



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – OCTOBER 22, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, October 22, 2025, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

Also present were the Executive Director, Ms. Pamela Borek, Mr. Peter Cipparulo, Esq., Mr. Nicholas Alexander, Maintenance Employee and Mr. Mohammad Athar, a resident of 45 Weber Avenue Hillsborough, NJ.

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 October 22, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 8, 2025, Meeting Minutes

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

- September 8, 2025, Closed Session Meeting Minutes

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

- September 24, 2025, Meeting Minutes

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

MATTERS FOR CONSIDERATION

RESOLUTION #25-1022-01 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 motion and resolution were introduced by Mr. Avolio and seconded by Mr. Damiano, and all those present voted in favor and the Board moved into Closed Session at 6:02 pm.

No further action was taken and with a motion made by Mr. Damiano, seconded by Mr. Avolio, the Board came out of the Closed Session at 6:09 pm and reopened the Public Meeting.

ED Borek welcomed Mr. Alexander and Mr. Athar back to the public Portion of the meeting.

RESOLUTION #25-1022-02 Resolution Authorizing a Salary Adjustment for a Maintenance Employee

WHEREAS, Mr. Nicholas Alexander began working for the Authority in October of 2024 as a Maintenance Employee; and

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

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

WHEREAS, as a result, Mr. Alexander is eligible for a salary adjustment resulting in his annual salary to be \$48,000.00, effective November 1, 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 motion and resolution were introduced by Mr. Avolio and seconded by Mr. Damiano, and all those present voted in favor.

RESOLUTION #25-1022-03– Resolution Authorizing the 2026 Budget Adoption for The Township of Hillsborough Municipal Utilities Authority (TTHMUA), Fiscal Year: December 01, 2025 to November 30, 2026

WHEREAS, the Annual Budget for Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2025, and ending November 30, 2026, has been presented for adoption before the governing body of the Hillsborough Municipal Utilities Authority at its open public meeting of October 22, 2025, and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$7,561,853.00, Total Appropriations including any Accumulated Deficit, if any, of \$7,573.750.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$11,897.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$910,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$910,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hillsborough Municipal Utilities Authority, at an open public meeting held on October 22, 2025, that the Annual Budget and Capital Budget/Program of the Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2025 and ending November 30, 2026, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

The resolution and motion were introduced by Mr. Damiano and seconded by Mr. Avolio, and the roll call vote was:

Chairman Nunn	- Yes
Mr. Avolio	- Yes
Mr. Damiano	- Yes
Mr. McCray	- Yes
Mr. Scarantino	- Yes

RESOLUTION #25-1022-04 Approving the 2024 Annual Audit and Authorizing the Preparation and Signing of the Group Affidavit

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended November 30, 2024 has been completed and filed with the Township of Hillsborough Municipal Utilities Authority pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2024, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board:

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

RESOLUTION # 25-1022-5 – Resolution Adopting the Personnel Policies and Procedure Manual, Last Revised / Adopted October 22, 2025, and Submitting Best Practices Checklist

WHEREAS, in accordance with the New Jersey Utility Authority Joint Insurance Fund requirements, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) is required to update the Personnel Policies and Procedure Manual every two (2) years; and

WHEREAS, staff has completed the recommended updates and additional changes including new policies required by law or regulation; and

WHEREAS, the members and counsel have reviewed and discussed the updates and / or changes including new policies and their impact upon the Authority and its personnel; and

WHEREAS, the Employment Practices Best Practices Checklist has also been completed by the Authority's Counsel.

NOW, THEREFORE BE IT RESOLVED, that the revised Personnel Policies and Procedure Manual be hereby readopted by the Township of Hillsborough Municipal Utilities Authority and become effective immediately and will be distributed to all employees.

The resolution and motion were introduced by Mr. Avolio and 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:

Facilities / Projects

New Office – A sign for the office door is being ordered with sign work from the Township.

Mulford Pump Station Replacement – Ms. Borek reported that the structures for the chamber and wet well were being delivered 10/22/25. The crane will have to be brought back because of another wet well chamber that was discovered from the abandoned station years ago, caused a delay in the dig as well as the shale bed.

Sunnymead Pump Station – Ms. Borek reported that a quote for installation of the pumps was received, she advised that it needs to be further reviewed before moving forward with it. Additionally, she is waiting for confirmation for the PVSC Coop contract for PCS to order the pumps. Resolutions will be forthcoming on those matters as they get resolved.

Gumble Pump Station – Ms. Borek reported that the trees have been planted and she proposes repaving the area next fall.

I&I – Ms. Borek reported that once all of the equipment has been returned, training will be scheduled with select individuals.

Additional miscellaneous items include the following: 206 South Triangle Road has an abandoned septic, for which no permitting through the Township had been obtained. It appears this is causing infiltration in a manhole by the Middle School, which was discovered during periodic flushing. The Health Department issued them a notice of violation, and the resident is in the process of obtaining a contractor to rectify the matter.

GIS – progressing along.

Easement update – A brief discussion was held regarding the easements at the Brick Factory Property. Chairman Nunn requested an aerial map view which will be provided. It was discussed to have a walk through the property, which will be scheduled at a later date. It was suggested to hire a vendor to clear this easement.

Social Media – awaiting on approval to make the accounts live.

Miscellaneous Items

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).

9 O'Connor Drive, Block 208, Lot 17 – this is a repeat form 2023 where the resident is seeking MUA vacation of the easement. In 2023, I advised the resident that we would not be vacating the easement. Their attorney is seeking an amendment.

Check Fraud – Qualynx is being reimbursed since we also were reimbursed by Provident.

DA from Broome County, New York provided an update which was forwarded on 9/26 (For your reference: On 7/29, I made an offer to the attorney for the defendant, Sharavia Weathers, which was that she plead to Grand Larceny in the Fourth Degree (a slightly lesser felony than what she is facing now) and be sentenced to five years of probation and \$18,900 in restitution paid over the course of probation. I also told the attorney that I may be willing to offer a plea to a misdemeanor with 3 years of probation if she paid \$10,000 on the restitution upfront and the remaining \$8900 would be paid on misdemeanor probation.

The defense attorney got back to me and was wondering if we could do a plea to a misdemeanor with 3 years probation and \$18900 in restitution to be paid over the course of probation. She indicated that since the defendant has two professional licenses (Nursing Aid and Pharmacy Tech) she is worried that a felony plea would cause her to lose her licenses. I told the attorney that I would speak to you first.

I wanted to get your perspective of this proposal so I can report it to my boss when I review my case with him.) He was advised to seek the greatest penalty available. No further update at this time.

Sewer Capacity: The Authority has been asked by the Township Special Affordable Housing Consultant for a capacity analysis related to the proposed buildout of the 4th Round from Fairshare Housing. I am working with Planning Director on the number of units and also what is left to be built in the 3rd round.

Safety: We continue to have our monthly safety meetings. In addition, a representative from the Deferred Compensation Plan met with the group this morning.

Ms. Borek reported that the Authority received a call from 21 Fieldhedge inquiring if the MUA was interested in selling it. She advised that the parcel +- 1.41 Acres, Block 152.04, Lot 13. Consensus was reached by the Board not to pursue this.

Ms. Borek reported that there will be an upcoming resolution on the November agenda for 240 Sunnymead Road.

Upcoming Events: Fall AEA Conference.

Christmas Luncheon will be held December 19th.

SRVSA: Next meeting is 10/27/25.

AEA Check in / Legislative Update and Safety Committee Update: State Health Plan is increasing approximately 37%. As of earlier this month the calculator on the State website was not functioning properly.

Privatization continues to be a concern. There are currently 14 more applications.

The comment period for the Dupont Settlement is ongoing. Like the 3M matter, this proposed settlement releases DuPont from future liability on behalf of all local, regional and county governments in the State of New Jersey, barring AEA members and other NJ government entities from attempting to recover damages for PFAS costs in the future. This is the focus of our opposition. If you submitted comments for 3M, please do so again for the proposed DuPont settlement. If you were not able to submit comments, pass resolutions, or reach out to elected, it is not at all too late to get involved. Comments on the DuPont settlement should be submitted by Friday, October 31. They can be sent by email to dupontsettlement@dep.nj.gov or via hard-copy to New Jersey Department of Environmental Protection, Legal, Regulatory, and Enforcement Policy, 401 East State Street, 7th Floor, PO Box 402, Trenton, NJ 08625-0402, Attn: DuPont Settlement.

AEA's board of directors in September voted to engage Maraziti Falcon to represent AEA. The firm team, Joseph Maraziti, Brad Carney and Diane Alexander, has notified the court of AEA's intention to oppose the proposed PFAS settlements and has been in touch with the attorneys for the parties to discuss the process to submit opposition to the court. They are very near agreement on an alternative to a formal motion to intervene. The alternative would provide a process for non-parties to submit objections in the form of amicus briefs instead, with the consent of the parties. That would be a more flexible and less costly approach. Opposition briefs must be filed by Friday, December 12, 2025. Consent to file will likely be needed by December 5th. Once the Amended Scheduling Order is finalized, we will circulate a copy.

Maraziti Falcon advises that our position is strengthened when as many members as possible file opposition with the court. Several members including Rockaway Valley RSA and Somerset Raritan Valley RSA are filing separate amicus briefs. Alexander says that some members may have unique situations that warrant a separate brief and she urges members to consider that option. She and her MF colleagues are also urging AEA members to demonstrate how seriously we take this matter by attending the January 7th settlement hearing in person. It will be held before Honorable Renee M. Bumb, Chief, U.S.D.J., at 9 a.m. in Courtroom 3D of the Mitchell H. Cohen Building & U.S. Courthouse 4th and Cooper Streets, Camden N.J.

AEA Safety Meeting via zoom was held on October 17th which focused on incident reporting and making sure staff are aware of the procedures. ACUA shared about the Wellness Grant in which they combine safety and wellness and integrate other safety messages with the employees. The Authority will have a job hazard training at our next in-house Safety meeting.

CLAIMS LISTS

Operating Fund	\$1,154,996.18 – August 27, 2025
	\$ 217,146.78 – October 22, 2025

General Fund	\$ 37,941.01 – August 27, 2025
	\$ 174,580.60 - October 22, 2025
Inspection Claims	\$ 11,250.00 – October 22, 2025
Plan Review	\$ 5,764.90 – October 22, 2025

A motion was made by Mr. Damiano, seconded by Mr. Avolio; all those present voted in favor.

PUBLIC COMMENT

Mr. Mohammad Athar, a resident of 45 Weber Avenue Hillsborough, NJ, stated that he is a 26-year resident of Hillsborough Township and he is a licensed engineer with the City of Newark as their Chief Engineer for Water and Sewer. He is interested in helping out the Township in any possible way.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. McCray to adjourn the meeting at 6:51 pm and all those present voted in favor.