



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JUNE 24, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, June 24, 2026, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

Also, present was Executive Director Pamela Borek and 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 June 24, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 27, 2026, Regular Meeting Minutes – A motion was made by Mr. Avolio, seconded by Mr. Damiano and the minutes were approved.
- May 27, 2026, Closed Meeting Minutes – A motion was made by Mr. Damiano, seconded by Mr. McCray and the minutes were approved.

RESOLUTIONS

RESOLUTION #26-0624-01 – Resolution Authorizing Will Serve for Block 198, Lots 5, 5.01, 6 and 7 within Hillsborough Township, County of Somerset, State of New Jersey

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is in receipt of correspondence of a letter written to TTHMUA from VHB Engineers requesting a “Will Serve” for the abovementioned property; and

WHEREAS, the property, Block 198, Lots 5, 5.01, 6 and 7 have been verified that the lots are within the Somerset County / Upper Raritan Watershed Wastewater Management Plan in an area designated to be serviced by sanitary sewers; and

WHEREAS, the request is for a total of 218 units, generating an estimated 61,350 gallons per day; and

WHEREAS, however, TTHMUA cannot reserve additional capacity and cannot commit to accepting additional wastewater from the property until such time that an application and plans are received, reviewed, and approved by TTHMUA; and

WHEREAS, connection applications are required to be obtained from TTHMUA and Somerset Raritan Valley Sewerage Authority; and

WHEREAS, New Jersey Department of Environmental Protection (NJDEP) Treatment Works Approval (TWA) may be required; and

WHEREAS, off-site system improvements may be required, and this will be determined upon receiving an application and plans for review; and

WHEREAS, applicable plan review fees and inspection fees will be assessed when the application and plans are received by TTHMUA, for the applicable plan review and inspections at time of construction.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, as follows:

1. Block 198, Lots 5, 5.01, 6 and 7 are within the Sanitary Sewer Service Area and service is available.
2. Additional capacity cannot be reserved.
3. Connection applications, applicable fees and Engineering plans are required.
4. TWA approval may be required.
5. System improvements may be required.
6. This resolution shall take effect immediately.

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

RESOLUTION # 26-0624-02- Resolution Acknowledging the Easement Grant from John and Dawn Welches of 463 Raider Boulevard, Hillsborough, New Jersey

WHEREAS, 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, pursuant to that approval an easement between the property owners of 463 Raider Boulevard, Block 178, Lot 15 was to be conveyed to the Township of Hillsborough Municipal Utilities Authority (TTHMUA);

WHEREAS, said Easement Grant has been received.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the Easement Grant between John and Dawn Welches, of 463 Raider Boulevard, Block 178, Lot 15 is hereby acknowledged and accepted.

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

RESOLUTION # 26-0624-03 - Resolution Authorizing the Township of Hillsborough Municipal Utilities Authority to Solicit Bids for the General Electrical Work

WHEREAS, there exists the need to have licensed electrical contract work performed from time to time for the Township of Hillsborough Municipal Utilities Authority (TTHMUA); and

WHEREAS, to efficiently and effectively support the operations of TTHMUA, having a contractor authorized to perform general electrical functions would be beneficial; and

WHEREAS, the Qualified Purchasing Agent and Executive Director have drafted a request for proposals which will be advertised on TTHMUA's website.

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 # 26-0624-04 - Resolution Authorizing the Hiring of a Maintenance Worker

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

WHEREAS, Maxime Albert was interviewed by the Assistant Maintenance Supervisor, the Human Resources Coordinator and the Executive Director; and

WHEREAS, that initial interview was followed up by an interview with Board Members Avolio and Nunn; and

WHEREAS, it is the recommendation of the above that Mr. Maxime Albert be offered a position of Maintenance Worker, Level 2, with a pay rate of \$33.00 per hour upon the completion of the 90 day probationary period; and

WHEREAS, in the event Mr. Albert completes all pre-employment screening and opts to not pursue employment with TTHMUA, Mr. Albert is required to reimburse TTHMUA for those expenses associated with his pre-employment screening.

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

There was a brief discussion regarding Mr. Albert's qualifications. The Board authorized ED to make Mr. Albert an offer.

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

RESOLUTION #26-0624-05 - Resolution Accepting a Proposal from Automatic Communications Alarm Company

WHEREAS, there exists the need for security cameras at the Sunnymead Pump Station; and

WHEREAS, a proposal was received from Automatic Communications Alarm Company; and

WHEREAS, said proposal has been reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the proposal for security cameras at the Sunnymead Pump Station from Automatic Communications Alarm Company is accepted.

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

RESOLUTION # 26-0624-06 - 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, 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” was approved, extending the contract through June 30, 2026, there is the need to further extend the contract; 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 July 31, 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.

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

- Our newest potential hire Maxime Albert is a Navy Reservist he has orders to report to Iceland August 10th thru August 31st. Mr. Damiano suggested that we talk to an employment lawyer in regards to pay while he is on duty.
- Toll Brothers to maintain pump station at The Greens until station is turned over. We will meet with them and show them what we do as far as maintenance upkeep. Turn over of pump station takes place after completion of project.
- Toll Brothers is also in talk with the Township about the North East corner of The Green and putting in 190 townhomes. Would need to either building another pump station or connect to Manville through NJ American Water.
- They are also going to be building Veteran housing in the front.
- There is also talk of a potential development of about 190 Units on Valley Road
- GIS kickoff with Pennoni; Matt was able to extract the data needed. In ESRI he will create a dashboard through the app.
- Sunnymead PS electric for grinder we are not going to dig the trench we will run the electric in the ceiling and out the back. Also, get in touch with PSE&G about the transformer to see if there is enough power.
- Possibly talk with a property owner about property behind Lowe’s
- Pam to coordinate Committee Meetings. She will be sending out emails to get those on the book.

CLAIMS LIST

Operating Fund \$ 180,819.06 – June 24, 2026

A motion was made by Mr. Damiano, seconded by Mr. McCray 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. Avolio, seconded by Mr. Damiano, to adjourn the meeting at 8:55 am and all those present voted in favor.