



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – SEPTEMBER 27, 2023**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:05 PM on Wednesday, September 27, 2023, with the following members present:

Michael Avolio
Robert Damiano
Richard Nunn
Frank Scarantino

Also present were Peter Cipparulo, III, Esq., General Counsel, Ronald F. Gardner, Jr. of Gardner & Rosario, LLC, and Executive Director Pamela Borek. Mr. McCray was 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

Mr. Scarantino joined the meeting at 6:21 pm.

APPROVAL OF MINUTES

July 26, 2023, Regular Meeting Minutes – a motion was made by Mr. Damiano, seconded by Mr. Nunn, all those present voted in favor, except for Mr. Avolio who abstained.

August 9, 2023, Special Meeting Minutes - a motion was made by Mr. Damiano, seconded by Mr. Nunn, all those present voted in favor, except for Mr. Scarantino who abstained.

August 23, 2023, Regular Meeting Minutes - a motion was made by Mr. Nunn, seconded by Mr. Avolio, all those present voted in favor, except for Mr. Damiano and Mr. Scarantino who abstained.

BUSINESS FROM THE FLOOR

None at this time

PRESENTATIONS

2024 Budget Presentation

Mr. Ronald Gardner, Jr. of Gardner & Rosario, LLC reviewed the budget process with the Board. The Board received a detailed memo and worksheet and six (6) year capital plan from Executive

**Hillsborough MUA
Meeting Minutes – SEPTEMBER 27, 2023**

Page 2

Director Borek prior to the meeting and introduction. Mr. Damiano inquired about fringe benefits that was previously listed. Mr. Gardner explained that it was used as a one-time charge for accrued absences and that is capped at \$15K. Ms. Borek referred to the budget memorandum regarding some of the variances from the prior year's budget to this one, as well as explained how the capital plan was derived.

Mr. Gardner also brought forth the budget resolution.

RESOLUTION #23-0927-1 – Resolution Authorizing the 2024 Budget Resolution for The Township of Hillsborough Municipal Utilities Authority (TTHMUA), Fiscal Year: December 01, 2023 to November 30, 2024

WHEREAS, the Annual Budget for Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024 has been presented before the governing body of the Hillsborough Municipal Utilities Authority at its open public meeting of September 27, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,446,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$6,720,500.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$274,5000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,940,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$940,000.00; 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 for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing 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 an open public meeting held on September 27, 2023, 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, 2023 and ending November 30, 2024, 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 November 21, 2023.

A motion was made by Mr. Scarantino, seconded by Mr. Nunn and all those present voted in favor via roll call vote.

Mr. Gardner left the meeting at 6:45 pm.

CORRESPONDENCE

None at this time.

MATTERS FOR CONSIDERATION

Ms. Borek stated that the below trailer has served its useful life for TTHMUA.

RESOLUTION #23-0927-2 – Resolution Authorizing the Auctioning of One (1) Trailer No Longer Used by The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the Staff of the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has determined that it no longer has the need for the following one (1) trailer which have serviced TTHMUA beyond their useful service life:

- 2010 Trailer (maker CAM), VIN# 25JPBU312XAP026103

WHEREAS, the County of Somerset, New Jersey from time to time holds a Surplus Auction in Somerville, New Jersey.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY (TTHMUA), COUNTY OF SOMERSET, STATE OF NEW JERSEY AS FOLLOWS:

1. The foregoing “WHEREAS” clauses are hereby incorporated as if fully restated.
 2. The Township of Hillsborough Municipal Authority hereby approves the auctioning of the following one (1) trailer which have serviced TTHMUA beyond their useful service life at the next available Somerset County Surplus Auction to be held in Somerville, New Jersey.
- 2010 Trailer (maker CAM), VIN# 25JPBU312XAP026103

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

RESOLUTION #23-0927-3 – Resolution Authorizing the Release of Letter of Credit for Gateway at Royce Brook – Section #7 - *Tabled*.

Ms. Borek reported that this sign would straddle a sanitary sewer pipe along Route 206 South and this resolution would memorialize the approval and requirements for the applicant.

RESOLUTION #23-0927-4 – Resolution Authorizing the Placement of a Sign Over the Sanitary Sewer Line at 668 Route 206 South

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) maintains sanitary sewer lines throughout Hillsborough Township; and

WHEREAS, Dr. Kumar has requested authorization to have a sign placed at his place of business, located at 668 Route 206 South; and

WHEREAS, the sign placement would be comprised of two (2) posts placed on either side of the sewer line; and

WHEREAS, TTHMUA has reviewed the sign plans and drawings, conducted a site visit and finds the plans acceptable; and

WHEREAS, TTHMUA Inspector will be on site during the excavation and associated fees will be assessed by the Executive Director; and

WHEREAS, should be a need to move the sign at a future time, it will be done so at the property owner's expense; and

WHEREAS, should there be any damage to the sewer line during the installation or at during removal, if necessary, the owner will be financially responsible for such damages.

NOW, THEREFORE, BE IT RESOLVED, TTHMUA authorizes Fast Signs to place a sign for Dr. Kumar at 668 Route 206 South.

The resolution and motion were introduced by Mr. Nunn and seconded by Mr. Damiano, and all those present voted in favor, with the exception of Mr. Scarantino who voted No.

Ms. Borek stated that the following resolution will memorialize the pump station design standards that mirror the recent rehabilitation of the Blackwell Mills Pump Station.

RESOLUTION #23-0927-5 – Resolution Authorizing Pump Station Design Standards for future pump station buildout for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

WHEREAS, the recent rehabilitation of the Blackwells Mills Pump Stations as served the Authority well; and

WHEREAS, the Board of TTHMUA is pleased with the efficiency and redundancy, as well as the ease of maintenance, and

WHEREAS, the design of the Blackwells Mills pump station has set the minimum standards for future pump stations; and

WHEREAS, TTHMUA has prepared a Pump Station Design Standards, attached herein.

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

The Pump Station Design Standards V2023 are hereby adopted by TTHMUA and are effective immediately.

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

RESOLUTION #23-0927-6 Resolution Awarding the Contract Known as “Gumble Pump Station Replacement –” to Pumping Services, Inc., New Jersey in the Amount of \$154,793.37

WHEREAS, there has been a catastrophic pump failure at the Gumble Pump Station on July 7, 2023; and

WHEREAS, the Gumble Pump Station has been running on bypass through the use of a rented pump; and
WHEREAS, The Hillsborough Municipal Authority has sought information pertaining the most effective manner to repair the Gumble Pump Station; and

WHEREAS, continuing to run the Gumble Pump Station through bypass is not sustainable in the long term; and

WHEREAS, with the approaching colder weather the Gumble Pump Station needs to be fully functional for the public health, safety and welfare of the Hillsborough Municipal Authorities customers; and

WHEREAS, such an emergency demands the immediate repair of the Gumble Pump Station necessitating the awarding of a public contract without public bidding pursuant to N.J.S.A. 40A:11-6; and

WHEREAS, it is the recommendation of the TTHMUA's Executive Director that the contract be awarded to Pumping Services, Inc., lump sum price of \$154,793.57.

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

1. The contract be awarded to Pumping Services, Inc., for the lump sum prices of \$154,793.57
2. The Executive Director is hereby authorized and directed to execute said Contract on behalf of TTHMUA.

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

DISCUSSION

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

Hurricane Ida

Ms. Borek reported that TTHMUA received \$185,691.84 from FEMA as reimbursement for the damages related to Hurricane Ida.

Billing updates

Ms. Borek stated that the 4th Quarter Cycle A sent out, Cycle B to be sent early October.

JIF – Annual Renewal

Ms. Borek stated that the JIF Annual renewal was completed and the cyber questionnaire is forthcoming.

Safety Classes

Ms. Borek stated two most recent safety courses were completed by staff and the next required one is due by 10/31/23.

Email Addresses

Ms. Borek reviewed staff members' email addresses and is recommending eliminating accounts not in use.

AEA Annual Conference – November 14-15, 2023

Ms. Borek stated that the AEA conference dates have been set but the agenda was not released as of yet. She will be attending the conference on Wednesday and inquired as to whether any of the Board members would be attending. Mr. Avolio will be attending and the others will get back to her.

**Hillsborough MUA
Meeting Minutes – SEPTEMBER 27, 2023**

Page 6

Pump Station Visits – Board members for site visits

Ms. Borek invited the Board members to tour various pump stations. It was discussed that a Special Meeting will be advertised and held on Monday, October 23rd, starting at 8 am to visit the following pump stations: Gumble, Mulford, Claremont, River Road and Hidden Brook.

She further advised that Gen Serv recently completed their quarterly maintenance and exercised all generators with the exception of Blackwells Mills and Sunnymead. She further reported that the Sunnymead Transfer Switch was fried. It is being investigated to determine if under warranty or not.

Rain Gauges

Ms. Borek reported that that rain gauges are installed and operational. She provided the following information collected:

LOCATION:	Date:	Event Rainfall	Rainfall To date	Notes:
Sunnymead PS	9/14/2023	0	0	T.S. Ophelia - 2.68
	9/19/2023	1.37	1.37	
	9/25/2023	2.61	3.98	
Claremont	9/14/2023	0	0	
	9/19/2023	1.47	1.47	
	9/25/2023	2.73	4.2	
Gumble PS	9/14/2023	0	0	
	9/25/2023	2.68	2.68	
RT 206 PS	9/14/2023	0	0	Rain gauge blown over during Ophelia
	9/25/2023	0.07	0.07	
Hodge Rd PS	9/14/2023	0	0	
	9/25/2023	2.46	2.46	

Gumble Pump Station

Ms. Borek stated there was a site visit on August 29th with the adjuster. The station is still running on bypass. To date \$36, 212.50 has been received from insurance. Resolution #23-0927-6 authorizes PSI to proceed with the restoration.

Sunnymead Pump Station

Ms. Borek reported that the RFP is in final review and she shared the estimate for Pump #3 restoration. Mr. Nunn inquired about the issues surrounding Pump #3 and possibly obtaining estimates from other contractors. Mr. Damiano inquired about the expiration dates of the permits. The railroad permit can be extended. Ms. Borek will provide permit updates at the next Board meeting. She will also meet with maintenance staff regarding Pump #3 and report back at next Board meeting.

Sunnymead Force Main Project

Ms. Borek stated the letter to Coparts and Utility easement was sent on 8/23 and now awaiting response.

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

**Hillsborough MUA
Meeting Minutes – SEPTEMBER 27, 2023**

Page 7

Ms. Borek reported that the odor issue in the area and is being addressed and that a bioxide pump has been installed Country Classics Pump Station

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

No further update on Mulford Lane Pump Station.

Easement Maintenance

Ms. Borek included maps of recent easement maintenance in addition to photos of the chamber to SRVSA that is in need of maintenance.

Pre-construction Meetings

Ms. Borek reported that the following pre-construction meetings were held:

JS Masonry, LLC – 15 Park Ave – Block 142, Lot 20, 490 Hillsborough Road, 167 Woods Road, 718 Route 206 and the Strawberry Lane Manhole

Piedmont Path

Ms. Borek provided an update regarding Piedmont Path and the permits.

149 Sunnymead Road

Ms. Borek stated that quotes have been obtained. Consensus was reached by the Board to proceed with the repair.

00 Hamilton Road

Ms. Borek stated that no comment was made on behalf of TTHMUA to NJDEP regarding this matter.

Potential Land Transfers

Ms. Borek brought forward two parcels of land that TTHMUA may consider selling: Block 152.04, Lot 13 is a 1.41 acre parcel of land, formerly the Fieldhedge Facility, which was vacated in the early 2000's. TTHMUA maintains the grass and Block 155, Lot 26 is a 1.97 acre parcel of land, formerly a facility on Meadowbrook Drive. Mr. Scarantino thanked her for the suggestion, but stated that there are enough projects underway at this time.

Committee Reports:

➤ **Engineering / Facilities**

No report at this time.

➤ **Finance**

See above and attached regarding the budget

➤ **I&I / GIS**

I&I

8,220 feet viewed with camera

9 point repairs completed (Flemming Drive neighborhood)

GIS

168 Inspection Risers

99 Manholes

13 Force Main lids

14 Neighborhoods marked out

➤ **Personnel**

Hillsborough MUA
Meeting Minutes – SEPTEMBER 27, 2023
Page 8

No report at this time.

SRVSA

Ms. Borek reported that the last SRVSA meeting was held on September 25, 2023 and she along with Mr. Scarantino attended. SRVSA celebrated their 75th Anniversary. August 2023 flow analysis report emailed to Board members under separate cover. Commissioner Michael Impellizeri (Manville) resigned from the Board. SRVSA will provide updated estimates for the connection fees for the Hotel consisting of 101 rooms with laundry facilities. Once received, the connection fees from TTHMUA will be calculated.

CLAIMS LIST APPROVAL

- Operating Fund \$244,645.10 – September 27, 2023
- General Fund \$ 79,192.89 – September 27, 2023

A motion was made by Mr. Nunn, seconded by Mr. Scarantino, all present voted in favor to above the Claims List.

CLOSED SESSION

At 7:55 pm a motion was made by Mr. Damiano, seconded by Mr. Scarantino to enter into closed session, all those present voted in favor.

The item to be discussed was as follows:

- Potential Litigation

At 8:21 pm the Board reopened the meeting with a motion from Mr. Damiano, seconded by Mr. Scarantino, all those present voted in favor.

ADJOURNMENT

A motion to adjourn was made at 8:22 pm by Mr. Damiano, seconded by Mr. Scarantino and the meeting adjourned.