



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – DECEMBER 17, 2025**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 6:00 PM on Wednesday, December 17, 2025, with the following members present:

Michael Avolio
Robert Damiano
Richard Nunn

Also present were the Executive Director, Ms. Pamela Borek and Maintenance Employee Dylan Payne.

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 December 17, 2025, at 6:00 pm.

PLEDGE OF ALLEGIANCE

Mr. McCray attended the meeting at 6:04 pm.

Mr. Scarantino attended the meeting, via teleconference, at 6:05 pm.

Mr. Cipparulo, Esq. attended the meeting at 6:08 pm

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 approved by all those present.

- November 25, 2025, Regular Meeting Minutes

A motion was made by Mr. Damiano, seconded by Mr. Avolio, and the above minutes were approved by all those present and Mr. Scarantino abstained.

MATTERS FOR CONSIDERATION

RESOLUTION #25-1217-01 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. Damiano and seconded by Mr. Avolio Damiano, and all those present voted in favor and the Board moved into Closed Session at 6:05 pm.

At 6:16 Dylan Payne left the meeting.

No further action was taken and with a motion made by Mr. McCray, seconded by Mr. Damiano, the Board came out of the Closed Session at 7:21 pm and reopened the Public Meeting.

A subsequent motion was made to accept the 2026 salary schedule as presented in closed session by Mr. McCray, seconded by Mr. Damiano and all those present voted in favor.

At 7:22 pm Mr. Scarantino left the meeting.

RESOLUTION #25-1217-02– Resolution Amending New Hire Benefits – TABLED

WHEREAS, Chapter 48, P.L. 1999 provides eligible participating employers with the flexibility to offer post-retirement medical benefits to retirees; and

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has offered this benefit since 1991 and

WHEREAS, it is no longer the desire of TTHMUA to offer such a benefit to employees hired after January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that as of January 1, 2026, any employee hired after January 1, 2026, will no longer be eligible for post-retirement health benefits, post-retirement health benefits reimbursement, post-retirement medical coverage including dental insurance.

A motion was made by Mr. Avolio, seconded by Mr. Damiano to table Resolution #25-1217-02 until the February meeting, all those present voted in favor, with the exception of Chairman Nunn who voted no.

RESOLUTION #25-1217-03 Resolution Authorizing the Establishment of a Bank Account with PNC Bank

WHEREAS, on November 7, 2025, a fraudulent ACH transfer, (Automated Clearing House) payment was made from the Authority’s Payroll account, maintained at PNC Bank; and

WHEREAS, to mitigate future fraudulent ACH transfers from the account in question, an ACH prohibition was placed on said account until which time the account can be closed and a replacement account opened; and

WHEREAS, a new account needs to be opened for payroll purposes; and

WHEREAS, pursuant to the Authority’s Resolution #25-0226-13 – Resolution Authorizing Disbursements for The Township of Hillsborough Municipal Utilities Authority (TTHMUA), the Executive Director, Pamela Borek and Assistant Executive Director, Tracie Hohnhorst, are hereby authorized as signers on behalf of the Authority for said account.

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

Executive Director Borek advised that there was a fraudulent ACH made from the payroll account. As a result, there is now an ACH block on the account so that payroll for the remainder of the year can be completed and a new account needs to be opened. This resolution provides the financial institution with the authorization to open such an account.

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

RESOLUTION # 25-1217-04 - Resolution Approving Change Order No. 2 A&B 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 \$1,429,000.00; and

WHEREAS, Change Order No. 2 A&B has been prepared in the amount of \$2,547.14 to cover the following additional work that DeMaio Electrical has determined necessary to be completed for said project; and

WHEREAS, Change Order No. 1 provided for an upgrade to the electric service; the plan for the upgrade indicated to provide three 500 MCM conductors between the transfer switch and panel PP-1 and from the Generator to the transfer switch; and

WHEREAS, this change order provides for a fourth 500 MCM conductor that is needed between the transfer switch and panel PP-1 and from the Generator to the transfer switch in an amount of \$1,881.76; and

WHEREAS, the Contract provided for a concrete pad under a 10’ by 10’ pavilion; and

WHEREAS, to accommodate the electrical equipment to be installed under the pavilion, the length of the pavilion was increased by 2 feet; and

WHEREAS, this change order provides for the increased area of the concrete pad under the pavilion in an amount of \$665.38, and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 2 A&B, as stated above, be approved for a total amount of \$2,547.14.

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. 2 A&B be approved and accepted in the amount of \$2,547.14.
2. The Executive Director is hereby authorized and directed to execute said Change Order on behalf of TTHMUA.

Executive Director Borek reported that the total for this change order is \$2,547.14 and provides for a fourth 500 MCM conductor that is needed between the transfer switch and panel PP-1 and from the Generator to the transfer switch in an amount of \$1,881.76; and the increased area of the concrete pad under the pavilion in an amount of \$665.38.

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

RESOLUTION # 25-1217-05 - Resolution Authorizing the Extension of Construction Phase Engineering Services to H2M for the Contract Known as “Mulford Lane Wastewater Pump Station Replacement – Contract No. 53”

WHEREAS, RESOLUTION #24-1218-04 Resolution Accepting the Proposal from H2M for Construction Phase Engineering Services for the Mulford Lane Pump Station Replacement, was approved on December 18, 2024; and

WHEREAS, H2M Associates, Inc. (H2M), is named a Consulting Engineer of the Authority as part of the Professional Services Annual Award process; and

WHEREAS, due to the nature of the project and various delays the originally anticipated completion date of January 31, 2026 is not attainable; and

WHEREAS, project construction will be taking place beyond January 31, 2026; and

WHEREAS, it is necessary to extend the contract for Construction Phase Engineering Services by H2M until the project is completed; and

WHEREAS, this contract will be extended through April 30, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey as follows that the above contract extension is hereby authorized.

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

RESOLUTION # 25-1217-06 - Resolution Approving Change Order No. 3 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 \$1,429,000.00; and

WHEREAS, Change Order No. 3 has been prepared in the amount of \$5,237.77 to cover the following additional work that DeMaio Electrical has determined necessary to be completed for said project; and

WHEREAS, the Contract provided for a concrete pad under a 10’ by 10’ pavilion; and

WHEREAS, to accommodate the electrical equipment to be installed under the pavilion, the length of the pavilion was increased by 2 feet; and

WHEREAS, this change order provides for the increased size of the pavilion and the associated materials and labor for the larger sized area; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 3, as stated above, be approved for a total amount of \$5,237.77.

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. 3 be approved and accepted in the amount of \$5,237.77.
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. Damiano and seconded by Mr. Avolio and all those present voted in favor.

RESOLUTION #25-1217-07 – Resolution Authorizing the Execution of an Agreement with Gardner & Rosario, LLC for Financial and Consulting Services, in an Amount not to exceed \$25,000

WHEREAS, there exists a need for Financial Accounting and Consulting Services to The Township of Hillsborough Municipal Utilities Authority (TTHMUA); and

WHEREAS, Gardner & Rosario, LLC has agreed to provide the said services for TTHMUA in accordance with Gardner & Rosario LLC proposal dated December 15, 2025, a copy of which is attached hereto, beginning upon authorization; and

WHEREAS, the sought-after services to TTHMUA will be provided for a not-to-exceed cost of \$25,000.00; and

WHEREAS, funds are available for this purpose, and

WHEREAS, TTHMUA has a need to acquire these services and is subject to the profession exemption as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law” and in connection therewith, Gardner & Rosario LLC has completed and filed with TTHMUA the required Campaign Contributions Affidavit pursuant to N.J.S.A. 19:44A-20.8, Certification Regarding Political Contributions pursuant to N.J.S.A. 19:44A-20.26 and TTHMUA’s “Pay-to-Play Forms”; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), authorizes TTHMUA to award this agreement as a Professional Services Agreement, without public bidding.

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

1. The Executive Director is authorized and directed to execute an agreement dated December 15, 2025, and filed with the Executive Director of the Authority between the Authority and Gardner & Rosario LLC beginning upon authorization.
2. The agreement is awarded without competitive bidding as a Professional Services Agreement as authorized under N.J.S.A. 40A:11-5(1)(a)(i).
3. The agreement shall terminate when the above-referenced services are no longer needed.
4. A copy of this resolution, the “Pay-to-Play Forms and the agreement shall be kept on file in the offices of TTHMUA.

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

RESOLUTION #25-1217-08 – Resolution Authorizing the Execution and Purchase of Easement Agreements Related to the Sunnymeade Force Main Project

WHEREAS, there exists the need for the Township of Hillsborough Municipal Utilities Authority to obtain various easements related to the Sunnymeade Force Main Project; and

WHEREAS, the following properties have been identified to be obtained and offers have been accepted by property owners of record:

Block 71, Lot 6 - 2160 Camplain Road, in the amount of \$15,300.00

Block 81, Lot 2 – 2151 Camplain Road, in the amount of \$5,100.00

Block 79, Lot 3 – 16 Sunnymeade Road, in the amount of \$1,000.00

Block 117, Lot 3 – 40 Sunnymeade Road, in the amount of \$1,000.00; and

WHEREAS, the Executive Director and Authority Special Counsel are hereby authorized to take any and all actions necessary to effectuate the above agreements; and

WHEREAS, the above-listed payments are authorized in connection with the agreements.

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

1. The above listed agreements are authorized for payment

2. The Executive Director and Authority Special Counsel are authorized to act on behalf of the Authority to complete said transactions.

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

Mulford Pump Station Replacement – (see above Change Order Resolutions)

There have been numerous calls and countless emails to keep this project going forward. The spare pump has been delivered and is being stored at the garage.

Sunnymead Pump Station – At 12:25 am 12/07/25, a high dry well alarm was received, James Makowski and Lou Polnasek went to the station, and by 1:47 am the BU sump pump was on and cycling, however, by 2:14 am another high dry well alarm was received. And alarms continued on and off, and then at 6:51 am the BU sump pump went on. At 9:45 am, James Makowski and Pamela Borek went to the station to further ascertain the situation regarding the situation. It was determined and decided that the BU will be left in place and that Monday morning, a crew would enter and try to free any blockage from the main sump pump.

Monday, 12/8 – BU sump pump was still running.

Tuesday, 12/9 – Crew made entry and it was ultimately determined that the check valve and the float on the main sump pump were faulty and were replaced.

Wednesday, 12/10 – 12/11, an epoxy patch was applied to pump 3 (3 layers with wire mesh) all the bolts were reattached to pump 3 and the area was cleaned up, the goal is to attempt to pull the plug on Monday, if successful, pump 3 will be fired up to relieve pump 2 during the day. NJ Electric Motor was out to look at the motor on pump 1. Other quotes had previously been received from Municipal Maintenance and Lockwoods Electric Motor. Staff will meet on Monday to further discuss the options with the motor on Pump 1.

NJDEP / H2Loans Update: Executive Director Borek reported that on 12-15-25 a call from NJDEP was received regarding the H2Loans application for Sunnymead Pump Station, inquiring about the status of the project. They can move the project to inactive status. The project is ranked 542 for \$11,000,000. Executive Director Borek recommended putting the project on the inactive listing with NJDEP for now.

Forcemain Project – Executive Director Borek referenced recent correspondence from the Special Council, resulting in Resolution #25-1217-08.

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. Zacks painting provided a quote, however, based on the amount, this project will need to go out to bid. G. DeLuca & Sons was out on Friday to assess the manholes in question and provide a quote. There has been a brief discussion about investigating the type of

sprayer needed for this type of application and determining the cost. A follow-up discussion will be had regarding this matter.

Ongoing issue with Brightspeed who was doing various boring work all throughout the Township over the summer. I am following up with one of the subcontractors regarding a repair that needs to be made. And as of late Friday (12/12) there might be another one.

GIS – a brief status update was provided.

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

Social Media – awaiting on approval to make the accounts live. Executive Director Borek suggested placing this on hold for the time being.

Miscellaneous Items

Finance: Rolling out ADP payroll for the 1st pay of 2026. There have been multiple teleconferences with the vendor and staff. Employees are in the process of completing the necessary forms for the account to be established.

Check Fraud – no update at this time.

Customer Complaint – Executive Director Borek referenced correspondence received from Art Skaar. Attorney Cipparulo provided a Notice of Claim Form, which was sent to Mr. Skaar. There is a voucher on this claims list for the reimbursement to Mr. Skaar, despite the fact that he did not complete the form. Further actions to be discussed regarding the floor drain in the basement of the building as well as the need for a backflow preventer.

Authority Succession Planning – TBD

Safety: Next meeting will be held, Tuesday, January 6th at 8 am.

Christmas Luncheon – REMINDER - December 19th 12:30 pm

SRVSA: Executive Borek reported that she attended their Holiday Lunch on Friday, 12/12/25, Chairman Machala, Commissioner Pratt and Commissioner Albano were also in attendance. The next meeting of SRVSA is scheduled for Monday, 12/15/2025.

AEA Check in / Legislative Update and Safety Committee Update: There was an AEA Check In on 12/10/25 with the focus on the 2-year legislative session concluding and the transition to the Governor elect. AEA will be making recommendations to the Gubernatorial transition team particularly as it relates to the revised rules for licensed operators that was promised to be released this past August (2025), then September and so on. At the Conference it became evident that the revised rules are not going to be released any time soon. Additionally, AEA is hopeful of being able

to work with the new NJDEP commissioner as it relates to PFAS. The amicus (friend of the court) brief was filed today, 12/12/25 on the Dupont / 3M settlement. The hearing is scheduled for 9 am in Camden and Brad Carney from Maraziti Falcon, LLP will be the only one testifying. All members and municipalities are still encourage to reach out to legislators regarding this and even to attend the hearing.

CLAIMS LISTS

Operating Fund	\$516,100.50 - December 17, 2025
General Fund	\$122,398.30 - December 17, 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. Damiano, seconded by Mr. Avolio to adjourn the meeting at 7:42 pm and all those present voted in favor.