



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – JULY 22, 2026**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, July 22, 2026, with the following members present:

Robert McCray
Richard Nunn
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Assistant Executive Director Tracie Hohnhorst. Treasurer Avolio and Secretary Damiano were 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 July 22, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 24, 2026, Regular Meeting Minutes – A motion was made by Mr. Nunn, seconded by Mr. McCray all present voted in favor to approve the minutes.

RESOLUTIONS

RESOLUTION #26-0722-01– 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. Nunn and seconded by Mr. McCray and all those present were in favor. The Board moved into Closed Session at 8:08 am and back out of Closed Session at 8:21 am.

Patti Kletz and Vinay Yalamanchili joined the meeting 8:21 am.

PUBLIC COMMENT

Resident Patti Kletz property owner of 500 Hillsborough Road spoke of how she is in the process of selling the property. The Church ran a sewer line for them and there has been some question about if it is the correct size. TTHMUA has been out there several times to look at and verify the line. Mr. Scarantino advised that she would need an easement between her and the Church to cross their lot. Also, there will be a connection fee to be paid when the contractor is hired and permits are issued. The goal for her today was to reinsure the buyer that they can in fact connect to the sewer and that TTHMUA will service them. TTHMUA will issue Ms. Kletz a letter saying that TTHMUA will serve them by the end of the week. Ms. Kletz thanked the board and left the meeting at 8:37 am.

Vinay Yalamanchili represents Vyra Growth, LLC, formerly known as Green Care Farms, LLC. He is seeking approval for a sanitary sewer extension for five (5) homes on Block 204, Lot 45.01, in Hillsborough Township, NJ. TTHMUA's engineer and VanCleeef Engineering have spoken regarding this project; there are five (5) homes with separate laterals, laterals have been moved out of the driveways, and they have fixed some of the slopes. Therefore, this sanitary sewer extension is hereby approved contingent upon meeting the requirements contained in the resolution and memoranda dated July 12, 2026, and July 21, 2026, respectively. Vinay thanked the board and left the meeting at 8:40 am.

RESOLUTIONS

RESOLUTION # 26-0722-02 Resolution Acknowledging Emergency Repair for 425 Amwell Road, Hillsborough Township, Somerset County, New Jersey

WHEREAS, on July 1, 2026, a report was made to the Township of Hillsborough Municipal Utilities Authority (TTHMUA) regarding a backup near 425 Amwell Road; and

WHEREAS, TTHMUA staff promptly responded to the area and began flushing the line in an effort to clear the blockage; and

WHEREAS, it was believed to be a broken pipe to be responsible for the debris, and

WHEREAS, on Thursday, July 2, 2026, the Executive Director called several contractors; and Porchetta Land and Site responded; and

WHEREAS, a portion of Amwell Road was excavated and two breaks in the 8-inch sanitary line were discovered and repaired.

NOW, THEREFORE, BE IT RESOLVED that TTHMUA acknowledges the above-mentioned repair and authorizes payments that have been incurred on behalf of the TTHMUA.

There was a brief discussion about whether we can ask the County for support with this, but they do not have any reports on the work that was done out there, just the road opening permit. It was also suggested to inquire with the Police Department about reducing the bill but due to them subcontracting it out there is nothing they can do. It was also discussed whether there is any recourse to the work not being done properly like not using a concrete cradle and stone? Ms. Borek advised that a claim has already been made with the JIF and that she is also looking into a claim with PSE&G for the time spent after the mismarked gas line was compromised.

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

RESOLUTION #26-0722-03 Resolution Accepting Proposal HBMUA26004P from Pennoni Associates, Inc., for GIS System Mapping Updates Not to Exceed \$21,580.00

WHEREAS, Resolution #26-0527-05 entitled “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”, and

WHEREAS, a meeting was held on June 23rd, with the team to review what has been completed by the Township of Hillsborough Municipal Utilities Authority (TTHMUA) as well as determine what updates to the information is necessary; and

WHEREAS, subsequent to that meeting Proposal HBMUA26004P has been received from Pennoni, outlining the scope of work to update the data, merging existing data, determining accuracy, develop a dashboard and train staff; and

WHEREAS, the Engineering Committee met on July 16, 2026, reviewed this proposal and recommends proceeding with its acceptance.

NOW THEREFORE BE IT RESOLVED by TTHMUA that proposal HBMUA26004P is hereby accepted and approved not to exceed \$21,508.00 without additional Board approval.

There was a brief discussion on clarifying what Pennoni will be providing TTHMUA once the project was completed.

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

RESOLUTION #26-0722-04 Resolution Accepting Proposal from Kenlor Construction for the a Repair at 14 Apple Hill Road, Hillsborough, New Jersey

WHEREAS, there exists the need to repair a 4-inch lateral at 14 Apple Hill Road; and

WHEREAS, proposals were obtained from Kenlor Construction, Porchetta Land & Site and S.F. Lutzky Contracting, Inc., and

WHEREAS, the proposal from Kenlor Construction was the lowest responsible and responsive.

NOW THEREFORE BE IT RESOLVED that Kenlor Construction is authorized to perform the repair work at 14 Apple Hill Road pursuant to their proposal.

The motion and resolution were introduced by Mr. Nunn and seconded by Mr. McCray and all present were in favor.

RESOLUTION #26-0722-05 Resolution Rejecting Bid for General Electrical Work and Authorizing Readvertisement

WHEREAS, sealed bids were opened and read on July 15, 2026, at 11:00 am, which was the time and place as provided for the invitation to the bid entitled “Bid Specifications: General Electrical Work”, and

WHEREAS, the following bid was received:

Vendor

RPL Electrical Contractors, LLC

WHEREAS, after a thorough review of the proposal, it was determined that the respondent failed to provide the requirement documents as outlined in the specifications and is therefore rejected; and

WHEREAS, the Township of Hillsborough Municipal Utilities Authority seeks to readvertise that the actions of the Qualified Purchasing Agent and Executive Director are hereby authorized.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, that the bid received for General Electrical Work is hereby rejected and the Qualified Purchasing Agent and Executive Director are hereby authorized to readvertise this bid.

There was a brief discussion about the clarification of the specs.

The motion and resolution were introduced by Mr. McCray and seconded by Mr. Nunn and all present were in favor.

RESOLUTION #26-0722-06– Resolution Authorizing the Purchase and Installation of Three (3) Danfoss VFDs through PVSC North Jersey Wastewater Pricing Cooperative System Contract B471-15 and B454-8, Respectively

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

WHEREAS, the station experienced a VFD failure on June 19, 2026; and

WHEREAS, the Engineering Committee recommends replacing all three (3) VFDs; 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 B471-15 and B454.8, respectively; 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 # SQ48586, dated July 16, 2026, to provide three (3) Danfoss VFDs and installation of said VFDs in an amount of \$86,989.20.

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

1. A purchase order in the amount of \$89,989.20 for the Sunnymeade 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. McCray and seconded by Mr. Nunn and all present were in favor.

RESOLUTION # 26-0722-07 - Resolution Approving a Sanitary Sewer Extension for 241 Woods Road, Block 204, Lot 45.01, in the Township of Hillsborough

WHEREAS, applicant Vyra Growth, LLC, formerly known as Green Care Farms, LLC submitted a request to the Township of Hillsborough Municipal Utilities Authority (TTHMUA), for a sanitary sewer extension for five (5) homes on Block 204, Lot 45.01 in the Township of Hillsborough, New Jersey; and

WHEREAS, the proposed area is within the Sanitary Sewer Service Area; and

WHEREAS, the total wastewater flow to be generated from this project is 1,500 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority (SRVSA); and

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

The applicant is proposing to construct 592 linear feet of eight-inch (8") PVC sanitary sewer main with three (3) manholes to serve five (5) proposed single-family dwellings. The sanitary sewer extension will begin in Petrik Farm Road (a public right of way) and run westerly 173 feet to a point in Woods Road (Sanitary Sewer Manhole #3) then continue northerly 115 feet thorough the public right of way of Woods Road to a point (Sanitary Sewer Manhole #2) where it will extend approximately 304 westerly feet to its terminus at Sanitary Sewer Manhole #1. All five proposed dwellings are shown to connect in and around this manhole. The project will require approval from Somerset Raritan Valley Sewerage Authority ("SRVSA") and Treatment Works Approval ("TWA") from New Jersey Department of Environmental Protection ("NJDEP"); and

WHEREAS, a conference call was held on July 21, 2026, with TTHMUA Staff, the applicant and the applicant's Engineer to discuss the TTHMUA's memo dated July 12, 2026; and

WHEREAS, a subsequent memo dated July 21, 2026, has been issued by TTHMUA; and

WHEREAS, 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; and

WHEREAS, the applicant's proposal is subject to the TTHMUA Rules and Regulations and Standard Sanitary Sewer Specifications; and

WHEREAS, 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 extension is hereby approved contingent upon meeting the requirements listed above and contained in the memoranda dated July 12, 2026, and July 21, 2026, respectively.

The motion and resolution were introduced by Mr. Nunn and seconded by Mr. McCray and all present were in favor.

DISCUSSION

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

The following items regarding Sunnymead Pump station were further discussed at the meeting:

- Chairman Scarantino requested that a meeting be set up meeting with Pennoni, Mr. McCray and himself to discuss the force main project and the status.
- A request was made to have the transformer moved off of the ground.

- Ms. Borek reported that there was a meeting with Scott Williamson, the electrical inspector from the Township and since the pump station building is a class 2 building and adding the grinder and HVAC will require electrical engineered plans for the increased load.
- Proposals will be obtained for those necessary plans as well as Verify in electrical box where all services are going to and label.

CLAIMS LIST

Operating Fund	\$ 176,931.96 – July 22, 2026
General Fund	\$ 178,211.37 – July 22, 2026

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

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Nunn, to adjourn the meeting at 9:10 am and all those present voted in favor.