



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
WEDNESDAY – AUGUST 23, 2023**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, August 23, 2023, with the following members present:

Michael Avolio

Robert McCray

Richard Nunn

Also present were Peter Cipparulo, III, Esq., General Counsel, and Executive Director Pamela Borek. Mr. Damiano and Mr. Scarantino were noted as absent.

**ANNOUNCEMENT – Open Public Meetings Act**

Following the roll call, Vice Chairman Nunn made the following announcement: In accordance with the provisions of the Open Public Meetings, Act, P.L 1975, c. 231, as amended, notice of this meeting was duly provided as amended on February 10, 2023.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

July 26, 2023, Regular Meeting Minutes – Mr. Nunn motioned to table the aforesaid mentioned minutes; this motion was seconded by Mr. McCray and all those present voted in favor to table the July 26, 2023 Regular Meeting Minutes.

**BUSINESS FROM THE FLOOR**

None at this time

**PRESENTATIONS**

None at this time

**CORRESPONDENCE**

None at this time

**MATTERS FOR CONSIDERATION**

Ms. Borek stated that the Annual Renewal is due August 30<sup>th</sup> and a meeting was held on August 22<sup>nd</sup> with the representatives from the JIF to review all of the schedules.

**RESOLUTION #23-0823-1 – Resolution Authorizing the Agreement to Renew Membership in the New Jersey Utility Authorities Joint Insurance Fund**

**WHEREAS**, the Hillsborough Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS**, said renewed membership terminates as of December 31, 2023 unless earlier renewed by agreement between the Authority and the Fund; and

**WHEREAS**, the Authority desires to renew said membership.

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Hillsborough Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

Ms. Borek stated this project is a proposed 1,200 SF Warehouse / Office, per application submitted in 2020 and it was referred to J. Harris after the July 26<sup>th</sup> Board meeting at the Board's direction. The applicant has since satisfied Mr. Harris's recommendation.

**RESOLUTION # 23-0823-2 - Resolution Authorizing Approval of a Sanitary Sewer Extension for 15 Park Avenue, Block 142, Lot 20, a proposed two-story building consisting of a 1,200 Square Feet of Warehouse and Office Space, in the Township of Hillsborough**

**WHEREAS**, applicant, JS Masonry, LLC has requested a sanitary sewer connection 15 Park Avenue, Block 142, Lot 20, in the Township of Hillsborough, Somerset County, New Jersey; and

**WHEREAS**, the proposed project consists of installing a 4 inch lateral to an existing TTHMUA sanitary sewer manhole; and

**WHEREAS**, the total wastewater flow to be generated from this extension is 120 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 have been prepared by E&LP Inc., High Bridge, New Jersey and have been reviewed by CME Associates, TTHMUA's professional engineer.

**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. As indicated in the revised plans of August 8, 2023.
2. TTHMUA must be present to inspect the connection to the existing manhole to insure it's done to MUA standards and ensure the channel is adequate for the project.

3. Approval of the Somerset Raritan Valley Sewerage Authority.
4. GIS information is to be provided to TTHMUA upon completion of project.

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

Ms. Borek reported that the candidate was interviewed by the Maintenance Supervisor, the Human Resources Coordinator and the Executive Director. Executive Director Borek recommends hiring Mr. Altamirano.

**RESOLUTION # 23-0823-3 - Resolution Authorizing the Hiring of a Maintenance Worker**

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

**WHEREAS**, Diego Altamirano was interviewed by the Maintenance Supervisor, the Human Resources Coordinator and the Executive Director; and

**WHEREAS**, it is the recommendation of the above that Mr. Diego Altamirano be offered a position of Maintenance Worker, Level 1, with a pay rate of \$19.55 per hour (yearly salary of \$40,664.00) upon the completion of the 90 day probationary period and obtaining CDL.

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

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

**DISCUSSION**

The following items were brought forth for discussion with the Board:

**Weston Road LLC, Block 185, Lot 1**

Ms. Borek reported that a memo was received from Mr. Harris and that the Applicant would be advised of the requirements.

**Homestead Road LLC, Block 200.10 Lots 32 & 33**

Ms. Borek stated there was a discrepancy in the number of employees which will be clarified with the Applicant's Engineer.

**AEA Annual Conference** – awaiting the 2023 dates

**NJLOM 2023 Conference** – November 14-16, 2023, \$60 pp registration (Early bird discount, available until September 30<sup>th</sup>). Mr. Avolio, Mr. Nunn and Mr. McCray indicated that they were interested in attending.

**PORTADAM – Flood Risk Mitigation Solutions**

Ms. Borek stated she is in receipt of information regarding information from a company that can supply deployable, flood Protection, temporary cofferdam & water storage solutions. A presentation of the solution will be set up in the future.

**00 Hamilton Road**

Ms. Borek reported that the Hillsborough Township Committee adopted a resolution on 8/22/23 consenting to this amendment. She further stated that Ms. Maggie Matlosz, DEP requesting a detailed letter as to why TTHMUA is not in favor of amending the WMP to add these nine (9) additional homes into the sewer service area, needed by September 10, 2023. A letter will be drafted and shared with the Attorney prior to sending. Ms. Borek also suggested a meeting with the Township and the Board concurred.

**Block 208, Lot 17 – 9 O'Connor Drive**

Ms. Borek stated as a continuation of the last meeting, Mr. Jeremy Rogers is requesting that the easement on the tax map be removed. There is a portion of the dwelling that now resides in the easement and the title company will not issue a title without exception. The only way we would be able to remove the exception for the easement, would be to have the town amend and file an updated tax map removing said easement. Mr. Rogers has since produced the deed documents (see attached). This would impact eight (8) homes in total. It is not recommended to vacate the easement. The Board concurred and Ms. Borek will advise Mr. Rogers accordingly.

**Rain Gauges**

Ms. Borek reported that pricing was obtained for the rain gauges as follows: approximately \$400 per for the ones that tie into the high-tide, purchasing possibly five (5) [see attached quote], or manual gauges for approximately \$20 each. The Board requested that the manual gauges be purchased and it be added to the daily logs for the pump stations.

**Gumble Pump Station**

Ms. Borek reported that the Gumble Pump Station is still operating on the bypass pump. The quote from PSI is anticipated to be received by the end of next week. The insurance adjuster is coming for a site visit on August 29<sup>th</sup> at 9 am.

**Piedmont Path**

Ms. Borek provided the following update from VanNote Harvey:

Initial environmental reconnaissance has indicated several environmental constraints in the project vicinity. VNHA is currently identifying the individual constraints and their impact on the construction of the project. Once identification is complete, VNHA will make any adjustments to plans, where possible, to reduce the number of Environmental Permits that may be needed. It is anticipated that the following Permits will be required:

- NJDEP Green Acres
- NJDEP Wetlands
- NJDEP Flood Hazard Area
- NJDEP TWA
- Somerset Union Soil Conservation district

It is expected that endorsement of the Project will be needed from:

- Hillsborough Township
- Somerset County (Presence of Stormwater Easement in Project Area)
- Green Acres

VNHA will complete the application forms, estimate Application Fee, and provide the same for signatures and Application Fee Checks. VNHA will be specifying gasketed, and bolted manhole covers to reduce inflow into the manhole structures. The completed engineering drawings will include Plan and Profile views of the new piping, and typical construction details. VNHA will prepare Technical Specifications for items specified by us; they anticipate the Authority Attorney will prepare the Contractual Language, the terms of Contract, Payments, etc.

### **Sunnymead Pump Station**

The revised design RFP is being drafted.

### **Sunnymead Force Main Project**

The letter to Coparts and Utility easement was sent.

### **Blackwell's Mills Pump Station Replacement (TTHMUA Contract No. 51)**

Ms. Borek reported that the generator has been placed permanently. The final bills were received today and will be reviewed with the Maintenance Supervisor. There has been an odor issue that is currently being addressed. Mr. Nunn inquired as to why wasn't a bioxide tank installed in the rehab? Mr. McCray stated that sometimes the vendors give the tanks for free. Ms. Borek stated that she would obtain more information on this matter.

### **Mulford Lane Pump Station Replacement (TTHMUA Contract No. 53)**

Ms. Borek stated this station is still running on bypass. Plans have been received from H2M, sent to the Engineering Committee.

### **Easement Maintenance**

An update will be provided at the September meeting.

### **Committee Reports:**

**Engineering / Facilities** – no report at this time.

**Finance:** Ms. Borek reported that the 2024 Budget will be introduced at the September meeting. She further stated that a conference call was held with Bond Counsel and Mr. Damiano to review the process and timing, relative to the Sunnymead Pump Station Project.

**I&I / GIS:** Ms. Borek inquired about additional funding options for future projects to reduce I&I. Mr. Nunn suggested maybe through developers.

**Personnel:** see resolution #3. Ms. Borek provided two (2) memos for the Board Attorney to review. Attorney Cipparulo found them acceptable for distribution.

**SRVSA** – No report at this time

### **CLAIMS LIST APPROVAL**

- Operating Fund \$1,152,685.41 – August 23, 2023

- ## ADJOURNMENT

A motion to adjourn was made at 6:56 pm by Mr. McCray, seconded by Mr. Nunn and the meeting adjourned.