



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
TUESDAY – NOVEMBER 21, 2023**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Tuesday, November 21, 2023, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn

Also present were Peter Cipparulo, III, Esq., General Counsel, via teleconference and Executive Director Pamela Borek. Frank Scarantino was noted as absent.

ANNOUNCEMENT – Open Public Meetings Act

Following the roll call, Chairman Avolio 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

CLOSED SESSION

A motion was by Mr. Nunn, seconded by Mr. Damiano and all those present voted in favor to move into the Closed Session.

At 6:50 pm with a motion from Mr. Damiano, seconded by Mr. McCray and all those present voted in favor, the public portion of the meeting was reopened.

APPROVAL OF MINUTES

October 23, 2023, Special Meeting Minutes – a motion was made by Mr. Nunn, seconded by Mr. McCray, all those present voted in favor, except Mr. Damiano who abstained.

October 25, 2023, Regular Meeting Minutes - a motion was made by Mr. Damiano, seconded by Mr. Nunn, all those present voted in favor.

BUSINESS FROM THE FLOOR

None at this time

CORRESPONDENCE

None at this time

MATTERS FOR CONSIDERATION

Ms. Borek stated that the 2024 Authority Budget has been reviewed and accepted by the State and the next step in the process is the Public Hearing and Adoption of the Budget resolution.

A motion was made by Mr. Nunn, seconded by Mr. Damiano and all those present were in favor to open the Public Hearing.

There being no further comments, a motion was made by Mr. Nunn, seconded by Mr. Damiano and all those present were in favor to close the Public Hearing.

RESOLUTION #23-1121-1– Resolution Authorizing the 2024 Budget Adoption 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 for adoption before the governing body of the Hillsborough Municipal Utilities Authority at its open public meeting of September 27, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption 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 presented for adoption reflects Total Capital Appropriations of \$2,940,000.00 and Total Unrestricted Net Position of \$940,000.00; and

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 and Capital Budget/Program of the Hillsborough Municipal Utilities Authority for the fiscal year beginning December 01, 2023 and ending November 30, 2024, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

A motion was made by Mr. Damiano, seconded by Mr. Nunn and an affirmative roll call vote of those members present resulted in the adoption of the 2024 Budget Resolution.

RESOLUTION #23-1121-02 – Resolution Authorizing Approval of a Sanitary Sewer Lateral Extension for 1185 Millstone River Road, Block 191, Lot 18, a proposed single-family tie-in via grinder pump station, in the Township of Hillsborough

WHEREAS, applicant, Marvin DeLeon has requested a sanitary sewer lateral extension tie-in via a grinder pump station with a 1 ¼ inch HDPE, DR11 pressure line to connect the existing one-story single-family dwelling at 1185 Millstone River Road to an existing Authority sanitary sewer manhole located on the west side of Millstone River Road near the intersection with Plumpstead Way for 1185 Millstone River Road, Block 191, Lot 18, in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the total wastewater flow to be generated from this extension is 300 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 Van Cleer Engineering, LLC, Hillsborough, 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 listed in the CME Associates' memorandum of November 14, 2023, attached herein.
2. Approval of the Somerset Raritan Valley Sewerage Authority.
3. GIS information is to be provided to TTHMUA upon completion of project.

Ms. Borek stated this project had been reviewed and found acceptable.

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

RESOLUTION # 23-1121-03 – Resolution Adopting the Alcohol / Drug-Free Workplace Policy and Procedures Manual, Last Revised / Adopted November 21, 2023

WHEREAS, in accordance with the New Jersey Utility Authority Joint Insurance Fund requirements, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) is required to update the Personnel Policies and Procedure Manual every two (2) years; and

WHEREAS, the Alcohol / Drug-Free Workplace Policy and Procedures Manual is a subset of the Personnel Manual; and

WHEREAS, the members and counsel have reviewed and discussed the updates and / or changes including new policies and their impact upon the Authority and its personnel.

NOW, THEREFORE BE IT RESOLVED, that the revised Alcohol / Drug-Free Workplace Policy and Procedures Manual be hereby readopted by the Township of Hillsborough Municipal Utilities Authority and become effective immediately and will be distributed to all employees.

Ms. Borek stated that part of the Employee Manual is a supplement for the Drug / Alcohol Free Workplace. This supplement has been reviewed by Counsel and Staff. After a brief discussion, this resolution was tabled.

RESOLUTION #23-1121-04 – Resolution Authorizing the Award of a Non-Fair and Open Professional Services Contract to Van Note-Harvey Associates for the Fox Chase (Piedmont Path) Sewer Replacement

WHEREAS, there exists the need for the replacement of an existing sanitary gravity sewer line in the area of Fox Chase Estates; and

WHEREAS, TTHMUA's Consulting Engineer, Van Note-Harvey Associates has provided a proposal, dated November 15, 2023 for the Professional Services for survey, permitting, design and funding services for the aforementioned replacement project; and

WHEREAS, TTHMUA has requested VNHA to complete the Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, TTHMUA seeks to accept the proposal from VNHA and award a Non-Fair and Open Professional Services Contract for this project, in an amount, not to exceed \$86,900.00.

NOW, THEREFORE, BE IT RESOLVED by TTHMUA that the Executive Director is authorized to accept and sign the proposal from VNHA dated November 15, 2023.

Ms. Borek stated that the proposal has been received from VNHA and that authorizing this resolution would be the next step to move this project forward.

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

DISCUSSION

Ms. Borek brought forth the following items for discussion:

Connection Fee for the Hotel at Brookhaven Lofts

Ms. Borek advised that the developer for the Hotel is seeking an adjustment for the connection fee and proposed installing only ten (10) washers initially. Mr. Damiano inquired as to how TTHMUA would monitor / manage future installations. Consensus was reached by the Board that the connection fee for all the units was to remain.

Narcan Training

Ms. Borek reported that on December 11th at 2 pm, there will be Narcan training at the Authority. Chairman Avolio indicated he was interested in the Training.

Holiday Luncheon

Ms. Borek reminded the Board of the remaining special and regularly scheduled meetings as well as the Holiday Luncheon to be held on December 22nd at 12:30pm. Mr. Nunn advised he is unable to attend the Holiday Luncheon.

Pump Station Summary Sheet

Ms. Borek stated that she, along with Maintenance Supervisory, Dan Reiter and Commissioner Frank Scarantino were collaborating on a Pump Station Summary Sheet and more information will be forth coming regarding that working document.

Gumble Pump Station

Ms. Borek advised that the parts for the rebuild are due in the week of 02/23/24. Winterizing the bypass is the next step at this point. A conversation ensued regarding grease in the wet wells and how that is addressed.

Sunnymead Pump Station

Ms. Borek referred the Board to her previous memo regarding the redesign. Two of the respondents will be invited to the January 8th meeting for an oral presentation of their design.

Sunnymead Force Main Project

Ms. Borek reported that a conference call was held 11/21/2023 with John Napolitano, Marina Stinley, Ken Schilling (VNHA), Mr. Nunn, Mr. McCray and Ms. Borek. Coparts team was unable to attend. Condemnation proceedings to begin after a letter is sent by Napolitano's Office. Borek to ascertain from VNHA how long the soil sampling testing will be valid for in addition to obtain dates from VNHA (B. Fetzer and D. Schmid) for the testing. M. Stinley will coordinate the testing. Mr. Nunn inquired about easements north of Brooks Blvd and Ms. Borek will confirm their status.

Pump Station at the Enclave

Ms. Borek stated that a meeting was held on 11/21/2023 with representatives from Toll Brothers for the Enclave Project. The following individuals were in attendance: John Peck (Toll Brothers), Alex Chotalal (Toll Brothers), Dan Giacobbe (ESE Consultants), Craig Kachmar (MSK Engineers), Mr. Nunn, Mr. McCray, Mr. Lehman and Ms. Borek. The areas of concern are the following: dry well, Spare pump and ABS or Flygt Pumps. Ms. Borek to provide the TWA from Claremont as well as the number of homes that have not yet connected to the Claremont Pump Station. Mr. Nunn suggested that at this point the plan for this should not include the dry well. He further inquired about requesting Toll to subdivide the property to turn ownership of the parcel for the pump station over to TTHMUA. It was asked of Mr. Cipparulo what would be needed to ensure TTHMUA has easement and access to the station. Mr. Cipparulo indicated a standard easement agreement would suffice.

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

No further update

Easement Maintenance

Ms. Borek indicated the most recent easement maintenance completed.

Piedmont Path / Fox Chase Sewer Rehabilitation

Ms. Borek referred the Board to the proposal from VNHA. In order to move forward with this proposal, Ms. Borek indicated that the award would be non-fair and open and proposed a resolution as such (#23-1121-04).

Committee Reports:

Engineering / Facilities

Finance

I&I / GIS

Point repairs – 11

Camera footage – 4,339

Personnel

The Personnel Committee met on Monday, November 13, 2023 to review the recommendations for salary increases. All employees were Rice Noticed about this meeting.

Mr. Damiano reported that he, along with Mr. Nunn, Ms. Hohnhorst and Ms. Borek met with Anthony Donnadio for his exit interview.

SRVSA

Ms. Borek reported that the next meeting of the SRVSA will be held November 27, 2023.

CLAIMS LIST APPROVAL

- Operating Fund: November 21, 2023 \$809,783.01
- General Fund: November 21, 2023 \$ 38,065.43

A motion was made by Mr. Nunn, seconded by Mr. Damiano and all those present voted in favor of the November Claims lists.

ADJOURNMENT

With a motion by Mr. Damiano, seconded by Mr. McCray, all those present voting in favor the meeting adjourned at 7:45 pm.