



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
TUESDAY – NOVEMBER 25, 2025**

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

Michael Avolio – via teleconference
Robert Damiano
Richard Nunn

Also present were the Executive Director, Ms. Pamela Borek and Mr. Peter Cipparulo, Esq. 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 November 25, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 22, 2025, Regular Meeting Minutes
- October 22, 2025, Closed Session Meeting Minutes

A motion was made by Mr. Damiano, seconded by Mr. Avolio, and the above minutes were tabled until the next meeting.

MATTERS FOR CONSIDERATION

RESOLUTION # 25-1125-01 - Resolution Authorizing the Hiring of a Part Time Licensed Operator

WHEREAS, there exists a need for a part time licensed operator in TTHMUA's Maintenance Department; and

WHEREAS, John Shockley Jr. has been interviewed by the members of the Board, the Maintenance Supervisor, and the Executive Director; and

WHEREAS, Mr. Shockley Jr. has been identified to have the credentials, skills and experience necessary to fill this position; and

WHEREAS, it is therefore the consensus of the above that Mr. John Shockley Jr. be offered the position of Part Time Licensed Operator at a rate of \$100 per hour, not to exceed 20 hours per week.

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

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

RESOLUTION #25-1125-02 – Resolution Amending the Annual Meeting Calendar of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that in accordance with the provisions of the “Open Public Meetings Act”, (C, 321, P.L. 1975) the following schedule of public meetings of The Township of Hillsborough Municipal Utility Authority (TTHMUA) shall be adopted for the year ending February 28, 2025; and

PLEASE TAKE NOTICE that the following meeting has been added:

February 11, 2026 (Reorganization)

PLEASE TAKE NOTICE that the following meetings have been canceled:

January 12, 2026

February 25, 2026

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

RESOLUTION #25-1125-03– Resolution Ratifying and Confirming the Purchase through PVSC North Jersey Wastewater Pricing Cooperative System Contract B445A-3

WHEREAS, earlier this year, a pump at the Sunnymead Pump Station failed; and

WHEREAS, Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) recommends that TTHMUA procures three (3) replacement pumps for the Sunnymead Pump Station; and

WHEREAS, PCS Pump and Process, Inc. has been determined to be able to supply the replacement pumps; and

WHEREAS, TTHMUA is a member of the Passaic Valley Sewer Commission North Jersey Wastewater Pricing Cooperative System; and

WHEREAS, PCS Pump and Process, Inc. has been awarded a contract through Passaic Valley Sewer Commission North Jersey Wastewater Pricing Cooperative System, Contract B445A-3; and

WHEREAS, pursuant to **N.J.S.A.** 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, a New Jersey authority may purchase goods and services without public bidding under the Local Public Contracts Law through the use of a nationally-recognized and accepted cooperative purchasing contract that has been developed utilizing a competitive bidding or contracting process by another contracting unit within New Jersey or another State; and

WHEREAS, also pursuant to **N.J.S.A.** 52:34-6.2b.(3) (as amended by P.L. 2011, c. 139) and LFN 2012-10, prior to making purchases under nationally-recognized and accepted cooperative purchasing contracts, the authority must determine that the use of the cooperative purchasing contract shall result in cost savings after all factors, including charges for service, material, and delivery have been considered; and

WHEREAS, PCS Pump and Process, Inc. has submitted a proposal, Quotation # P25-316 Rev. 4, dated October 9, 2025, to provide the three (3) pumps in an amount of \$233,979.00.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority as follows:

1. A purchase order for three (3) new replacement pumps in the amount of \$233,979.00 for the Sunnymead Pump Station is hereby awarded to PCS Pump and Process, Inc. without public bidding as permitted by law.
2. TTHMUA Executive Director and Qualified Purchasing agent are hereby authorized and directed to execute that appropriate purchase order with PCS Pump and Process, Inc.
3. This Resolution shall take effect immediately upon final passage according to law.

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

RESOLUTION # 25-1125-04 - Resolution Approving Change Order No. 1 for the Contract Known as “Mulford Lane Wastewater Pump Station Replacement – Contract No. 53”

WHEREAS, on November 26, 2024, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) awarded the contract known as “Mulford Lane Wastewater Pump Station Replacement – Contract No. 53” DeMaio Electrical Co., Inc., Hillsborough, New Jersey for the lump sum price of \$1,429,000.0; and

WHEREAS, Change Order No. 1 has been prepared in the amount of \$80,912.91 to cover the following additional work that DeMaio Electrical has determined necessary to be completed for said project:

- Provide air relief / vacuum valve
- Upgrade electrical service to 400 amps

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 1, as stated above, be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey as follows:

1. That Change Order No. 1 be approved and accepted in the amount of \$80,912.91.
2. The Executive Director is hereby authorized and directed to execute said Change Order on behalf of TTHMUA.

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

RESOLUTION # 25-1125-05 - Resolution Ratifying and Approving a Sanitary Sewer Extension for 240 Sunnymead Road, Block 183, Lot 31, in the Township of Hillsborough

WHEREAS, applicant Kevin Frazier submitted a letter to TTHMUA in March of 2023, regarding the possibility of connecting to the sanitary sewer system; and

WHEREAS, Mr. Frazier was instructed to have his contractor and engineer submit plans and permits for said connection; and

WHEREAS, as time passed the situation became an issue of health and public safety as the septic on his property failed; and

WHEREAS, said property is within the Sanitary Sewer Service Area.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection is hereby ratified and approved.

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

RESOLUTION #25-1125-06– Resolution Ratifying and Confirming the Establishment of One (1) Certificate of Deposit Account, Held at Provident Bank, Hillsborough, For the Term of 91 Days

WHEREAS, there exists the desire to increase earnings on investments for TTHMUA; and

WHEREAS, TTHMUA maintains money market accounts at Provident Bank, Hillsborough; and

WHEREAS, funds were transferred from the Revenue Money Market Account to establish the Certificate of Deposit Account; and

WHEREAS, said account was opened on November 17, 2025, in an amount of \$500,000 and will mature on February 16, 2026.

NOW THEREFORE, BE IT RESOLVED that the Township of Hillsborough Municipal Utilities Authority ratifies and confirms the establishment of a new certificate of deposit account.

BE IT FURTHER RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that at the time of maturity TTHMUA may rollover the account into another Certificate of Deposit Account or withdraw the funds and deposit into the Money Market Revenue Account.

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

DISCUSSION

The following items were provided in advance of the meeting in the Director’s Report with no further discussion at this meeting:

Facilities / Projects

Request for Professional Services for 2026 – On Monday, December 1st the request for proposals will be posted on the Authority website. Below is the list from 2025 of the awarded contracts:

AUDITOR	- Suplee, Clooney and Company
BOND COUNSEL	- Hawkins Delafield & Wood LLP
BOND COUNSEL	- McManimon, Scotland & Baumann, LLC
GENERAL LEGAL COUNSEL	- Law Offices of Peter Cipparulo III, LLC
SPECIAL COUNSEL	- Cleary Giacobbe Alfieri & Jacobs, LLC
SPECIAL COUNSEL	- Eric Bernstein & Associates, LLC
CONSULTING ENGINEER	- H2M Associates, Inc.
CONSULTING ENGINEER	- Pennoni Associates, Inc.
RISK MANAGEMENT CONSULTANT	- Danskin Insurance Agency, Inc.

The notice for the proposals requests that sealed responses are to be submitted to the Authority no later than January 21, 2026, at 2 pm. The list will be presented to the Board at the January 28, 2026, Board Meeting for consideration. Award of contract via resolution will be at the Reorganization Meeting to be held on February 11, 2026.

New Office – New exterior sign was fabricated by the Township DPW Sign shop.

Mulford Pump Station Replacement – Change Order No.1 on this agenda. Have had multiple teleconferences with H2M regarding various updates and potential modifications for the pavilion, etc. it is anticipated that an additional change order will be forthcoming in December. Authorization was received from the Zoning Department at the Township for the acceptance of moving / extending the fence possibly four feet.

Sunnymead Pump Station – the resolution to purchase the pumps is on this agenda.
Attorney Cipparulo will provide additional information regarding Pennoni Correspondence.

Forcemain Project – 11/3/25 – call was made to Napalitano’s office inquiring the status of the easements. Four (4) of the seven (7) are temporary construction easements and typically those are not obtained until the project is planned to move forward. Have not received any further update from the office as of yet.

I&I – training on the camera equipment and the van will be scheduled after the New Year.

General System Facility Repair - Swerp and Zacks Painting have been on site to inspect manholes at the Mall, as well as the chamber. Awaiting their proposals. Need to find another provider.

Magnum Vac Service was onsite Friday, November 21st to vac the following pump stations: Country Classics, Oxford, Preserve and Route 206.

GIS – progress continues to be made.

Easement update – walking tour of the easements to be scheduled.

Social Media – awaiting on approval to make the accounts live. (At this time, this should be placed on hold indefinitely.)

Miscellaneous Items

As a follow up on this matter from last month – we will not be pursuing additional tracking (From October report: Google Meet with our Representative from Verizon Connect on 09-25-2025 to review our plan and other features of the system. There are also options for powered asset tracking (\$12.95/mo) and non-power asset tracking (\$8.95/mo)).

Finance: Budget for 2026 has been approved and signed by the DCA.

Check Fraud – no update at this time.

Customer Complaint – please see correspondence from Art Skaar. Attorney Cipparulo to provide a Notice of Claim Form, which will be sent to Mr. Skaar. Further actions to be discussed.

Authority Succession Planning – ED will work with current staff to assess upcoming retirements and will be advertising for full time maintenance employees with WW experience, and CDL.

Sewer Capacity: ED is working on an analysis as well as future quarterly correspondence to the Township and SRVSA regarding potential new connections relative to the capacity of the system.

Safety: The next staff / safety meeting will be held on December 3rd at 8 am, which will be followed by a Personnel Committee meeting to discuss potential salary increases for 2026. An analysis of the healthcare obligations of the employees will be provided prior to the meeting of the Personnel Committee. Employee reviews will be conducted prior to the December 3rd meeting.

Christmas Luncheon – December 19th 12:30 pm

SRVSA: met on November 24, 2025.

AEA Check in / Legislative Update and Safety Committee Update: The AEA Fall conference was held on November 17 & 18, 2025 and there was a concentration on Cyber security, Licensing, IBank, PFAS Settlement and the ongoing issue of the dissolving of authorities and the purchase of authorities by private entities. Members are encouraged to attend the hearing in Camden, NJ on January 7, 2026, regarding the PFAS settlements with 3M and Dupont and the State of New Jersey.

CLAIMS LISTS

Operating Fund	\$777,278.16 – November 25, 2025
General Fund	\$670,992.60 – November 25, 2025

Inspection Claims \$ 8,500.00 – November 25, 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. Avolio, seconded by Mr. Damiano to adjourn the meeting at 6:05 pm and all those present voted in favor.