



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – JANUARY 28, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 AM on Wednesday, January 28, 2026, with the following members present:

Michael Avolio  
Robert Damiano  
Richard Nunn  
Frank Scarantino

Also, present was Executive Director Pamela Borek and Peter Cipparulo, Esq. 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 January 28, 2026, at 8:00 am.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

None at this time

**CORRESPONDENCE**

- Somerset Raritan Valley Sewerage Authority Adopted FY2026 Budget
- Toll Brothers
- 2024/2025 MEL Annual Report
- Correspondence Dated 01/22/2026 from Hillsborough Township

Executive Director Borek referred the Board to the Miscellaneous tab in their Board Books, which included the above items.

Regarding the Toll Brothers item and the Township Correspondence, direction was given to the Executive Director on how to proceed.

**MATTERS FOR CONSIDERATION**

**RESOLUTION #26-0128-01– 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 and those present voted in favor. The Board moved into Closed Session at 8:19 am and back out of Closed Session at 8:22 am.

**RESOLUTION #26-0128-03 – Resolution Amending and Adopting the By-Laws of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**BE IT RESOLVED** that the By-Laws of the Township of Hillsborough Municipal Utilities Authority, dated January 2026 and as attached hereto, be adopted by The Township of Hillsborough Municipal Utilities Authority to govern The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2027.

Executive Director Borek advised that the By-Laws are updated annually.

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

**RESOLUTION # 26-0128-04 - Resolution Authorizing the Hiring of a Maintenance Worker**

**WHEREAS**, there exists a vacancy in TTHMUA's Maintenance Department; and

**WHEREAS**, Dylan Payne has been a part time Maintenance Employee since June of 2025; and

**WHEREAS**, it is therefore recommended that Mr. Dylan Payne be offered a position of Maintenance Worker, Level 1, with a pay rate of \$19.55 per hour (yearly salary of \$40,664.00), effective February 9, 2026; and

**WHEREAS**, upon the completion of the 90-day probationary period and obtaining CDL, Mr. Payne will be evaluated for a salary adjustment.

**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. Damiano and second by Mr. Avolio and all those present voted in favor.

**RESOLUTION # 26-0128-05 - Resolution Approving a Sanitary Sewer Extension for 230 Sunnymead Road, Block 183, Lot 31.02, in the Township of Hillsborough**

**WHEREAS**, applicant Christian Salgado submitted a request to TTHMUA in December of 2025, regarding the possibility of connecting to the sanitary sewer system; and

**WHEREAS**, through the real estate transaction process it was discovered that a portion of Mr. Salgado's septic mound system was over the property line and infringing on his neighbor's property at 240 Sunnymead Road, and

**WHEREAS**, said property is within the Sanitary Sewer Service Area; and

**WHEREAS**, the total wastewater flow to be generated from this connection is 300 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

**WHEREAS**, plans and specifications documents were reviewed by TTHMUA’s Engineer, resulting in the following:

1. The applicant is proposing to connect to an existing low-pressure force main that was approved in November 2025. That approval contemplated a certain number of connections that would be made to the low-pressure force main. The applicant’s engineer, in consultation with the manufacturer, is requested to prepare pump and force main calculations with the anticipated number of connections to this line. This would include the dwelling on Lot 31.03.
2. The proposed lateral from the dwelling on Lot 31.02 (subject property) is proposed to be located on the subject property with the connection located within the right of way of Sunnymead Road. The applicant shall obtain a Road Opening Permit from the Hillsborough Township Engineering Department for the work within the public right of way.
3. As proposed, no easements are required. TTHMUA shall not take ownership of the low-pressure force main. An agreement to operate and maintain the low-pressure force main shall be executed between/among the property owners and the Township of Hillsborough MUA.
4. In accordance with TTHMUA Rules and Regulations Section 6.3, the low-pressure force main will be considered temporary until if and when a gravity sewer solution is available. The applicant shall comply with the requirements of 6.3 with respect to a deed restriction.
5. The plans shall be revised to clearly show and confirm water main and sanitary sewer low-pressure force main separation distances of eighteen inches (18”) vertical or ten feet (10’) horizontal pursuant to N.J.A.C. 7:10-12.36.
6. The applicant’s engineer shall develop a specific sequence of construction with respect to the timing of construction with respect to the force main in Sunnymead Road. The applicant and its engineer shall review the proposed location of the low-pressure force main lateral to determine what existing site features will be impacted and require repair/replacement (e.g. trees, utility poles, driveways, etc.).
7. Prior to construction, a preconstruction meeting shall be conducted to ensure that all conditions of the TTHMUA, SRVSA, and Township of Hillsborough (road opening permit) are met. In addition, shop drawings shall be submitted by the applicant for review and approval by the authority’s engineer.
8. Notwithstanding the comments above, the applicant’s proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications.
9. Upon completion, the applicant’s engineer shall supply the TTHMUA with an AutoCAD file and GIS shape files of the as-builts as well as two (2) signed and sealed copies.

There was a brief discussion regarding the Engineer’s Report and the items included in the resolution.

The motion and resolution were introduced, as amended by Mr. Scarantino and second by Mr. Damiano and all those present voted in favor.

**RESOLUTION # 26-0128-06 - Resolution Approving a Sanitary Sewer Extension for 473 Raider Blvd, Block 178.01, Lot 14 in the Township of Hillsborough**

**WHEREAS**, applicant Joseph Welches submitted a request to TTHMUA, regarding the possibility of connecting to the sanitary sewer system; and

**WHEREAS**, Resolution #25-0723-03– was a Resolution Accepting an Easement and Right-Of-Way for a Portion of Block 178.01, Lot 24.01 for this property; and

**WHEREAS**, said property is within the Sanitary Sewer Service Area; and

**WHEREAS**, the total wastewater flow to be generated from this connection is 300 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

**WHEREAS**, plans and specifications documents were reviewed by TTHMUA’s Engineer, resulting in the following:

1. The applicant is proposing to connect a single-family home on Lot 14 in Block 178 to a new sanitary sewer manhole on Lot 15 in Block 178. This proposed development will require the extension of the public sanitary sewer system from an existing stub near an existing manhole on Lot 24.01 in Block 178.01. The extension of the public sanitary sewer system will require approval from TTHMUA, the Somerset-Raritan Valley Sewerage Authority (“SRVSA”), and a Treatment Works Approval (“TWA”) from the New Jersey Department of Environmental Protection (“NJDEP”).
2. As stated in Item 1 above, the proposed development involves the extension of the public sanitary sewer on and across Lot 24.01 in Block 178.01. The applicant shall submit:
  - a. the existing easement document demonstrating that it or TTHMUA has the right to extend the public sanitary sewer main from the condominium property, and
  - b. documentation to TTHMUA that the condominium association (or other appropriate entity) has granted or grants permission for the sewer to be extended and that a new easement will be granted to TTHMUA from the association.
3. As stated in Item 1 above, the proposed lateral will connect to a new manhole which is proposed to be located on Lot 15 in Block 178. The applicant shall submit documentation to TTHMUA that the owner of Lot 15 in Block 178 has granted or grants permission for:
  - a. the public sanitary sewer main to be extended and a new easement will be granted to TTHMUA from the owner, and
  - b. the private sewer low-pressure lateral to be constructed on Lot 15 in Block 178 and that an easement is required to allow the construction and future operation and maintenance of said lateral shall be that of the owner of Lot 14 in Block 178 and will have sole obligation and responsibility for the future operations and maintenance of the lateral across Lot 15 in Block 178. TTHMUA shall not take ownership of the low-pressure force main lateral.
  - c. An agreement to operate and maintain the low-pressure force main shall be executed between/among the property owners and TTHMUA as appropriate.
4. In accordance with TTHMUA Rules and Regulations Section 6.3, the low-pressure force main will be considered temporary until if and when a gravity sewer solution is available. The applicant shall comply with the requirements of 6.3 with respect to a deed restriction.
5. The plans show the low-pressure lateral crossing the existing driveway, gas and water services, and through treed areas on Lot 15 in Block 178. These areas shall be called out on the plans with notes regarding proposed restoration. The gas and water services shall be added to the profile. The plans shall be revised to clearly show and confirm water main and sanitary sewer low-pressure force main separation distances of eighteen inches (18”) vertical or ten feet (10’) horizontal pursuant to N.J.A.C. 7:10-12.36.
6. The plans contain a note that reads “Prop. 1.25” PVC SCH. 40 or SDR 11 Discharge to Grinder Pump.” This should read “Discharge to Public Sanitary Sewer Manhole.” (This same note is labeled on the profile and should be corrected accordingly.)
7. An additional note on the profile makes reference to “Connection to All Discharges.” This shall be explained and corrected if necessary.
8. The plan location of the proposed Valve Box which is detailed on the Construction Detail sheet shall be added to the plan view.
9. The plans shall identify the limits of disturbance and whether a permit from the Somerset-Union Soil Conservation District is required.
10. The plans shall demonstrate how the contractor will gain access to the existing stub on the condominium property and shall restore the property as necessary.

11. Prior to construction, a preconstruction meeting shall be conducted to ensure that all conditions of the TTHMUA, SRVSA, and NJDEP are met. In addition, shop drawings shall be submitted by the applicant for review and approval by the authority's engineer.
12. Notwithstanding the comments above, the applicant's proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications.
13. Upon completion, the applicant's engineer shall supply the TTHMUA with an AutoCAD file and GIS shape files of the as-builts as well as two (2) signed and sealed copies.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection is hereby approved contingent upon meeting the requirements listed above.

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

**RESOLUTION #26-0128-07 – Resolution Amending the Annual Meeting Calendar of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)**

**WHEREAS**, in accordance with the provisions of the "Open Public Meetings Act", (C, 321, P.L. 1975) The Township of Hillsborough Municipal Utility Authority (TTHMUA) adopted resolution #25-1125-02 amending the Reorganization Meeting date to February 11, 2026; and

**WHEREAS**, TTHMUA now seeks to amend the meeting time of said previously changed meeting date; and

**WHEREAS**, the February 11, 2026, Reorganization and Regular Business Meeting shall be at 8 am.

**NOW THEREFORE BE IT RESOLVED**, that pursuant to the "Open Public Meetings Act", the time shall be changed to 8 am for the February 11, 2026, Reorganization and Regular Business Meeting of TTHMUA.

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

**RESOLUTION #26-0128-08– Resolution Authorizing the Purchase through PVSC North Jersey Wastewater Pricing Cooperative System Contract B445-19**

**WHEREAS**, the Sunnymead Pump Station receives approximately 3 MGD of sanitary sewage from Hillsborough Township; and

**WHEREAS**, to improve operations it has been determined that a grinder would be beneficial to be installed; and

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

**WHEREAS**, Pumping Services, Inc. has been awarded a contract through Passaic Valley Sewer Commission North Jersey Wastewater Pricing Cooperative System, Contract B445-19; 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**, Pumping Services, Inc. has submitted a proposal, Quotation # SQ47146, dated January 27, 2026 to provide said grinder in an amount of \$99,826.03.

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

1. A purchase order in the amount of \$99,826.03 for the Sunnymead Pump Station is hereby awarded to Pumping Services, 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 Pumping Services, 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. Scarantino and those present voted in favor.

### **DISCUSSION**

The Director's Report was provided in advance in the Board Books.

The following items were further discussed at the meeting:

The 2026 meeting schedule was proposed, which will be included as part of the Annual Reorganization meeting and regarding Monday mid-month meetings, they will be scheduled as needed.

Professional Services Contracts for 2026: Guidance was provided and the resolution will be prepared for the Annual Reorganization Meeting.

Executive Director Borek was asked to schedule a meeting with Pennoni Engineering.

There was a brief discussion regarding the analysis provided in the Director's Report regarding health benefit costs for the employees. A further request was made to the Executive Director for additional analysis to be completed and shared with the Personnel Committee.

Commercial Account Analysis: edits were provided for the Letter to be sent to Commercial Accounts.

Sunnymead Pump Station: a request was made for the Executive Director to set up a meeting with the part time licensed operator and two members to discuss the status of the project.

Force Main Update: regarding the easements the language needs to be verified that the agreements include construction easements.

Regarding Board Meeting Minutes – Assistant Director Hohnhorst will be joining the meetings going forward to assist.

Executive Director Borek advised that the next SRVSA meeting is scheduled for 2/1/2026.

**CLAIMS LISTS**

Operating Fund	\$ 315,077.40 - January 28, 2026
General Fund	\$ 65,502.93 - January 28, 2026

A motion was made by Mr. Scarantino, seconded by Mr. Avolio and those present voted in favor.

**PUBLIC COMMENT**

None at this time.

**ADJOURNMENT**

With no further business to discuss, a motion was made by Mr. Scarantino, seconded by Mr. Avolio to adjourn the meeting at 9:36 pm and all those present voted in favor.