



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – APRIL 29, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, April 29, 2026, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Assistant Executive Director Tracie Hohnhorst.

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 April 29, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 26, 2026, Regular Meeting Minutes – A motion was made by Mr. Damiano, seconded by Mr. Avolio and the minutes were approved.
- April 8, 2026, Special Meeting Minutes - A motion was made by Mr. Avolio, seconded by Mr. Damiano to table the April 8, 2026 Special Meeting Minutes, all present voted in favor to table the minutes.

CORRESPONDENCE

- AEANJ Wave Award Recipient – Michael Avolio Commissioner of the Year
- Proposal From Pennoni for Engineer Services GIS System Mapping Investigation – will get to the board when the proposal comes in.
- Chairman Scarantino requested that the Engineer Committee schedule a meeting to look at the proposals from Pennoni.

RESOLUTIONS

RESOLUTION #26-0429-01 - 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, 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” was approved extending contract through April 30, 2026; and

WHEREAS, due to the nature of the project and various delays the originally anticipated completion date of January 31, 2026, was extended until April 30, 2026; and

WHEREAS, while it is anticipated that the construction aspect of the project will be completed by April 30, 2026, it remains necessary to extend the contract for Construction Phase Engineering Services by H2M until June 30, 2026, to review final payments and any additional transactions and documentation due to the Authority.

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.

ED Borek indicated that the extension until June 30th will allow for any outstanding invoices and reporting to be completed and that this represented no increase in dollar amount to H2M.

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

RESOLUTION # 26-0429-02 – Resolution Acknowledging the Receipt of a New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program Safety Award for 2025 and Granting the Staff a Safety Day (a Personal Day for Each Employee)

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program for 2025 and completed 2025 without a lost time accident; and

WHEREAS, this is the sixteenth (16th) consecutive year TTHMUA has received this award.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of the above stated Safety Award and accomplishment, the staff of TTHMUA is congratulated on this accomplishment and each staff member is awarded a Safety Day to be utilized as a personal day within the current year.

ED Borek congratulated the staff on 16 consecutive years of this recognition.

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

RESOLUTION #26-0429-03 - Resolution to Advertise Public Hearing for Revisions to Rate Schedule for Sewer Connection Fee

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable; and

WHEREAS, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees;” and

WHEREAS, the Authority, according to law, must establish and hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “A Resolution Amending a Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees”, does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 8:00 A.M. on May 27, 2026.

ED Borek indicated this is the annual increase to the connection fee per state statute.

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

RESOLUTION #26-0429-04 - Resolution Ratifying and Confirming Change Order No. 5A 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. 5A has been prepared in the amount of \$2,568.44 to facilitate the potential need to install hoses for a temporary pump for bypass pumping, a 4-foot-wide gate has been added to the new fencing adjacent to the meter pit which has the connection for the discharge hose; and

WHEREAS, the sum of the change orders, including this one is \$94,175.66 and this change order would bring the project total \$1,523,175.06; and

WHEREAS, it is the recommendation of the TTHMUA’s Executive Director that Change Order No. 5A, as stated above, be ratified and confirmed for a total amount of \$2,568.44.

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. 5A be approved and accepted in the amount of \$2,568.44.
2. The Executive Director is hereby authorized and directed to execute said Change Order on behalf of TTHMUA.

ED Borek reported that after consideration of the layout with respect to access for bypass operations, this additional gate in the fence was necessary.

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

RESOLUTION #26-0429-05 – Resolution Authorizing the Renewal of a Service Agreement with Spatial Data Logic for Website Administration Services for a Three-Year Term

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) upgraded the Authority's website in 2024, after seeking numerous proposals, and chose Spatial Data Logic (SDL) to upgrade and administer the website; and

WHEREAS, the renewal of said service has been annually; and

WHEREAS, TTHMUA is pleased with the level of customer service provided by SDL related to the website; and

WHEREAS, SDL has provided a three-year (3-year) renewal agreement for continued service at the following rates: \$3,000.00 for year 1 (2026), \$3,150.00 for year 2 and \$3,307.50 for year 3, representing a 5% increase year over year.

NOW, THEREFORE, BE IT RESOLVED, that the Renewal Agreement is hereby approved and accepted by the Authority and the Executive Director is hereby authorized to execute renewal documents on behalf of TTHMUA

The motion and resolution were introduced by Mr. Avolio and seconded by Mr. Damiano and all those present voted in favor, contingent upon clarification of the items brought forth by Mr. Cipparulo.

Mr. Nunn joined the meeting at 8:18am

RESOLUTION #26-0429-06 – Resolution Approving a Sanitary Sewer Extension for 45 Weston Road, Block 183, Lot 11, in the Township of Hillsborough

This Resolution was pulled by the Executive Director for more information. Executive Director verified with the Township that there is currently no applicant for the vacant land. A question arose about cost sharing with neighbors, and the Authority does not want to get involved in these negotiations that should remain private.

Mr. Chuck Casagrande from the Danskin Agency joined the meeting at 8:27 am.

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:

- A request was made to review larger applications in advance of board meetings - i.e. any major subdivision, projects or connections. Going forward sub committee meetings will be set up to address this.
- Further update was provided on Sunnymead the shaft needing to be cut.
- There is a problem with over voltage at Mulford which is being addressed.
- Compliance with the Grease Trap program and submission remains an ongoing issue. The Authority will start a process to notify and fine businesses not in compliance.
- NJ American Water – we are waiting for Harris to get report formatted.

CLAIMS LIST

Operating Fund	\$ 236,734.92 – April 29, 2026
General Fund	\$ 372,712.15 – April 29, 2026

A motion was made by Mr. Damanio, seconded by Mr. Avolio and those present voted in favor with the exception of Mr. Nunn who abstained.

PUBLIC COMMENT (for matters not on the agenda)

None at this time

Mr. Cipparulo and Ms. Hohnhorst left the meeting at 8:55 am.

PRESENTATION

JIF Elected Officials Training- Mr. Chuck Casagrande presented the JIF Elected Officials Training, as is an annual requirement from the JIF.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Avolio, seconded by Mr. Nunn, to adjourn the meeting at 9:49 am and all those present voted in favor.