executive Director Pamela Borek, Maintenance Employee Diego Altamirano 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 June 25, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 10, 2025, Meeting Minutes
A motion was made by Mr. Avolio, seconded by Mr. McCray, and the above minutes were approved by those members present and eligible to vote. Mr. Scarantino and Mr. Damiano abstained.
- March 26, 2025, Meeting Minutes
A motion was made by Mr. Damiano, seconded by Mr. Avolio, and the above minutes were approved by those members present and eligible to vote. Mr. Scarantino and Mr. Avolio abstained.
- April 14, 2025, Meeting Minutes
A motion was made by Mr. Avolio, seconded by Mr. McCray, and the above minutes were approved by those members present and eligible to vote. Mr. Damiano abstained
- April 14, 2025, Closed Session Meeting Minutes
A motion was made by Mr. Avolio, seconded by Mr. McCray, and the above minutes were approved by those members present and eligible to vote. Mr. Damiano abstained
- April 23, 2025, Meeting Minutes
A motion was made by Mr. Avolio, seconded by Mr. McCray, and the above minutes were approved by those members present and eligible to vote. Mr. Damiano abstained

MATTERS FOR CONSIDERATION

RESOLUTION #25-0625-01– 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.

The resolution and motion were introduced by Mr. Damiano, seconded by Mr. Avolio and all those present voted in favor. At 6:06 pm the Board went into Closed Session.

A motion was made by Mr. Damiano at 6:21 pm to reopen the public meeting, it was seconded by Mr. Avolio, and all those present voted in favor.

RESOLUTION #25-0625-02 Resolution Authorizing the Hiring of a Part Time Summer Employee

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 individual as a Part Time Summer Employee:

Nicholas Blue

WHEREAS, the above-mentioned employee 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 individual.

Ms. Borek explained that two of the previously hired interns chose other opportunities and she therefore sought to offer the opportunity to Mr. Blue since he was a Service-Learning Student from Raritan Valley Community College.

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

RESOLUTION #25-0625-03 Resolution Authorizing a Salary Adjustment for a Maintenance Employee

WHEREAS, Mr. Diego Altamirano began working for the Authority in September of 2023 as a Maintenance Employee; and

WHEREAS, obtaining a Commercial Driver's License (CDL) is a condition of employment; and

WHEREAS, Mr. Altamirano has successfully completed the course work and obtained his CDL with the necessary endorsements; (airbrakes and tankers); and

WHEREAS, as a result, Mr. Altamirano is eligible for a salary adjustment resulting in his annual salary to be \$48,500.00, effective June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority (TTHMUA) that the above-mentioned salary adjustment is hereby approved.

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

It was noted that Mr. Altamirano left the meeting at 6:28 pm.

RESOLUTION #25-0625-04 Resolution Ratifying and Confirming Emergency Repairs to the Sunnymead Pump Station

WHEREAS, the Sunnymead Pump Station was originally constructed in 1974 and was known as the Royces Brook Pumping Station; and

WHEREAS, over the course of the last 51 years, various upgrades have been made to the station, including increasing the number of pumps from two (2) to three (3); and

WHEREAS, it has been the intention of the Authority to build a new pump station, ultimately to replace the existing station; and

WHEREAS, as a result of aging infrastructure, the pump station is in need of emergent repairs; and

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6, a contract may be awarded without public advertising for bids or bidding when an emergency affecting public health, safety or welfare requires immediate performance of services and pursuant to findings of damage, and the Authority Staff recommends the Board affirm to permit the emergency repairs be made to the Sunnymead Pump Station; and

WHEREAS, the Authority has attempted to solicit quotes for the emergency work from various sources including the following: Modern Municipal Maintenance, Schilke Construction, Pumping Services, 911 Septic, and DeMaio Electric, resulting in ranges in excess of \$690,000; and

WHEREAS, time has become of the essence and some of the lead times for parts were in excess of six (6) plus months; and consequently Pump #3 volute recently failed completely resulting in having to take that pump completely offline as of May 30, 2025 and in order to protect the drywell at the station a plug was necessary to be inserted into the influent from the wet well; and

WHEREAS, it is necessary to excavate and replace the gate valves for Pump #3 in order to completely isolate the pump for repairs; and

WHEREAS, it is anticipated that there will be future emergent repairs to the Pump Station, but approval is needed to begin the repair process.

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority (TTHMUA) that the Executive Director is hereby authorized to effectuate the necessary repairs and obtain the necessary equipment in an amount not to exceed \$200,000.

Ms. Borek explained the current situation at the pump station. Mr. Scarantino requested that pump #3 be operational prior to any other upgrades

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

RESOLUTION # 25-0625-05 - Resolution Authorizing the Acceptance of the Plans Submitted for the Glen Gery Project

WHEREAS, the Township of Hillsborough Municipal Utilities Authority desires to provide for the orderly development of wastewater facilities within the Township of Hillsborough; and

WHEREAS, the Authority is in receipt of plans for a project known as Hillsborough Glen Gery (AKA M&M Realty), Block 182; Lots 9 (portion), 11.01 (portion); Block 183; Lots 38.02; and

WHEREAS, said plans are subject to review and approval by the Authority Staff Engineer; and

WHEREAS, the Executive Director is hereby authorized to execute any documents and permits on behalf of the Authority in connection with the aforementioned project.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, acknowledges the receipt of the plans submitted for the above mentioned project and said plans are subject to Authority review and approval.

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

DISCUSSION

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

Facilities / Projects

New Office: Ms. Borek advised that there will be some work done outside of the new office including cutting down the tree and painting the doors and shutters. The flooring sub-contractor is coming back this week as there is discoloration on the bathroom floors.

Mulford Pump Station Replacement: Ms. Borek provided a summary of the situation stating that after continued delays spurred on by both the contractor and the engineer, Vice Chair Scarantino and she participated in a Teams meeting with all parties on June 2nd. Vice Chair Scarantino gave authorization on behalf of TTHMUA to surcharge the system as necessary to get the project moving forward. The circuit breaker on the previously purchased generator was replaced by Cooper Electric on Wednesday, June 18th. Additionally, monthly project status meetings have been scheduled with H2M and DeMaio Electric via Teams. First monthly update was held on 6/24/25 with the following in attendance via teams meeting – Steve Hearl (H2M), the following from DeMaio Electric: Sal, Andrew and Matt DeMaio and ED Borek. The importance of the timeline was stressed again to the group.

Fox Chase: Ms. Borek reported that the Authority is awaiting confirmation of replacement by Stilo of storm grates as required by the Township, which most likely will not happen until August when they are back in the Township for other paving jobs, so that project remains open for the time being. She also advised of a sink hole in the road that will need to be repaired by Stilo.

Hodge Road Pump Station: Ms. Borek reported that the panel was repaired. The work on the contactors will not impact if we ultimately move the panel. Working with Longo to schedule return and drop of the pump.

Sunnymead Pump Station – Ms. Borek stated that a memo received that morning from Pennoni to be discussed this evening. The Board will review the memo separately. Ms. Borek also provided an update on the current status of the station

Security Cameras – Ms. Borek reported that Turnkey Technologies came out for a site visit to provide a proposal for security cameras at all of the pump stations.

Finance

Budget 2026: Ms. Borek stated that she is working on the budget worksheet, will have draft for July or August meeting. If the Authority wishes to have a Service Rate Increase, she presented the potential timing of that with an effective date of January 1, 2026. After a brief discussion it was determined that this budget would not have an increase.

She provided an update on check fraud issue, stating that a check was received on 6/23/25 from our insurance company, which ultimately be turned over to Provident Bank, as they reimbursed the Authority initially.

Past Due Accounts – 411 letters were issued, outstanding accounts have been reduced to 210 as of this meeting.

Miscellaneous Items

On June 11th, Ms. Borek attended the Wastewater Committee Meeting with the Township. The housing plan element and the Fairshare plan for the Master Plan update was reviewed at the meeting.

Electric Vehicle Charging Stations / Outlets within SSA Easements: the documents are being reviewed.

SRVSA: Meeting was held on 6/23/25. They are moving forward with many projects at their facility as well as many personnel changes.

AEA Check in: concern remains with the PFAS requirements and the reduction in funding. All agencies are urged to reach out to their local legislators expressing their concerns and the negative impacts this will have. Additionally, there was a discussion regarding the major shifts in the Federal Clean Water policy — from new leadership at the US Environmental Protection Agency (EPA) and a fast-moving Congressional agenda to evolving PFAS regulations, funding uncertainties, and key legal developments. There will be NACWA’s 2025 Policy Virtual Workshop, July 9, 1:00-4:00 PM ET, which will give utility leaders the insights they need to navigate these changes and engage effectively on behalf of their communities.

The Workshop features keynote remarks from Jessica Kramer, the President’s nominee to lead EPA’s Office of Water, along with expert analysis from Agency officials, policy advocates and legal experts on the latest federal priorities, funding outlooks, regulatory trends, and legal actions impacting clean water agencies.

AEA: Legislative Update: a question came up regarding AI companion in Zoom and the extent to it creating a public record, then being subject to OPRA. More to come on this.

CLAIMS LISTS

Operating Fund	\$ 183,573.52 – June 25, 2025
General Fund	\$ 50,139.57 – June 25, 2025

A motion was made by Mr. Damiano, seconded by Mr. Avolio; 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 7:06 pm and all those present voted in favor.