



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – MAY 27, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, May 27, 2026, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
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 May 27, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

PRESENTATION

The following employees were invited into the Conference Room: Louis Polnesak, Judith Capra, and James Makowski. Chairman Scarantino thanked and congratulated the following employees and board members being recognized for their years of dedicated service with the Township of Hillsborough Municipal Utilities Authority. He expressed his appreciation for their hard work, commitment, and contributions to the Authority and the residents of the Township of Hillsborough.

- Louis Polnesak 25 Years of Service
- Robert McCray 25 Years of Service
- Judith Capra 22 Years of Service
- Richard Nunn 21 Years of Service
- Tracie Hohnhorst 17 Years of Service
- James Makowski 1 Year of Service

Executive Director Borek indicated that this will be done approximately two times per year.

APPROVAL OF MINUTES

- April 8, 2026, Special Meeting Minutes – A motion was made by Mr. Damiano, seconded by Mr. Avolio all present voted in favor to approve the minutes, except Mr. Damiano and Mr. Scarantino who abstained.
- April 29, 2026, Regular Meeting Minutes - A motion was made by Mr. Avolio, seconded by Mr. Nunn all present voted in favor and the minutes were approved.

RESOLUTIONS

RESOLUTION #26-0527-01– 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. Nunn and all those present were in favor. The Board moved into Closed Session at 8:12 am and back out of Closed Session at 8:52 am.

John Shockley and James Makowski entered the meeting 8:52 am.

RESOLUTION #26-0527-02 – Resolution Approving the Completion of Probation and Authorizing the Permanent Employee Status of Dylan Payne, Effective May 18, 2026

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) hired Mr. Dylan Payne for the position of Entry Level – Maintenance, in the full-time capacity role effective February 9, 2026, with a starting hourly rate of \$19.55 per hour and a probationary period; and

WHEREAS, Mr. James Makowski, Assistant Supervisor - Maintenance, and the Personnel Committee have advised that Mr. Payne has completed his probation period.

NOW THEREFORE BE IT, based on the recommendation of the staff, TTHMUA hereby acknowledges that Mr. Dylan Payne be offered permanent employee status effective May 18, 2026.

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

RESOLUTION # 26-0527-03 – Resolution Urging State Leaders to Implement Fair and Equitable Reforms to Mitigate the Unsustainable Increases in Health Benefit Premiums for Public Sector Employees

WHEREAS, the State Health Benefits Program (SHBP), governed by N.J.S.A. 52:14-17.25 et seq., offers medical, prescription drug, and dental coverage to qualified State and participating local government public employees, retirees, and eligible dependents; and

WHEREAS, all SHBP plans are self-funded, meaning that the money paid out for benefits comes directly from an SHBP fund supplied by the State, participating local employers, and member premiums; and

WHEREAS, the rate increase for the 2026 Local Government Employer Group is 36.25% and does not include fully funding the loan to the SHBP Local Government Group under c. 86 or funding to bring the Claims Stabilization Reserve to the required two-month balance; and

WHEREAS, since the end of 2020 nearly 200 local government employers have exited the SHBP, representing a nearly 30% decline, largely leaving only local governments with the highest risk in the plan; and

WHEREAS, subsequently, during budget testimony State Treasurer Binder noted regarding the SHBP costs, while the Treasury does not have the final numbers, “based on the plan actuary’s midyear reports and SHBP Local Government fund levels, it is possible that rate increases could be as high as the rate increases, we experienced last year;” and

WHEREAS, such proposed exorbitant rate increases will fall upon the local property taxpayer and authority rate payers along with the local public employees at a time where there is record inflation; and

WHEREAS, despite innovative cost containment measures taken by municipalities and authorities to make available affordable and quality healthcare for valued employees and their families, public sector health benefit plans are far too costly; and,

WHEREAS, time is of the essence for State leaders to enact long-term structural reforms that should include eliminating costly plan designs; modifying co-pays for specialists and urgent care, restricting the use of out-of-network healthcare coverage and GLP-1 drugs; implementing a Reference Based Pricing system; streamlining the use of Health Savings Accounts and Flexible Spending Accounts; and, enhancing medical transparency and the collection of data; and

WHEREAS, failure to make these long-term structural reforms will leave local officials no choice but to impose hiring freezes, eliminate budgeted vacancies, increase user rates for authority customers and increase taxes on residents already burdened with the highest property tax bills in the nation.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Township of Hillsborough Municipal Utilities Authority, in the County of Somerset urge state leaders to implement fair and equitable reforms to mitigate the unsustainable increases in health benefit premiums for public sector employees.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Sherrill, State Treasurer Binder, Senate President Scutari, Assembly Speaker Coughlin, Senator Zwicker, Assemblywoman Drulis, Assemblyman Freiman, and New Jersey State League of Municipalities.

This resolution was amended to include increase user rates for authority customers at Mr. Nunn’s request.

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

RESOLUTION #26-0527-04- Resolution by the Township of Hillsborough Municipal Utilities Authority Establishing Connection or Tapping Fees

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:

NOW, THEREFORE, BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that it hereby adopt, prescribe, and establish the following amendment to the Resolution Establishing Certain Sewer Service Charges and Connection or Tapping Fees, the same to become effective and commencing at 1:00 A.M. on June 1, 2026.

SECTION IV. is hereby amended as follows:

SECTION IV. CONNECTION OR TAPPING FEES

In addition to the annual service charges or rates established in Section I hereof, the Authority hereby adopts, prescribes, and establishes the following connection or tapping fees as authorized by **N.J.S.A.** 40:14B-22. The connection or tapping fees are calculated in accordance with the provisions of **N.J.S.A.** 40:14B-22 and shall be recalculated at the end of each fiscal year.

Single family residential dwelling	\$3,042
Multiple family residential dwellings Including townhouses, condominiums, and apartments.	
1 bedroom unit	\$1,825
2 bedroom unit	\$2,589
3 bedroom unit	\$3,042
Senior housing (age restricted):	
1 bedroom unit	\$1,126
2 bedroom unit	\$1,734
3 bedroom unit	\$2,281
Assisted living facilities:	
Per bed	\$1,014
All other uses – charge per gallon of estimated average daily flow	\$ 10.14

The estimated average daily flow shall be determined by the Authority on the basis of the factors specified in **N.J.S.A.** 40:B-22 and such other data and information made available to the Authority from its consulting engineer and the results of its other investigations and studies. Any such determination shall be filed with the Executive Director of the Authority and shall be available for public inspection. The charge may, if the Authority so shall determine, be in the nature of an estimated charge which shall be subject to revision after the installation or construction is completed. In no event shall the connection or tapping fee be reduced from the original charge.

As used in the above paragraph, the phrase “estimated average daily flow” shall be based on that consecutive period of three months which had the highest total flow within the first calendar year provided that there is no change in use.

SECTION V. CHARGES FOR DISCHARGE OF STORM AND/OR DRAIN WATER

Where the Authority determines that any customer, residential or nonresidential, is discharging a combination of sewerage and storm water or drainage water from any source into the lines of the Authority in excess of the estimated basic standard of 300 gallons per day for an EDU, the Authority shall determine the quantity of such excess and may charge such customer an additional connection or tapping fee at the rate of \$10.00 per gallon of estimated or actual daily flow which is in excess of the aforesaid basic standard.

Such charge shall be in addition to the connection or tapping fee charged in Section IV of this Resolution and will be added to the billing of such customer for the next following quarter after such excess has been determined.

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

RESOLUTION #26-0527-05 – Resolution Accepting a Proposal from Pennoni Associates, Inc. for Engineering Services Related to GIS Mapping Investigation of the Township of Hillsborough Municipal Utilities Authority’s Sanitary Sewer Collection System, Not to Exceed \$6,000

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) owns and operates an extensive sanitary sewer collection and conveyance systems, some of which is in excess of 60 years old; and

WHEREAS, TTHMUA has begun GIS Mapping and has a portion of the system completed and there exists a need to have and continue mapping of the existing system; and

WHEREAS, as a result of limited resources to conduct ongoing mapping, TTHMUA seeks to have an analysis completed to be better informed as to the overall status of the current mapping as well as an understanding of the time anticipated to complete the remaining system mapping; and

WHEREAS, Pennoni Associates, Inc. is named as a consulting Engineer for TTHMUA, in accordance with N.J.S.A. 19:44A-20.4 et. seq., pursuant to the “Fair and Open” process, and as such was asked to provide a proposal for analysis of the current mapping files and what is involved in completing mapping of the remaining system; and

WHEREAS, Pennoni Associates, Inc. has provided a proposal to evaluate the current GIS files and software to determine the current status of the completed work thus far and to determine what would involved in completing and continuing GIS Mapping of the system; and

WHEREAS, upon completion of said evaluation, Pennoni Associates, Inc. will provide TTHMUA a detailed proposal for continued mapping and enhanced use of the GIS system for facility management; and

WHEREAS, the initial proposal for evaluation has been provided to TTHMUA by Pennoni Associates, Inc. in the amount of \$6,000.00; and

WHEREAS, the Engineering Committee, in a meeting on May 1, 2026, reviewed said proposal and finds it acceptable and appropriate for the services to determine the status of the GIS Mapping and therefore makes a recommendation to authorize said proposal; and

WHEREAS, in addition, the Chairman of the Board also met with Pennoni Associates, Inc. and agrees with the recommendation of the Engineering Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby authorized to execute said proposal dated April 23, 2026, from Pennoni Associates, Inc., in the amount not to exceed \$6,000.00.

BE IT FURTHER RESOLVED that the Executive Director is hereby further authorized to permit staff support of said project and upon conclusion will provide the analysis and findings to the Engineering Committee and, or the Board of Commissioners.

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

RESOLUTION #26-0527-06 – Resolution Accepting a Proposal from Pennoni Associates, Inc. for an Infiltration and Inflow Study to be Conducted on the Township of Hillsborough Municipal Utilities Authority’s Facilities, Not to Exceed \$68,000

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) owns and operates an extensive sanitary sewer collection and conveyance systems, some of which is in excess of 60 years old; and

WHEREAS, like many aging systems, infiltration and inflow can impact wet weather flows, resulting in increased treatment costs and reduced capacity; and

WHEREAS, TTHMUA seeks to have an analysis of current system facilities to determine the extent and if possible the source(s) of such infiltration and inflow; and

WHEREAS, Pennoni Associates, Inc. is named as a consulting Engineer for TTHMUA, in accordance with **N.J.S.A.** 19:44A-20.4 et. seq., pursuant to the “Fair and Open” process, and as such was asked to provide a proposal for an Infiltration and Inflow Analysis of TTHMUA’s collection system; and

WHEREAS, in addition to the proposal for the scope of work, a schedule of work was also requested, which has been provided for review; and

WHEREAS, Pennoni Associates, Inc. submitted a proposal to TTHMUA, dated April 27, 2026, in an amount of \$68,000.000; and

WHEREAS, the Engineering Committee, in a meeting on May 1, 2026, reviewed said proposal and finds it acceptable and appropriate for the services of an Infiltration and Inflow Study to be conducted in accordance with the scope of work and schedule provided with the proposal; and

WHEREAS, in addition, the Chairman of the Board also met with Pennoni Associates, Inc. and agrees with the recommendation of the Engineering Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby authorized to execute said proposal dated April 23, 2026, from Pennoni Associates, Inc., in the amount not to exceed \$68,000.00.

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

RESOLUTION #26-0527-07 – Resolution Granting a Purchase Order in an Amount Not to Exceed \$15,000 to Pennoni Associates, Inc. to Conduct Engineering Related Analysis Exclusive of the I&I and GIS Studies

WHEREAS, Pennoni Associates, Inc. is named as a consulting Engineer for TTHMUA, in accordance with **N.J.S.A.** 19:44A-20.4 et. seq., pursuant to the “Fair and Open” process, and as such from time to time is requested to perform engineering analysis and consulting activities; exclusive of specific projects;

WHEREAS, TTHMUA has determined it necessary to open a purchase order for said services in an amount not to exceed \$15,000; and

WHEREAS, this purchase order is for miscellaneous engineering consulting services and analysis exclusive of the I&I Study and the GIS proposal; and

WHEREAS, Pennoni Associates, Inc. shall provide timely, detailed invoices against said purchase order.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby authorized to issue a purchase order in an amount not to exceed \$15,000 to Pennoni Associates, Inc.

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

RESOLUTION #26-0527-08– Resolution Authorizing the Acceptance of a Proposal from Mechanical Preservation Associates, Inc. not to Exceed \$8,842.50 for the Replacement of the Discharge Valve on Pump 3 at the Sunnymeade Pump Station

WHEREAS, there exists the need to isolate the pumps at the Sunnymeade Pump Station; and
WHEREAS, currently for Pump 3 there is a nonworking valve on the discharge pipe; and
WHEREAS, a replacement valve has been purchased and needs to be installed, but due to the nature of the valve relative to the age of the existing valve there needs to be a cut in the pipe to install the new valve; and

WHEREAS, pipe cutting in this environment is a specialized skill; and

WHEREAS, the following vendors were asked to provide quotes for this work, including the installation of the already purchased valve:

Schilke Construction – no quote

Long Hill Contracting – no quote

DeMaio Electrical Company - \$22,500

Mechanical Preservation Associates, Inc. - \$8,842.50

Probeck Construction \$3,800 per mobilization, pipe cutting only

WHEREAS, after reviewing all the quotes, it was determined that Mechanical Preservation Associates, Inc. would be the best option for this project to provide the labor and necessary equipment to remove the existing valve and install the new, functioning valve on the discharge pipe for Pump 3 at the Sunnymeade Pump Station.

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

1. A purchase order for the labor and equipment to install a 14-inch valve on the discharge pipe for Pump 3 at the Sunnymeade Pump Station is hereby issued to Mechanical Preservation Associates, Inc. in the amount of \$8,842.500.
2. TTHMUA Executive Director and Qualified Purchasing agent are hereby authorized to execute the appropriate purchase order to Mechanical Preservation Associates, Inc. for said work.

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

RESOLUTION # 26-0527-09 - Resolution Approving Change Order No. 6 for the Contract Known as “Mulford Lane Wastewater Pump Station Replacement – Contract No. 53”, in an amount of \$692.40 as a Credit for Unused Allowance

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. 6 has been prepared in the amount of \$692.40 as a credit; as the original contract had a contingency allowance of \$10,000;

WHEREAS, during the construction phase, two items were paid under aforementioned allowance totaling \$9,307.60, leaving a balance of \$692.40 of unused allowance; and

WHEREAS, it is the recommendation of the TTHMUA's Executive Director that Change Order No. 6, as stated above, be accepted for a total amount of \$692.40.

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. 6 be approved and accepted in the amount of a credit of \$692.40.
2. The Executive Director is hereby authorized and directed to execute said Change Order on behalf of TTHMUA.

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

RESOLUTION # 26-0527-10 - Resolution Approving a Sanitary Sewer Extension for 45 Weston Road, Block 183, Lot 11, in the Township of Hillsborough

WHEREAS, applicant Dale Silva 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; 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 11 in Block 183 to a new sanitary sewer manhole within the Weston Road right of way. This proposed development will require the extension of the public sanitary sewer system from an existing manhole on the north side of Weston Road. 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. The applicant and its engineer shall discuss with board members the viability of the vacant property on the north side of Weston Road (Blk 140, Lot 5) to be developed. The board should consider that laterals be constructed in conjunction with this project if there is development potential for this property.
3. The plans show the proposed sanitary sewer main extension crossing the existing driveway of Lot 13, gas and overhead electric mains, and through treed areas along the right of way. These areas shall be called out on the plans with notes regarding proposed restoration. The gas and utility services shall be added to the profile as applicable. The design engineer has confirmed with NJAW that there is no water main in the vicinity of the project.
4. The plans shall identify the limits of disturbance and whether a permit from the Somerset-Union Soil Conservation District is required.
5. 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.
6. Notwithstanding the comments above, the applicant's proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications.
7. 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 resolution and motion were introduced by Mr. Nunn and seconded by Mr. Avolio all those present voted in favor except for Mr. Damiano whom abstained.

Mr. Avolio left the meeting at 9:00 am.

CORRESPONDENCE

- Request for Modification to Storm & Sanitary Easement Located at 9 O'Connor Drive, Block 208, Lot 17 in Hillsborough Township
- Notice of Claim
- NJDEP Annual Inspection Report
- Hillsborough MUA – 2025 NJUA JIF Workers' Compensation Insurance Exposure Verification Audit

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

- Regarding the Modification to Storm & Sanitary Easement Located at 9 O'Connor Drive. Executive Director Pam Borek submitted an OPRA request to the Township of Hillsborough for building permits for this property. Attorney Cipparulo is going to get in contact with Robert F. Simon from Herold Law and see what the best option is. He is also going to make them aware that they will also need to speak with Hillsborough Township regarding the easement.
- Regarding the Notice of Claim. There was an issue with a mark out of the sewer line and Bright Speed's contractor damaged the sewer line as a result. It was determined that the MUA should reimburse the resident for the claim.

DISCUSSION

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

The following items were further discussed at the meeting:

- Sunnymead Pump Station – Pump #1 main pump, Pump #2 running, given the last storm, there were no issues
- A request was made for the Executive Director to ascertain from Pennoni the flood level for Sunnymead as per the NJDEP
- Executive Director Borek will get in touch with Pennoni Associates, Inc. and get them on the schedule for both GIS Mapping Investigation and Infiltration and Inflow Study.
- Sunnymead
- MPA coming June 10th to install the valve on Pump 3, the force main will have to be drained back prior to that work
- Flood doors – 5ft insertable doors, John Shockley is investigating options
- HVAC – heat in building
- Water proofing – Chairman Scarantino asked James Makowski and John Shockley the amount of space available to raise the pumps; further suggesting that during the installation of new motors they should be raised as much as possible to help with any water/wastewater that can seep into the building
- A request was made for the Executive Director to develop bid specifications for general electrical work, and one for electrical controls.

CLAIMS LIST

Operating Fund	\$ 674,094.72 – May 27, 2026
General Fund	\$ 144004.98 – May 27, 2026

A motion was made by Mr. Nunn, seconded by Mr. Damanio 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. Damiano, seconded by Mr. McCray, to adjourn the meeting at 9:29 am and all those present voted in favor.