



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
MEETING MINUTES
MONDAY – SEPTEMBER 8, 2025**

The Township of Hillsborough Municipal Utilities Authority held a regular meeting that began at approximately 9:00 AM on Monday, September 8, 2025, with the following members present:

Michael Avolio
Robert Damiano
Richard Nunn
Frank Scarantino

Also, present was Executive Director Pamela Borek. Mr. McCray 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 14, 2025, at 9:00 am.

PLEDGE OF ALLEGIANCE

CLOSED SESSION

RESOLUTION #25-0908-01 – 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.

A motion was made by Mr. Scarantino and seconded by Mr. Damiano, and all those present voted in favor and the Board moved into Closed Session at 9:16 am.

No further action was taken and with a motion made by Mr. Avolio, seconded by Mr. Damiano, the Board came out of the Closed Session at 9:42 am and reopened the Public Meeting.

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ED Borek brought forth the following in the Director's Report:

Finance

Ms. Borek shared the budget assumptions. Mr. Damiano inquired about the expense assumptions and asked for some adjustments prior to the introduction.

Past Due Accounts –As an update to this, only 71 accounts from the MUA are going to the tax sale and there remains almost 20 more days in which they could pay and be removed from the list.

At 9:58 am Maintenance Supervisor James Makowski joined the meeting. The Board welcomed James in and inquired as to general maintenance operations thus far.

Facilities / Projects

New Office – Front door and shutters will be painted by the Authority this fall, along with getting a metal sign for the door.

Hillsborough Business Association inquired if we wish to have a Ribbon Cutting for our new office, please advise.

We continue to move some files back from the temporary storage at the garage.

Future plans include a thorough audit of files to determine what can be applied to the state for disposal.

Mulford Pump Station Replacement – There have been various meetings with PSE&G regarding the service, we are now waiting on a quote from PSE&G to move the transformers outside of the fence, as the contractor has indicated great concern of the tight space required for the manholes relative to the current location. Our next scheduled update call is September 23 at 1 pm if anyone would like to participate. It is held on teams unless we meet at the site. We are also working with NJ American Water to have the water service reinstated at the site, they don't have the current meter pit that is there in their records.

Fox Chase – closed out and maintenance bond in hand.

At 10:06 am Mr. Damiano left the meeting.

Hodge Road Pump Station – Recap of total events: 08/05/2024 Pump failed, 11/01/2024 it was returned by Longo, installed by MUA staff, 01/23/2025, pump failed a second time, the station was then re-wired, pump was returned on 05/28/2025, it was wired in on 07/07/2025, was running hot, Longo said mis-wired, MUA staff rewired on 07/22/2025, running fine, 07/30/2025 pump was retested by Midstate and deemed operationally fine. At this time no further action is necessary.

Sunnymead Pump Station – Pump 2 has been repacked and is holding. Incoming valve on Pump 1 was closed and pump 1 was repacked on 08/04/2025. At this time both pumps are holding. The diver was cancelled for August 12th. The internal team met with PCS on August 27th; those present included Vice Chair Frank Scarantino, Assistant Secretary / Treasurer Bob McCray, James Makowski, Eric Lehman, Pam Borek and from PCS: Chris Kramer and Niko Marcou. The opening to get the pump down is not large enough. The team is discussing removing the plate to have a larger opening to lower the pump. It appears those plates have never been removed since they were installed. We are working with the vendor as well as the installer to review measurements and a meeting will be set up shortly onsite so the installer can see the area. There is

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approximately a 25-week lead time, but the vendor is going to update us on that. We have not ordered the pump yet because the vendor needs to complete their paperwork for the coop.

Ms. Borek shared before and after photos of the Sunnymead dry well, showing the progress made with pumps 1 and 2 repacked and an effort to keep the area clean and dry.

Country Classics – Pump 2 (Smith and Loveless) has had a leaking seal for quite some time. We have ordered a replacement and will have Hydra-Numatic install it; mainly so newer staff can see how a pump is pulled, etc. It has been quite some time since that work has been done in-house, and the goal is to move back to that in the future.

Gumble Pump Station – the water hydrant needs to be replaced. The area will be saw-cut and hand dug approximately 4 feet and the pipe replaced.

I&I – The quotes for the equipment that Jesco has in hand were signed as it had been over 30 days, and their vendor's policy was that they would have to send it back to us at our expense. We will move forward with overall repair to the CCTV Van as well and once that is complete training will be scheduled for select staff on this equipment.

GIS – We are happy to report that the program is up and running. It is unfortunate that the data that was previously captured by a previous employee turned out to be lacking in the details needed. Over the summer the interns did a great job in reinvigorating the program with a maintenance employee. Tracie, James and I met with Nick Alexander on 9/2/25 to discuss his running the program going forward and keeping it going. He was happy to do, with the full understanding that he is maintenance first and foremost.

Social Media – awaiting on approval to make the accounts live

Miscellaneous Items

EV Charging Stations at Townhouse Development: we have approved 4 applications to date.

Sewer Capacity: The authority has been asked to confirm capacity for approved and upcoming affordable housing projects. See the attached.

JIF: we have reviewed all of our schedules and submitted updates to the JIF. It is anticipated that in 2026 onsite visit will be conducted to better assess our values which would then impact the 2027 policy year. We are also in the process of updating our Employee Handbook as that is every two year requirement.

Safety: Staff held two safety meetings with the Maintenance Department and going forward we will meet monthly as a group to discuss safety related items as well as a general update on Authority activities. Items discussed included: Training schedules for current month, the upcoming flagger training, incident reporting and what needs to happen, insect stings and bites, reporting of unsafe conditions or equipment, vehicle operation including but not limited to speeding, idling and hard driving, not only representing yourself to the public but also representing the MUA, lightening and hurricane preparedness, purchasing and vacation use. The group then discussed maintenance issues in general and a conversation regarding Sunnymead lead to ED Borek will obtain pricing on vac services to clean out the wet well, which at this time is on hold. We

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will look to scoop debris / sludge from the smaller stations in house. Borek also provided updates for the team on the status of pump 3, and other projects currently underway.

Fall Surplus Auction:

We are considering sending the 2002 Dodge Ram Van to the fall auction as it is not being used by staff. In the process of that discussion, we learned that the items there were sent last year have yet been paid out to the Authority and we are following up with the county.

Upcoming Events:

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. Please advise if you wish to attend, I am unavailable that evening.

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

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

For the above events, please let Judy know if you wish to attend, how many days, if applicable, so we can register.

SRVSA:

Status quo with SRVSA, regularly scheduled Commissioner meetings have been held over the last several months and they are making progress on their projects and initiatives.

Borek will be attending WEFTEC in late September with Commissioner Scarantino and others from SRVSA.

AEA Check in / Legislative Update and Safety Committee Update:

Ms. Borek shared an update from the Legislative Committee.

At 10:22 Mr. Scarantino left the meeting.

Ms. Borek stated that one on one meetings will begin shortly with all employees prior to the annual reviews being completed.

With no further business to discuss a motion was made by Mr. Avolio to adjourn the meeting at 10:23 am.