



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – MARCH 25, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, March 25, 2026, with the following members present:

Michael Avolio
Robert Damiano via teleconference
Robert McCray
Richard Nunn
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Assistant Executive Director Tracie Hohnhorst and Finance Consultant Ron Gardner.

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 March 25, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Executive Director Pamela Borek administered the Oath of Office to Robert McCray as Vice Chair.

APPROVAL OF MINUTES

- December 29, 2025, Special Meeting Minutes – A motion was made by Mr. Nunn, seconded by Mr. Avolio and the minutes were approved. Mr. Damiano and Mr. Scarantino abstained.
- February 11, 2026, Reorganization and Regular Meeting Minutes – A motion was made by Mr. Avolio, seconded by Mr. Nunn and the minutes were approved. Mr. Damiano abstained.

RESOLUTIONS

RESOLUTION #26-0325-01 – Authorizing the Transfer of Funds in the Amount of \$378,688 to the Township of Hillsborough for the Fiscal Year Ending 2026

WHEREAS, The Township of Hillsborough, by letter dated January 21, 2026, a copy of which is attached hereto, has requested that the Township of Hillsborough Municipal Utilities Authority appropriate \$378,688.00 to the Township of Hillsborough for the reason stated in the aforesaid letter; and

WHEREAS, the members of the Authority, upon review of the above stated letter, have determined that the sum of \$378,688.00 may be submitted to the Township of Hillsborough for the fiscal year ending in 2026.

NOW, THEREFORE, BE IT RESOLVED, the Township of Hillsborough Municipal Utilities Authority hereby approves the allocation of \$378,688.00 to the Township of Hillsborough, County of Somerset, State of New Jersey.

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

RESOLUTION #26-0325-02– Resolution Ratifying and Confirming the Purchase of a Motor from Hights Electric Motor Service, Inc. in the Amount of \$54,439.20

WHEREAS, there are ongoing critical issues with the Sunnymead Pump Station; and

WHEREAS, a motor failure on Pump 1 resulted in the motor being pulled and analyzed resulting in an unfavorable outcome for the Township of Hillsborough Municipal Utilities Authority (TTHMUA), because the motor could not be repaired; and

WHEREAS, Sunnymead Pump Station operates three (3) pumps and because of this motor failure is now operating with two (2) pumps; and

WHEREAS, it is critical that all three (3) pumps be operational for the public health and safety of the Township as well as the operations of the station; and

WHEREAS, it was determined that Hights Electric Motor Service, Inc., was able to procure an emergency replacement pump for \$54,439.20 as indicated in Quote # 020626BS05.

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

1. A purchase order for one (1) new replacement motor in the amount of \$54,439.20 for the Sunnymead Pump Station was hereby awarded to Hights Electric Motor Service, Inc. without public bidding as an emergency purchase.
2. TTHMUA Executive Director and Qualified Purchasing agent are hereby ratified and confirmed to have executed that appropriate purchase order with Hights Electric Motor Service, Inc. to effectuate this purchase.

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

RESOLUTION # 26-0325-03 - Resolution Ratifying and Confirming Change Order No. 4A 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. 4A has been prepared in the amount of \$2,908.80 to cover the following additional work that DeMaio Electrical has determined necessary to be completed for said project; and

WHEREAS, the per the Township’s electrical permit review, the contract electrical drawings were revised for the service upgrade as indicated in Change Order No. 1; and

WHEREAS, this change order provides for the change in the circuit breaker in PP1 to feed panel LP-1 from 30A 3 pole to 100 A 2 pole; and

WHEREAS, the wire between PP1 and LP-1 was changed from #10 to #3, and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 4A, as stated above, be ratified and confirmed for a total amount of \$2,908.80.

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. 4A be approved and accepted in the amount of \$2,908.80.
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, seconded by Mr. McCray and all those present voted in favor.

RESOLUTION # 26-0325-04 - Resolution Ratifying and Confirming the Township of Hillsborough Municipal Utilities Authority to Solicit Bids for the Replacement of Two (2) Motors at the Sunnymead Pump Station

WHEREAS, there exists the need to replace two (2) pump motors at the Sunnymead Pump Station; and **WHEREAS**, the Qualified Purchasing Agent and Executive Director solicited bids for said replacements. **NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority that the actions of the Qualified Purchasing Agent and Executive Director are hereby authorized.

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

RESOLUTION #26-0325-05 – Resolution Authorizing the Designation of Unrestricted Assets for Future Purposes

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is a governmental entity organized under the laws of the State of New Jersey; and

WHEREAS, The Board of Commissioners recognizes the need to maintain financial stability and ensure resources are available for future strategic initiatives, including equipment purchases, facility upgrades and operating contingencies; and

WHEREAS, The Authority has accumulated net assets that are available for such designation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of The Township of Hillsborough Municipal Utilities Authority hereby authorizes the designation of the following net assets to be earmarked for said projects:

- Sunnymead Pump Station and Force main Replacements \$2,000,000 (Capital Reserve)
- Sunnymead Pump Station Rehabilitation \$1,000,000 (Capital Reserve)
- I&I Projects (data analysis, engineering both preliminary and final, construction and construction inspections) \$750,000 (Capital Reserve)
- Station upgrades and miscellaneous maintenance (grinders, electronics, paving and fencing) \$500,000 (Capital Reserve)
- Emergency repairs \$500,000 (Operating Reserve)
- Facilities Studies \$100,000 (Operating Reserve)

BE IT FURTHER RESOLVED, these funds shall so be designated for the specific purpose listed and any additional or decreases from these funds will be maintained by the Executive Director of the Authority; and **BE IT FURTHER RESOLVED**, in summary, that \$3,500,000 be designated for Capital Reserve and \$1,350,000 be designated for Operating Reserve, for a total of \$4,850,000; and

BE IT FINALLY RESOLVED, the Treasurer is hereby directed to record the above designations in the financial records of the Authority.

Chairman Scarantino requested to include Force main in the Sunnymead Pump Station Replacements \$2,000,000 (Capital Reserve) and that the I&I Projects be for Capital Reserve instead of Operating Reserve.

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

RESOLUTION # 26-0325-06 - Resolution Approving a Sanitary Sewer Extension for 321 South Branch Road, Block 149.08, Lot 84.02, in the Township of Hillsborough

WHEREAS, applicant Chris Plank submitted a request to TTHMUA, regarding the possibility of connecting to the sanitary sewer system a single-family home; and

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

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 eight-inch (8") sanitary sewer main located in the public right of way of South Branch Road which is also known as Somerset County Route #625. The applicant shall obtain a Road Opening Permit from Somerset County for the work within the public right of way.
2. While Somerset County will have jurisdiction over the trenching and roadway repair work, TTHMUA shall be onsite to witness and inspect the saddle tap connection to the sanitary sewer main. This shall be coordinated through TTHMUA offices.
3. Notwithstanding the comments above, the applicant's proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications.

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. Avolio and seconded by Mr. McCray and all those present voted in favor.

RESOLUTION #26-0325-07– 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 March 20, 2026, in an amount of \$500,000 and will mature on June 21, 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. McCray and all those present voted in favor.

DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION

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

The following items were further discussed at the meeting:

- There was discussion about the possibility of outsourcing the update of our mapping to an engineering firm
- Pennoni is proposing going through Sherman Tract for a more direct run on the forcemain project; and still needs to provide additional information about the directional bore
- Contacting New Jersey American Water for an analysis and possibility into changing our rate structure not as a revenue boost but as an equalizer
- Looking into obtaining property for an Emergency Storage Facility, possibly behind Lowes, ED Borek has contacted the Township
- TV in main office area to display Verizon Connect throughout the day
- Look into other Certificate of Deposit options, possibly longer terms if the rates are beneficial

CLAIMS LIST

Operating Fund	\$ 1,111,540.17 – February 25, 2026
	\$ 398,989.77 – March 25, 2026
General Fund	\$ 110,328.99 – February 25, 2026
	\$ 484,742.45 – March 25, 2026

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

PUBLIC COMMENT (for matters not on the agenda)

None at this time

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Avolio, to adjourn the meeting at 8:41am and all those present voted in favor.