



**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY – MARCH 27, 2024**

The Township of Hillsborough Municipal Utilities Authority held a meeting that began at approximately at 6:00 PM on Wednesday, March 27, 2024, with the following members present:

Michael Avolio
Robert McCray
Richard Nunn
Frank Scarantino

Also, present was Peter Cipparulo, III, Esq., General Counsel and Executive Director Pamela Borek.
Mr. Scarantino joined the meeting at 6:07 PM.
Mr. Damiano was 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 March 27, 2024, at 6:00 pm.

PLEDGE OF ALLEGIANCE

BUSINESS FROM THE FLOOR

APPROVAL OF MINUTES

Reorganization and Regular Meeting Minutes of February 28, 2024 – A motion was made by Mr. McCray, seconded by Mr. Avolio, all those present voted in favor.

Meeting Minutes of March 11, 2024 – A motion was made by Mr. McCray, seconded by Chairman Nunn, all those present voted in favor, except for Mr. Avolio, who abstained.

MATTERS FOR CONSIDERATION

RESOLUTION #24-0327-1 - Resolution to Advertise Public Hearing for Revisions to Rate Schedule for Sewer Connection Fee

WHEREAS, the Township of Hillsborough Municipal Utilities Authority, (hereinafter the “Authority”) is required by law and by Section 303 of its Service Contract with The Township of Hillsborough to promulgate certain uniform charges and connection or tapping fees or charges so that the revenues therefrom will at all times be adequate to pay the expenses of operation and maintenance of the utility system, including reserves, insurance, extensions and replacements, and to pay the principal of and interest on any bonds required by the terms of any contract or the municipal authority or as it may deem necessary or desirable; and

WHEREAS, the Authority, has reviewed the proposed resolution entitled, “Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees;” and

WHEREAS, the Authority, according to law, must establish and hold a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hillsborough Municipal Utilities Authority having reviewed the proposed resolution entitled, “A Resolution Amending a Resolution by The Township of Hillsborough Municipal Utilities Authority Establishing Certain Sewer Service Charges and Connection or Tapping Fees”, does hereby authorize the Executive Director to publish the same in the Hillsborough Beacon and the Courier-News according to law and establish a public hearing to be held thereon at 6:00 P.M. on April 24, 2024.

Ms. Borek explained the timing and process for the connection fee rate increase.

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

RESOLUTION #24-0327-03 – Resolution Authorizing Will Serve for 183 Valley Road, Block 143, Lots 24.01 and 25, within Hillsborough Township, County of Somerset, State of New Jersey

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is in receipt of email correspondence, dated March 22, 2024, from Teevee, LLC regarding a proposed connection for three (3) single family dwelling units to our existing sanitary sewer system; and

WHEREAS, the property is under major subdivision process by Hillsborough Township and part of the Township’s completeness review requires a notification from TTHMUA regarding the availability of sanitary sewer services; and

WHEREAS, TTHMUA has verified that the proposed area is within the Somerset County / Upper Raritan Watershed Wastewater Management Plan in an area designated to be serviced by sanitary sewers; 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. 183 Valley Road is within the Sanitary Sewer Service Area and service is available.
2. Additional capacity cannot be reserved.
3. Connection applications, applicable fees and Engineering plans are required.
4. TWA approval may be required.
5. System improvements may be required.
6. This resolution shall take effect immediately.

Ms. Borek stated that this application was deemed incomplete at the Planning Board in 2023. A will serve authorization was needed for compliance. This resolution is not an approval, but just serves as confirmation that the project is in the sewer service area.

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

RESOLUTION #24-0327-04 – Resolution Authorizing the Executive Director to Execute a Demolition Permit on Behalf of TTHMUA for a PSE&G M&R Station, located at 105 Mountain View Road, Block 177, Lot 24.13 within Hillsborough Township, County of Somerset, State of New Jersey

WHEREAS, The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is in receipt of a request to sign a demolition permit for a PSE&G M&R Station, located at 105 Mountain View Road, Block 177, Lot 24.13 within Hillsborough Township, County of Somerset, State of New Jersey; and

WHEREAS, TTHMUA requires a mark out for sanitary sewer facilities, prior to demolition; and

WHEREAS, TTHMUA’s Executive Director is hereby authorized to execute demolition permit on behalf of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough Municipal Utilities Authority, County of Somerset, State of New Jersey, the above action is authorized.

Ms. Borek stated that this application is before the Board of Adjustment and the Authority was asked to sign off on the demolition permit. There are no sewer utilities within the demolition area.

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

RESOLUTION #24-0327-05 Amending Resolution #22-0323-2, entitled “Resolution Authorizing Approval of a Sanitary Sewer Extension for Toll Brothers, Inc. for The Enclave at Royce Brook, Block 183, Lot 38.01 and Block 183.01, Lot 1 in the Township of Hillsborough”

WHEREAS, Toll Brothers, Inc., 100 Willow Brook Road, Suite 200, Freehold, New Jersey has requested a sanitary sewer extension for the project known as The Enclave at Royce Brook located on Block 183, Lot 38.01 and Block 183.01, Lot 1 in the Township of Hillsborough, Somerset County, New Jersey; and

WHEREAS, the proposed project consists of 174 single family dwellings (174 single family dwellings x 300 GPD per dwelling = 52,200 GPD) and a Clubhouse (12,600 GPD) for a total of 64,800 GPD; and

WHEREAS, the total wastewater flow to be generated from this project is 64,800 GPD and will be conveyed via The Township of Hillsborough Municipal Utilities Authority (TTHMUA) facilities to the Somerset Raritan Valley Sewerage Authority; and

WHEREAS, the pump station design considers a future flow of 7,400 GPD which will be required to be permitted under a separate application if / when the future flow generator is defined; and

WHEREAS, plans, specifications, an Engineer’s Report and supporting documents have been prepared by ESE Consultants, Inc., Freehold, New Jersey have been reviewed by TTHMUA staff.

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. The pump station is built to TTHMUA standards with the following waivers:
 - a. Fee simple lot
 - b. Dry well
 - c. Cast in place chamber construction
 - d. Spare pump and grinder
2. Conditions of TTHMUA Engineering memo dated March 15, 2024

3. Additional manhole located off the roadway and outside of the pump station footprint to allow for bypass plug ability.
4. Additional 10 feet of easement dedication on wet well side of station for a total of 20 feet
5. Toll Brothers will maintain pump station and force main for the duration of buildout with a predetermined vendor and provide maintenance schedule satisfactory to TTHMUA for oversight.
6. TTHMUA will conduct scheduled visual inspection of pump station.
7. Applicable inspection and plan review fees, including of the gravity system which will remain private, will be paid to TTHMUA, including but not limited to all facilities of said project such as force mains, manholes, laterals, and pump station inspections.
8. TTHMUA will not be responsible for the gravity sewers except for the +/- 81-foot section immediately adjacent to the pump station, because the gravity system is built at excessive depths and within private streets.
9. Air mixer for wet well (Alita Air Compressors model AL-4000 including all necessary hoses and bubbler plates, to be mounted in an enclosure adjacent to wet well
10. Paved pump station footprint within gated area and driveway per plans.
11. Prior to commencement of work, Toll Brothers shall secure all easements, agreements, or permits required by applicable federal, state and local codes.
12. Upon completion of project buildout, the easement for the pump station lot will be vacated and that property will be deeded to TTHMUA.
13. Remaining easements will remain conveyed to TTHMUA, including but not limited to the force main easements.
14. Approval of the Somerset Raritan Valley Sewerage Authority
15. Approval of the New Jersey Department of Environmental Protection.
16. 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 and provide GIS information for all facilities, including force main from Claremont Pump Station to the connection beyond the railroad.
17. Performance Bond in the amount 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.
18. 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 for TTHMUA owned facilities of this project.
19. Maintenance Bond in the amount and form required by the HOA shall be provided to the HOA for a period of up to two (2) years from the date of release of the Performance Bond, as may be applicable for HOA owned facilities of this project.
20. Subject to the Township of Hillsborough signing off on the capacity allocation agreement.

BE IT FURTHER RESOLVED that this project be forwarded by Toll Brothers 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.

After a brief discussion, edits were recommended, and the resolution was therefore amended. A motion was made by Mr. Avolio, seconded by Mr. Scarantino to approve the amended resolution, and all those present voted in favor.

DISCUSSION / POSSIBLE MATTERS FOR CONSIDERATION

Project updates including, but not limited to the following:

- Gumble Repair – Ms. Borek stated that the reinstallation and repair was completed today.

- Sunnymeade Pump Station – was approved on the March 25th SRVSA agenda.
- Mulford Lane Pump Station – Ms. Borek is waiting for a proposal from H2M for consulting services related to an I-BANK application.
- Easement maintenance – ongoing.
- I&I – the team has been popping lids and identifying needed repairs.
- GIS – there remains an issue with the handheld unit.
- Inspection risers – Ms. Borek reported she went out with Inspectors and was told our inspection risers are being correctly placed. Chairman Nunn inquired about the Rules and Regs and asked to ensure that castings are being placed in new developments and to ensure that they are being done correctly.
- Sherman Tract II – Chairman Nunn inquired about offering service to Camplain Road through Sherman. Ms. Borek will look into this matter.
- Website Redesign – proposals have been received from five (5) vendors and are being reviewed by the team.
- AEA Wave Award – Ms. Borek inquired about hosting a luncheon for the staff. The date is TBD.

Committee Reports:

Finance: The auditors are in this week. Fixed Assets are being updated in the Harris System.

Personnel: TTHMUA has submitted all CDL holders to the Federal Clearinghouse. Job description reviews and updates are being made and will be shared with the Personnel Committee at a date to be determined.

CORRESPONDENCE

NJDEP: Hillsborough Glen Gery Subdivision - Ms. Borek reported she received correspondence from NJDEP to PS&S regarding the Preliminary Notice and Request for Consents

SRVSA REPORT – Next meeting will be April 22, 2024

CLAIMS LIST

Operating Fund – March 27, 2024 \$ 467,726.64
General Fund - March 27, 2024 \$ 40,883.62

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

RESOLUTION #24-0327-02 – Resolution Authorizing Closed Session

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L.1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township of Hillsborough Municipal Utilities Authority is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - Potential Property Acquisition
3. The Township of Hillsborough Municipal Utilities may take official action on those items discussed in the Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

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

At 7:26 pm Mr. Damiano joined the meeting, and the Board went into Closed Session.

At 7:37 pm a motion was made by Mr. McCray, seconded by Mr. Scarantino to come out of closed session and all those present voted in favor.

RESOLUTION #24-0327-06 – Resolution Authorizing the Executive Director to Proceed with the Purchase of Property

WHEREAS, TTHMUA wishes to explore the purchase of 301-302 Towne Centre Drive, Block 199, Lot 2, Hillsborough, New Jersey; and

WHEREAS, to proceed, it will be necessary for the Executive Director and in certain circumstances, possibly the Chairman of the TTHMUA to execute various documents on behalf of TTHMUA.

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

1. The Executive Director and if necessary, the Chairman are hereby authorized to execute the necessary documents to facilitate the potential purchase of the aforementioned property.
2. The Executive Director is authorized to make an offer of the list price, for a cash transaction of the aforementioned property.

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

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. McCray, seconded by Mr. Avolio to adjourn the meeting at 7:40 pm and all those present voted in favor.