



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION & REGULAR MEETING MINUTES
WEDNESDAY – FEBRUARY 28, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, February 28, 2024, with the following members present:

Michael Avolio
Robert Damiano
Robert McCray
Richard Nunn
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel, Executive Director Pamela Borek, and Committeeman and Liaison to TTHMUA, Shawn Lipani.

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 February 28, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

BUSINESS FROM THE FLOOR

CORRESPONDENCE

Ms. Borek reported that the 4Q2023 Flow Analysis from SRVSA was received.

OATH OF OFFICE

Committeeman Shawn Lipani administered the Oath of Office to Frank Scarantino for a five (5) year term ending on January 31, 2029.

ELECTION OF OFFICERS

A motion was made by Mr. Avolio, seconded by Mr. Damiano nominating Mr. Nunn as Chairman to serve until the 2025 Reorganization Meeting. All those present voted in favor.

A motion was made by Mr. Scarantino, seconded by Mr. Damiano nominating Mr. Avolio as Vice Chairman to serve until the 2025 Reorganization Meeting. All those present voted in favor.

A motion was made by Mr. Scarantino to keep the remaining positions the same as 2024. Said motion received a second from Mr. Avolio and all those present voted in favor. Secretary is Mr. Scarantino, Treasurer is Mr. Damiano and Assistant Treasurer / Secretary is Mr. McCray.

OATH OF OFFICE – 2024 OFFICERS

The Oath of Office for the slate of Officers for 2024 was administered by Township Committeeman Shawn Lipani.

2024 COMMITTEE ASSIGNMENTS

Engineering / Facilities – (Mr. McCray and Mr. Scarantino)

Finance – (Mr. Damiano and Mr. Scarantino)

Personnel – (Mr. Avolio and Mr. Damiano)

FINANCE PRESENTATION

Mr. Damiano reported that he had a conference call with Mr. Ron Gardner regarding the financial statements.

CONSENT AGENDA: RESOLUTIONS FOR CONSIDERATION AND POSSIBLE FORMAL ACTION

RESOLUTION # 24-0228-1 – Resolution Authorizing the Appointment of Various Professional Service Providers and the Executive of Professional Service Contracts, in Accordance with the Fair and Open Selection Process

WHEREAS, there exists the need for various Professional Service Providers for the year 2024; and

WHEREAS, based on the recommendations of the Evaluation Committee consisting of the Finance Committee and the Executive Director, and pursuant to the Fair and Open Selection Process the Township of Hillsborough Municipal Utilities Authority wishes to appoint the herein specified professional service providers; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the following appointments are in accordance with N.J.S.A. 19:44A-20.4 et. seq., pursuant to the “Fair and Open” process:

- Suplee, Clooney & Company, 308 East Broad Street, Westfield, NJ as Authority Auditor, not to exceed \$ 22,000 for the 2024 Audit, unless authorized by separate Resolution; and
- Hawkins, Delafield & Wood, LLP, One Gateway Center, 24th Floor, Newark, as Authority Bond Counsel, not to exceed \$15,000, unless authorized by separate Resolution; and
- Law Offices of Peter Cipparulo, III, LLC, 349 Route 206, Suite K, Hillsborough, as Authority General Counsel, not to exceed \$15,000, unless authorized by separate Resolution; and
- H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, Consulting Engineer, not to exceed, \$15,000, unless authorized by separate Resolution; and
- VanNote Harvey Associates, Division of Pennoni, 103 College Road East, Princeton, Consulting Engineer, not to exceed \$15,000, unless authorized by separate Resolution; and
- CME Associates, 3141 Bordentown Avenue, Parlin, Professional Engineer, not to exceed \$15,000, unless authorized by separate Resolution; and
- Remington & Vernick Engineers, 429 Route 79, Suite 21, Morganville, as Alternate Professional Engineer, not to exceed \$15,000, unless authorized by separate Resolution; and
- Danskin Insurance Agency, Inc., 1937 State Highway 35, Wall as Authority Risk Management Consultant; and
- Cleary Giacobbe Alfieri & Jacobs, LLC, 169 Ramapo Valley Road, Upper Level 105, Oakland, as Authority Special Counsel, not to exceed \$ 17,500, unless authorized by separate Resolution; and
- McManimon, Scotland & Bauman, LLC, Livingston Avenue, Second Floor Roseland, as Alternate Special Counsel, not to exceed \$10,000 unless authorized by separate Resolution.

WHEREAS, funds shall be made available for this purpose; and

WHEREAS, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et. seq.) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process be publicly advertised.

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

1. The Chairman and Executive Director are hereby authorized and directed to execute Professional Service Contracts as noted, with the aforementioned providers in the “not to exceed” amounts indicated for the year 2024.
2. The Executive Director shall publish a notice of award of said contract in the Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

RESOLUTION # 24-0228-02 – Resolution Adopting an Order of Business for Conducting Meetings of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that the general order of business set forth below be adopted by The Township of Hillsborough Municipal Utilities Authority to govern the proceedings of the Authority at all meetings until the Reorganization Meeting in February 2025.

1. Announcement of Compliance with “Open Public Meetings Act”
2. Roll Call
3. Pledge of Allegiance
4. Disposition of Minutes of Prior Meetings
4. Business from the Floor
5. Correspondence
6. Matters for Consideration including but not limited to Public Hearings on all matters scheduled pursuant to public notice, such as rate resolutions, bond resolutions, receipt of bids, etc.
7. Discussion Items
8. Professional Reports from but not limited to Attorney(s), Auditor, Consulting Engineer(s), etc.
9. Committee Reports from but not limited to Finance and Personnel
10. Somerset Raritan Valley Sewerage Authority (SRVSA)
11. Approval of Claims / Other Financial Matters
12. Adjournment

RESOLUTION # 24-0228-03 – Resolution Adopting the By-Laws of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that the By-Laws of the Township of Hillsborough Municipal Utilities Authority, dated February 2024 and as attached hereto, be adopted by The Township of Hillsborough Municipal Utilities Authority to govern The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2025.

RESOLUTION # 24-0228-04 – Resolution Adopting and Authorizing the Publication of the Annual Meeting Calendar of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that in accordance with the provisions of the “Open Public Meetings Act”, (C, 321, P.L. 1975) the following schedule of public meetings of The Township of Hillsborough Municipal Utility Authority (TTHMUA) shall be adopted for the year ending February 28, 2025; and

BE IT FURTHER RESOLVED that said schedule be posted on TTHMUA’s Web site, advertised in the Hillsborough Beacon, and that copies of said schedule be posted on the bulletin board of TTHMUA and filed with the Hillsborough Township Clerk.

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
PUBLIC NOTICE**

In compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, **PLEASE TAKE NOTICE** that the Township of Hillsborough Municipal Utilities Authority will hold public meetings for the transaction of the Authority business in accordance with the following schedule:

March 27 th	September 25 th
April 24 th	October 23 rd
May 22 nd	November 26 th (Tuesday)
June 26 th	December 18 th
July 24 th	January 22, 2025
August 28 th	February 26, 2025

PLEASE TAKE FURTHER NOTICE that all of the above-listed meetings will commence at 6:00 P.M. at the offices of the Authority at 220 Triangle Road, Suite 234, in the Township of Hillsborough, County of Somerset, State of New Jersey.

In further compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, **PLEASE TAKE NOTICE** that the Township of Hillsborough Municipal Utilities Authority will hold the following public meetings for the transaction of the Authority business in accordance with the following schedule:

March 11 th	September 9 th
April 8 th	October 7 th
May 13 th	November 12 th (Tuesday)
June 10 th	December 9 th
July 8 th	January 13, 2025
August 12 th	

PLEASE TAKE FURTHER NOTICE that all of the above-listed meetings will commence at 9:00 A.M. at the offices of the Authority at 220 Triangle Road, Suite 234, in the Township of Hillsborough, County of Somerset, State of New Jersey.

Copies of this notice have been posted on the Authority’s Web site and at the offices of the Authority, filed with the Hillsborough Township Clerk, and published in the Hillsborough Beacon.

RESOLUTION # 24-0228-05 – Resolution Authorizing the Mailing of Meeting Notices and Fees of The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby directed to mail the annual meeting notice and all 48-hour notices to any person so requesting same upon payment to the Authority of the sum of \$10.00 which is hereby declared to be the reasonable sum for each mailing to be made hereunder; provided, however, that mailing to the newspapers shall be without charge.

RESOLUTION # 24-0228-06 – Resolution Authorizing the Adoption of an Indemnification Policy for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority that this Indemnification Policy is adopted, as follows:

Section 1. Except as hereinafter provided, The Township of Hillsborough Municipal Utilities Authority (“Authority”) shall, upon the request of any present or former official, employee or appointee of the Authority provide for the indemnification and legal defense of any civil action brought against said person or persons arising from an act or omission falling within the scope of their public duties with the Authority.

Section 2. The terms of this Resolution and the definition of official, employee and appointee are to be construed liberally in order to effectuate the purposes of this Resolution, except that these terms shall not mean a) any person who is not a natural person; b) any person while providing goods or services of any kind under any contract with the Authority, except an employment contract; c) any person while providing legal or engineering services for compensation unless said person is an employee of the Authority; and d) any person who as a condition of his or her appointment or contract is required to indemnify and defend the Authority and/or secure insurance.

Section 3. The Authority shall provide for defense of and indemnify any present or former official, employee or appointee of the Authority who becomes a defendant in a civil action if the person or persons involved a) acted or failed to act in a matter in which the Authority has or had an interest; b) acted or failed to act in the discharge of a duty imposed or authorized by law; and c) acted or failed to take action in good faith. For the purposes of this Resolution, the duty and authority of the Authority to defend and indemnify shall extend to a crossclaim or counterclaim against said person.

Section 4. The Authority shall not indemnify any person against the payment of punitive damages, penalties, or fines, but may provide for the legal defense of such claims in accord with the standards set forth herein. The Authority may refuse to provide for the defense and indemnification of any civil action referred to herein if the Authority determines that a) the act or omission did not occur within the scope of a duty authorized or imposed by law; b) the act or failure to act was the result of actual fraud, willful misconduct or actual malice of the person requesting defense and indemnification; or c) the defense of the action or proceeding by the Authority would create a conflict of interest between the Authority and the person or persons involved.

Section 5. In any other action or proceeding, including criminal proceedings, the Authority may provide for the defense of a present or former official, employee or appointee, if the Authority concludes that such representation is in the best interest of the Authority and that the person to be defended acted or failed to act in accord with the standards set forth in this Resolution.

Section 6. Whenever the Authority provides for the defense of any action set forth herein and as a condition of such defense, the Authority may assume exclusive control over the representation of such persons defended and such person shall cooperate fully with the Authority.

Section 7. The Authority may provide for the defense pursuant to this Resolution by authorizing its General Counsel to act on behalf of the person being defended or by employing other counsel for this purpose or by asserting the right of the Authority under any appropriate insurance policy that requires the insurer to provide defense.

Section 8. This Resolution shall take effect immediately.

RESOLUTION # 24-0228-07 – Resolution Designating the Official Newspapers of The Township of Hillsborough Municipal Utility Authority (TTHMUA)

BE IT RESOLVED that the Hillsborough Beacon and the Courier News be and are hereby designated the official newspapers of The Township of Hillsborough Municipal Utility Authority.

RESOLUTION # 28-0228-08 – Resolution Establishing the Office Hours and Holiday Schedule of The Township of Hillsborough Municipal Utility Authority (TTHMUA)

BE IT RESOLVED that the offices of The Township of Hillsborough Municipal Utility Authority shall be open from 9:00 A.M. until 4:00 P.M. daily Monday through Friday; and

BE IT FURTHER RESOLVED that the offices of the Authority shall be closed in observance of the following holidays as well as such other holidays as may be declared from time to time by resolution of the Authority:

- | | |
|------------------------|----------------------|
| New Year’s Day | Columbus Day |
| Martin Luther King Day | General Election Day |
| Lincoln’s Birthday | Veteran’s Day |
| Presidents Day | Thanksgiving Day |
| Good Friday | Thanksgiving Friday |
| Memorial Day | Christmas Day |
| Independence Day | Day after Christmas |
| Labor Day | |

RESOLUTION # 24-0228-09 – Appointing Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Certifying Officer and Collector of Charges of TTHMUA

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.S.A. 40:14B-18, that Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Certifying Officer and Collector of Charges of The Township of Hillsborough Municipal Utilities Authority.

RESOLUTION # 24-0228-10 – Resolution Appointing Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority (TTHMUA) as the Public Agency Compliance Officer of TTHMUA

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.A.C. 17:27-3.5, that Pamela Borek, Executive Director of The Township of Hillsborough Municipal Utilities Authority, be and is hereby appointed Public Agency Compliance Officer of The Township of Hillsborough Municipal Utilities Authority.

RESOLUTION # 24-0228-11 – Resolution Adopting a Cash Management Plan for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Hillsborough Municipal Utilities Authority and the Executive Director be authorized to implement said plan:

1. All funds received by the Authority shall be deposited in designated depositories within 24 hours of receipt.
2. All funds shall be deposited in interest bearing accounts.
3. The Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certificates of deposit, whichever shall provide the most favorable rates of interest.
4. All claims shall be approved for payment by a majority of the members and checks shall be issued in payment of said claims in accordance with the authorization for disbursements adopted by the Authority.

RESOLUTION # 24-0228-12– Resolution Designating the Official Depositories for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that the following banks be designated as Depositories for funds of The Township of Hillsborough Municipal Utilities Authority until the Reorganization Meeting in February 2025.

Affinity Credit Union	Amboy National Bank
Bank of America	Chase Bank
Constitution National Bank	Financial Resources Federal Credit Union
Fulton Bank	Peapack Gladstone Bank
PNC Bank	Provident Bank
TD Bank	Valley National Bank
Wells Fargo Bank NA	Unity Bank

BE IT FURTHER RESOLVED that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to any of the above-named depositories.

RESOLUTION # 24-0228-13 – Resolution Authorizing Disbursements for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that all disbursements of The Township of Hillsborough Municipal Utilities Authority Operating Fund, Construction Fund, General Fund, and Inspection Trust Fund shall be made by checks signed by any two members of the Authority and countersigned by the Executive Director.

BE IT FURTHER RESOLVED that all disbursements of The Township of Hillsborough Municipal Utilities Authority Petty Cash Account be made by checks signed by any member of the Authority and the Executive Director of the Authority; and

BE IT FURTHER RESOLVED that all disbursements of The Township of Hillsborough Municipal Utilities Authority Revenue Fund transmitting revenues to the Trustee be made by checks signed by any one of the following:

Chairman	Vice-Chairman
Secretary	Treasurer
Asst. Secretary/Treasurer	Executive Director

RESOLUTION # 23-0228-14 – Resolution Authorizing Payroll Disbursements for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED salaries and wages be paid by checks disbursed from the payroll account on a biweekly, monthly or quarterly basis as elected by the employees, said checks to be signed by any one of the following:

Chairman	Vice-Chairman
Secretary	Treasurer
Asst. Secretary/Treasurer	Executive Director

RESOLUTION # 24-0228-15 – Resolution Authorizing Investments for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED that the Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certifications of deposit, whichever is the most favorable to achieve the best program for the investment of Authority funds; and

BE IT FURTHER RESOLVED that all such transactions shall be reported to the Board at the following regular meeting of the Authority.

A motion was made by Mr. Avolio, seconded by Mr. Scarantino to approve Resolutions #24-0228-01 through #24-0228-15, and all those present voted in favor.

RESOLUTION #24-0228-16 Resolution Authorizing the Execution of Contracts to Purchase Easements Related to the Sunnymead Pump Station and Force Main Project

WHEREAS, Cleary, Giacobbe, Alfieri & Jacobs, LLC, The Township of Hillsborough Municipal Utilities Authority’s (TTHMUA) Special Counsel; and

WHEREAS, they have been authorized by the Executive Director to move forward with the purchase of various easements associated with the Sunnymead Pump Station and Force main Project; and

WHEREAS, said easements are listed herein:

Block	Lot	Address	Appraisal Purpose
71	6	2160 Camplain Road	1,946SF (0.045acre) Permanent Sanitary Sewer Easement and a 2,555SF (0.059acre) Temporary Working Easement. There are no improvements in the easement areas.
81	2	2151 Camplain Road	2,032SF (0.047acre) Permanent Sanitary Sewer Easement. There are no improvements in the easement areas.
77	4.01	2161 Camplain Road	9,361SF (0.215acre) Temporary Working Easement. Extraordinary Assumption - several large trees and septic system and lawn area in the TWE area (if any items permanently removed or damaged, appraisal will need revision).
78	3.02	Taylor Street	6,714±SF (0.154±acre) Temporary Working Easement. The property is vacant tract with encumbered wetlands on a paper street (no development potential).

79	3	Sunnymead Road	4,000±SF (0.092±acre) Temporary Working Easement. There are no improvements in the easement areas.
116	10.01	2194 Jackson Street	4,000±SF (0.092±acre) Temporary Working Easement. Extraordinary Assumption - 2 large pine trees, walkway, trellis, a well and lawn area in the TWE area (if any items permanently removed or damaged, appraisal will need revision).
117	3	40 Sunnymead Road	4,000±SF (0.092±acre) Temporary Working Easement. There are no improvements in the easement areas.

NOW, THEREFORE, BE IT RESOLVED that The Township of Hillsborough Municipal Utilities Authority hereby authorizes the purchase of and execution of related documents for the easements listed above.

Ms. Borek is to confirm with VNHA how many more were surveyed and the status.

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

RESOLUTION #24-0228-17 – Resolution Ratifying and Confirming the Establishment of One (1) New Certificate of Deposit Account, Held at Provident Bank, Hillsborough, For the Term of 91 Days

WHEREAS, there exists the desire to increase earnings on investments for TTHMUA; and
WHEREAS, TTHMUA maintains money market accounts at Provident Bank, Hillsborough; and
WHEREAS, funds were transferred from the Revenue Money Market Account in order to establish the new Certificate of Deposit Account; and

WHEREAS, said account was opened on February 15, 2024 and will mature on May 16, 2024.

NOW THEREFORE, BE IT RESOLVED that the Township of Hillsborough Municipal Utilities Authority ratifies and confirms the establishment of a new certificate of deposit account.

BE IF FURTHER RESOLVED, by the Township of Hillsborough Municipal Utilities Authority that at the time of maturity TTHMUA may rollover the account into another Certificate of Deposit Account or withdraw the funds and deposit into the Money Market Revenue Account.

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

RESOLUTION # 24-0228-18 – Resolution Appointing Christian Kastrud, PE, As Authority Engineer for The Township of Hillsborough Municipal Utilities Authority (TTHMUA)

BE IT RESOLVED by The Township of Hillsborough Municipal Utilities Authority, in accordance with N.J.S.A. 40:14B-18, that Christian Kastrud, PE, is hereby appointed Authority Engineer of The Township of Hillsborough Municipal Utilities Authority, for the period March 1, 2024, through February 28, 2025.

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

RESOLUTION #24-0228-19 – Resolution Thanking Commissioner Avolio for his Service and Dedication Serving The Township of Hillsborough Municipal Utilities Authority as Vice-Chair for Seven Years and a Chairman for the Past Twelve Years

WHEREAS, Mr. Michael Avolio was duly appointed in 2004 as a Commissioner to The Township of Hillsborough Municipal Utilities Authority; and

WHEREAS, in 2005 Mr. Avolio was selected as Vice-Chairman, a position he held with dedication and professionalism for seven years; and

WHEREAS, in 2012, Mr. Avolio was then selected Chairman by his peer Commissioners, a position he has held through 2023;

WHEREAS, Mr. Avolio has served the Authority with unwavering dedication, distinction, professionalism, contributing his business-like approach, knowledge of the Township, wisdom, and work ethic in assisting the Authority in making meaningful and impactful decisions on capital projects and system improvements, while ensuring its protection of public health, safety, and service to the rate payers of Hillsborough Township.

NOW, THEREFORE, BE IT RESOLVED that The Township of Hillsborough Municipal Utilities Authority hereby recognized Mr. Michael Avolio and commends him for his unwavering dedication as a Commissioner, Vice-Chairman and Chairman.

BE IT FURTHER RESOLVED that The Township of Hillsborough Municipal Utilities Authority thanks Mr. Michael Avolio for his continuance as a Commissioner for the Authority.

Chairman Nunn read the aforementioned resolution into the record. All the Board Members thanked Mr. Avolio for his dedication and service to TTHMUA.

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

RESOLUTION # 24-0228-20 – Resolution Acknowledging the Receipt of a New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program Safety Award for 2023 and Granting the Staff a Safety Day (a Personal Day for Each Employee)

WHEREAS, the Township of Hillsborough Municipal Utilities Authority (TTHMUA) has obtained a perfect score in the New Jersey Municipal Authorities Joint Insurance Fund Safety Incentive Program for 2023 and completed 2023 without a lost time accident; and

WHEREAS, this is the fourteenth (14th) consecutive year TTHMUA has received this award.

NOW, THEREFORE, BE IT RESOLVED, that in recognition of the above stated Safety Award and accomplishment, the staff of TTHMUA is congratulated on this accomplishment and each staff member is awarded a Safety Day to be utilized as a personal day within the current year.

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

APPROVAL OF MINUTES

January 24, 2024 Regular Meeting Minutes – A motion was made by Mr. Damiano, seconded by Mr. McCray, all those present voted in favor, except for Mr. McCray and Mr. Scarantino, who both abstained.

DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION

Project updates including, but not limited to the following:

- Gumble Repair – Ms. Borek stated that the reinstall is anticipated to begin March 11th.
- Mulford Design – Ms. Borek reported that the plans are being reviewed internally.
- The Enclave at Roycebrook – Ms. Borek reported that the Engineer’s review has been submitted to Toll.

- Fox Chase / Piedmont Path – Ms. Borek reported that the TWA and SUSCD have been submitted.
- Sunnymead Pump Station Design – Ms. Borek reported that the plans were received from VNHA and were initially reviewed by Maintenance Supervisor and Executive Director. The findings were shared back with VNHA and the next step will be the filing of the TWA.

Ms. Borek shared the January dashboard with the Board.

She reported that the HVAC unit at the Administrative Offices is in need of repair or replacement. She is obtaining estimates.

Ms. Borek finalized the last of the Hurricane Ida reports and is anticipating a final payment of \$11,772 to be received by the Authority.

Ms. Borek reported she attended the Wastewater Management Planning Commission meeting at the Township. Details of the meeting were shared in her Director's Report.

Ms. Borek confirmed prior information regarding a new vac pumper truck. This purchase will remain on hold until further notice.

Ms. Borek reported that easement maintenance continues, and manholes are being repaired along the trunk lines.

Ms. Borek stated that the Authority will be receiving a WAVE award from AEA at the upcoming conference in the category of Forward Thinking / Innovation for the submission on the Blackwells Pump Station

Ms. Borek reported that the handheld unit for the GIS tracking had to be sent back to the vendor for a factory reset.

SRVSA REPORT – Reorganization Meeting was held February 5, 2024. A regular meeting was held on February 26, 2024

CLAIMS LIST

General Fund - January 24, 2024, PSI (only) \$19,874.99

Operating Fund - February 28, 2024 \$1,120,006.13

General Fund - February 28, 2024 \$ 165,455.12

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

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Damiano to adjourn the meeting at 7:21 pm and all those present voted in favor.