HILLSBOROUGH MUA
908-371-9660

TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – SEPTEMBER 23, 2026

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately 8:00 am on Wednesday, September 23, 2026, with the following members present:

Robert McCray
Robert Damiano
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, Assistant Executive Director Tracie Hohnhorst. Treasurer Avolio and Assistant Secretary/Treasurer Nunn 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 September 23, 2026, at 8:00 am.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 22, 2026, Closed Session Minutes – A motion was made by Mr. McCray, seconded by Mr. Damiano all present voted in favor to approve the minutes, except Mr. Damiano who abstained.
- July 22, 2026, Regular Meeting Minutes – A motion was made by Mr. McCray, seconded by Mr. Damiano all present voted in favor to approve the minutes, except Mr. Damiano who abstained.

CORRESPONDENCE

- Inquiry from Mulford Lane Resident Regarding Encroachment
    - ED Borek explained that there is an easement from an inactive line from the prior system
    - Board would like a formal letter from him. Counsel will draft an agreement to include that if TTHMUA needs to remove the fence for access, that and it's replacement will be at the homeowner's expense.
- Engineering Design Proposals for Two (2) Pump Station Rehabilitations have been received from both consulting engineers
    - An Engineering subcommittee meeting will be set up to review the proposals, and Authority Engineer Kastrud will provide a review memo.

RESOLUTIONS

RESOLUTION #26-0923-01 – Resolution Authorizing the 2027 Budget Resolution for The Township of Hillsborough Municipal Utilities Authority (TTHMUA), Fiscal Year: December 01, 2026, to November 30, 2027

WHEREAS, the Annual Budget for Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2026, and ending November 30, 2027, has been presented before the governing body of the Township of Hillsborough Municipal Utilities Authority at its open public meeting of September 23, 2026; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $7,742,100.00, Total Appropriations including any Accumulated Deficit, if any, of $7,912,563.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of $170,463.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $4,3000,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of 4,300,000.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hillsborough Municipal Utilities Authority, at consider the Annual Budget and Capital Budget/Program for Adoption on October 28, 2026. an open public meeting held on September 23, 2026 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2026 and ending November 30, 2027, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Hillsborough Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on October 28, 2026.

Chairman Scarantino expressed concern that there wasn’t enough money allocated for the force main project.

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

RESOLUTION #26-0923-02 Resolution Ratifying and Accepting Proposal from Kenlor Construction for the Repair at 51 US Route 206, Hillsborough, New Jersey

WHEREAS, there exists the need to repair the check valve at 51 US Route 206, which involves the excavation of the area to expose the valve; and
WHEREAS, The Township of Hillsborough Municipal Utilities Authority staff will replace the check valve;
WHEREAS, proposals were obtained from Kenlor Construction, S.F. Lutzky Contracting, Inc. and Frank Galbraith & Son Excavation and Demolition, LLC, 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 excavation to allow for the repair work for pair work at 51 US Route 206 pursuant to their proposal, not to exceed $4,250.00.

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

RESOLUTION #26-0923-03 Resolution Authorizing The Township of Hillsborough Municipal Utilities Authority Engineer, Christian Kastrud, Approval and Signoff on the Sanitary Sewer Specification of TTHMUA, Dated October 24, 2012

WHEREAS, as the result of a sanitary sewer extension for a resident of the Township which was previously authorized per "RESOLUTION # 26-0527-10 - Resolution Approving a Sanitary Sewer Extension for 45 Weston Road, Block 183, Lot 11, in the Township of Hillsborough"; the Engineering firm enlisted by the resident responsible for all applications and permits is requesting a signed sealed copy of the sanitary sewer specifications of TTHMUA; and
WHEREAS, said specifications are dated October 24, 2012, signed by Jerome A. Harris, P.E. – N.J. License No. 21376; and
WHEREAS, said "signed sealed" copies of specifications cannot be located; and
WHEREAS, as TTHMUA Engineer, Christian Kastrud, P.E. – N.J. License No. 41612 has authority to sign off on the existing specifications.
NOW THEREFORE BE IT RESOLVED that Christian Kastrud is hereby authorized to sign and seal the sanitary sewer specification of TTHMUA, dated October 24, 2012.

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

RESOLUTION #26-0923-04 Resolution Ratifying and Confirming the Authorization to Proceed to H2M for Electrical Design Services for New HVAC and Grinder Equipment at the Sunnymead Pump Station

WHEREAS, The Township of Hillsborough Municipal Utilities Authority was advised by the Hillsborough Township Electrical Inspector that as a result of the pump station building being a Class 2 structure, in order to increase the electrical load, pursuant to the UCC requirements, signed sealed electrical design plans are required to be provided by either an architect or an electrical engineer; and
WHEREAS, pursuant to the professional services contracts issued for 2026 to Pennoni and H2M, for consulting engineering services, both firms were invited to prepare proposals for the required work; and
WHEREAS, both firms conducted site visits with staff and subsequently prepared proposals; and
WHEREAS, both proposals were shared with the Engineering Subcommittee; and
WHEREAS, in an effort to expedite the process, direction was given to the Executive Director to proceed; and

WHEREAS, it was determined that the proposal from H2M was the responsive and responsible proposal for the electrical design requirements for the grinder and HVAC system to be added to the Sunnymead Pump Station.
NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the authorization of acceptance of the H2M proposal is hereby ratified and confirmed.

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

RESOLUTION #26-0923-05 Resolution Authorizing Release of Performance Surety Bond #SU1171589 in the Amount of $613,648.00 for Sherman Tract Phase I

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) passed resolution #21-0428-03, dated April 28, 2021, approving an application for the development known as Sherman Tract. Phase I, Block 26, Lot 21 in the Township of Hillsborough, County of Somerset, State of New Jersey; and
WHEREAS, on October 20, 2021, RPM Development Group, LLC provided TTHMUA with Performance Surety Bond #SU 1171589 from Arch Insurance Company, dated October 13, 2021 in the amount of $613,648.00 for Phase I; and
WHEREAS, RPM Development Group, LLC has requested that since the sanitary sewer work in the above referenced phase has been completed that the Performance Surety Bond previously provided to TTHMUA, now be released; and
WHEREAS, TTHMUA staff reviewed this request, inspected the project, found all work in Phase I to be complete and therefore now recommends that the bond be released.
NOW THEREFORE BE IT RESOLVED, that Performance Surety Bond #SU 171589 from Arch Insurance Company dated October 13, 2021, in the amount of $613,648.00 for Phase I be released.

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

RESOLUTION #26-0923-06 – Resolution Accepting a Proposal HBMUA23001P from Pennoni Associates, Inc. for an Engineering Services for the Sunnymead Force Main Project, Not to Exceed $117,500.00

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, which includes two (2) force mains that convey the sanitary sewer to Somerset Raritan Valley Sewerage Authority (SRVSA); and
WHEREAS, there exists the need for a replacement / additional force main to be incorporated into the infrastructure of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) to address the increase in flows resulting from increased development within the Township; 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 July 21, 2026, in an amount of $117,500.00; and

WHEREAS, a subset of the Engineering Committee and Chairman, in a meeting on August 3, 2026, reviewed said proposal and found it acceptable and appropriate for the services of the force main design; and
WHEREAS, subsequent meetings have taken place with both Special Counsel to review the necessary easements as well as with a property owner to gain access to a large portion of the force main.
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 July 21, 2026, from Pennoni Associates, Inc., in the amount not to exceed $117,500.00.

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

RESOLUTION #26-0923-07 Resolution Issuing a Second Extension of Approval of a Sanitary Sewer Extension and Connection for the Project Known as proposed Major Subdivision at Farm Road, Located on Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough, County of Somerset, State of New Jersey

WHEREAS, RESOLUTION # 24-1126-02, entitled "Resolution Extending Approval of a Sanitary Sewer Extension and Connection for the Project Known as proposed Mayor Subdivision at Farm Road, Located on Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough, Somerset County, New Jersey" is expiring on November 22, 2026; and
WHEREAS, RESOLUTION # 22-1122-1 entitled "Resolution Authorizing Approval of a Sanitary Sewer Extension for Sukhdev A. & Ruchika Angras for Proposed Major Subdivision at Farm Road, Block 152, Lots 3.01, 3.02 and 3.03, in the Township of Hillsborough in the Amount of 900 GPD", has expired; and
WHEREAS, the applicant has requested an extension to for this approval; and
WHEREAS, the requested wastewater flow from the proposed project, a subdivision resulting in three (3) new single-family lots, is 900 gallons per day (GPD); and
WHEREAS, the connection of the proposed development will be via a gravity sewer; and
WHEREAS, plans, specifications, an Engineer's Report and other support documents have been prepared by Van Cleef Engineering Associates, LLC, Hillsborough, New Jersey and have been reviewed by CME Associates, TTHMUA's professional engineer, at the time of the original approval.
NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that this sanitary sewer connection be approved subject to the following conditions:

1. CME Associates' memorandum of October 19, 2022.
2. Approval of the Somerset Raritan Valley Sewerage Authority.
3. Approval of the New Jersey Department of Environmental Protection.
4. As-built plans of the sanitary sewer connection shall be prepared by the applicant's engineer. Two (2) sets shall be provided to the Authority in reproducible form on mylar. In addition, the plans should be submitted in electronic computer aided design (CAD) format.
5. Performance Bond and inspection fees in the amounts established by the Authority shall be provided to the Township of Hillsborough Municipal Utilities Authority for the proposed sewerage facilities prior to construction, as may be applicable.
6. A Maintenance Bond in the amount and form required by the Township of Hillsborough Municipal Utilities Authority shall be provided to the Authority for a period of up to two (2) years from the date of release of the Performance Bond, as may be applicable.

7. Conveyance of all applicable sanitary sewer easements to the Township of Hillsborough Municipal Utilities Authority, as may be applicable. It should be noted that the plans designate an Access and Utility Easement, consisting of 0.32 acres, extending from Farm Road eastward to just past the entrances to the driveways for the easternmost two (2) houses.
8. Should The Township of Hillsborough Municipal Utilities Authority be required to make any repairs or conduct any work to any portion of the sanitary sewer system within the applicable sanitary sewer easements, the restoration of any lawn or pavement area will be the responsibility of the property owners or any Homeowners Association should one be formed.
9. Approval shall remain in effect for a period of two (2) years, at which time, if construction of the facilities has not been initiated, re-approval will be required.

BE IT FURTHER RESOLVED that this project be forwarded to the Somerset Raritan Valley Sewerage Authority and the New Jersey Department of Environmental Protection for approval and the Executive Director be authorized to execute applications required in connection with said submittal.

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

RESOLUTION #26-0923-08 Resolution Ratifying and Confirming the Purchase Through PVSC North Jersey Wastewater Pricing Cooperative System Contract #B505-26 for a Replacement Pump for the Hodge Road Pump Station

WHEREAS, on Sunday May 31st a high wet well alarm was received and upon inspection, both pumps were running; and
WHEREAS, on Monday, June 1st, Pump #2 was pulled from the station to discover the impeller was compromised; and
WHEREAS, based on age and condition, it was expected that there was significant wear inside the volute and research resulted in discovering that the pumps have been obsolete for approximately 25 years, and replacement parts are no longer available; and
WHEREAS, PSI conducted a site survey of the station on Monday, June 29th to determine the specifics and additional information for the pump replacement; and
WHEREAS, PSI provided Quote # SQ48789 for a replacement pump for Hodge Road Pump Station through the Passaic Valley Sewer Commission North Jersey Wastewater Pricing Cooperative System, Contract #B505-26, dated August 5, 2026 in an amount of $37,837.54 including the installation of the new pump; and
WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is a member of the Passaic Valley Sewer Commission North Jersey Wastewater Pricing Cooperative System; 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.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority that the purchase of a replacement pump for the Hodge Road Pump Station is hereby Ratified and Confirmed.

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

RESOLUTION #26-0923-09 – Resolution Authorizing Will Serve for Block 200.10, Lots 32 & 33 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 Engineering, requesting a "Will Serve" for the abovementioned property; and
WHEREAS, the property, Block 200.10 Lot 33 in its entirety has been verified to be within the Somerset County / Upper Raritan Watershed Wastewater Management Plan in an area designated to be serviced by sanitary sewers; and
WHEREAS, the property, Block 200.10 Lot 32 has a portion of the property that is not in the sewer service area; TTHMUA has been advised that that area will house a club house which will be on septic; and
WHEREAS, the request is for a new residential development comprised of 400 3-bedroom units to be located off of Homestead Road, per the request; 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 200.10, Lot 32 is within the Sanitary Sewer Service Area and service is available.
2. The majority of Block 200.10, Lot 33 is within the Sanitary Sewer Service Area and service is available for the area within the service area.
3. Additional capacity cannot be reserved.
4. Connection applications, applicable fees and Engineering plans are required.
5. TWA approval may be required.
6. System improvements may be required.
7. This resolution shall take effect immediately.

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

RESOLUTION #26-0923-10 – Resolution Awarding a Contract for General Electrical Work to Gary Kubiak & Son Electric (aka GKS Electric, Inc.) and to Magic Touch Construction, Inc.

WHEREAS, there exists from time to time the need for licensed general electrical work at The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities; and
WHEREAS, TTHMUA solicited bids for such work; and
WHEREAS, bids were received and opening on Wednesday, September 16, 2026; and
WHEREAS, TTHMUA received three (3) bids:

- Gary Kubiak & Son Electric, Inc.
- Magic Touch Construction Company, Inc.
- RPL Electrical Contractors, LLC

WHEREAS, the bids received have been reviewed and found to be acceptable by the TTHMUA staff; and
WHEREAS, it is the recommendation of TTHMUA's Executive Director, et al., that the contract be awarded to Gary Kubiak & Son Electric, Inc., and Magic Touch Construction, Inc., as the lowest responsible and responsive bidders.
NOW, THEREFORE, BE IT RESOLVED, by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey that a contract be executed between TTHMUA and Gary Kubiak & Son Electric, Inc. and Magic Touch Construction, Inc. for general electrical work on an as needed basis.

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

RESOLUTION #26-0923-11 Resolution Authorizing the Acceptance of a Proposal from Municipal Maintenance Co., for Pump Installation Work at the Sunnymead Pump Station

WHEREAS, there exists the need to replace three (3) pumps at the Sunnymead Pump Station; and
WHEREAS, the scope of work was prepared, a mandatory pre-quote meeting was held, and quotes were provided by following vendors:

- Waters and Bugbee
- PSI
- Municipal Maintenance
- Emcor Services

WHEREAS, Municipal Maintenance, through the PVSC COOP, Contract #B505-23, presented a quote of $55,855.38 for the above-mentioned scope of work.
NOW THEREFORE BE IT RESOLVED that Municipal Maintenance, through the PVSC COOP, Contract #B505-23, will be awarded said work in an amount not to exceed $55,855.38.

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

DISCUSSION

The Director's Report was provided in advance in the Board Books, in addition the following updates were provided at the meeting:

- The VFD's for Sunnymead were delivered and installed yesterday.
- Steve Hearl from H2M was awarded the electrical design for Sunnymead new HVAC and Grinder Equipment. Vic, from H2M, is almost done with the plans and scope of work. Then we can get a proposal from Gary Kubiak & Son Electric, Inc. and Magic Touch Construction, Inc.
- At SRVSA's August meeting Bridgewater talked about I&I and that they are focusing on manholes, mains and trucklines. ED Borek will send Bridgewater's presentation to board. Right now, we have flow meters at Hodge PS to check the high flow.
- Looking at some type of rate increase schedule starting in 2028. Mr. Scarantino said to look at operating with capital expenses, then set up annual or semi-annual increases. It was also suggested to consider the possibility of outsourcing certain jobs to contractors.

CLAIMS LIST

Operating Fund	$	1,169,778.00 – August 26, 2026
General Fund	$	3,153.80 – August 26, 2026
Operating Fund	$	191,368.65 – September 23, 2026
General Fund	$	29,972.50 – September 23, 2026

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

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Damiano, seconded by Mr. McCray, to adjourn the meeting at 8:59 am and all those present voted in favor.