

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

AUGUST 28, 2019

365 Old York Road, Flemington, New Jersey
(908) 782-7453 Office (908) 782-7466 Fax

1. **MEETING CALLED TO ORDER AT 5:00 PM**

The meeting of the Raritan Township Municipal Utilities Authority (RTMUA) was called to order stating that the meeting had been advertised in accordance with the Open Public Meetings Act setting forth the time with the RTMUA office as the place of said meeting. It was further stated that a copy of the Agenda was posted on the RTMUA office bulletin board.

2. **ATTENDANCE ROLL CALL:**

Mr. Grand	Here
Mr. Hazard	Here
Mr. Kendzulak, Jr.	Here
Mrs. Robitzski	Here
Mr. Tully	Absent

Also present were Raymond Frank, RTMUA Chief Operator; Michael Sciss, Maintenance Supervisor, Regina Nicaretta, RTMUA Executive Secretary; Dan Madden, PE, Johnson, Mirmiran & Thompson; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. **RESOLUTIONS:**

Resolution #2019 - 60 Approval of Additional Capacity RVSC II Villages at HealthQuest, LLC (Block 9 Lot 16.03)

Mrs. Robitzski made a motion to approve Resolution #2019 - 60, Mr. Grand seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

Resolution #2019 – 61 Appointment of Raymond Frank as Chief Operator

Mr. Grand made motion to approve Resolution #2019 – 61, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

Resolution #2019 – 62 Appointment of Robert McGrath as Day Shift Crew Chief

Mr. Hazard made motion to approve Resolution #2019 – 62, Mrs. Robitzski seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

Resolution #2019 – 63 Confirmation of Execution of Vouchers and Checks

Mr. Grand made motion to approve Resolution #2019 – 63, Mrs. Robitzski seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

Resolution #2019 – 64 Authorization to Execute Agreement Concerning Contribution for Defined Contribution Retirement Program for Lori B. Phipps

Mr. Grand made motion to approve Resolution #2019 – 64, Mrs. Robitzski seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

Resolution #2019 – 57 Revision of Raritan Township Municipal Utilities Authority Sanitary Sewage Capacity Allocation Procedure 300 Gallons per Day or Less

Mrs. Robitzski made motion to approve Resolution #2019 – 57, Mr. Grand seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

6. **Approval of Minutes:** Minutes of July 18, 2019

Mr. Grand made a motion to approve the minutes from the July 18, 2019 meeting. Mr. Hazard seconded the motion. All were in favor. Mrs. Robitzski abstained.

7. **Treasurer's Report / Payment of Bills:**

Mr. Kendzulak, Jr. –The bills totaled \$1,087,219.06 and all appears to be in order. A significant portion of this total has to do with payment to our contractor, JEV Construction, to the tune of \$561,000.00 and change for the rehabilitation of our clarifiers. If you go to the last bright orange page, as of July 31st, that would be a total of eight months, roughly 67% and that is pretty much where we are. We're in pretty good shape at this point, because some of these bills have been paid earlier on in the year and we've also paid in the month of August for some invoices we've received in the month of August. This time last year, we were at 73%, right now it looks like we're in pretty good shape.

Mr. Grand made a motion to approve the payment of bills. Mrs. Robitzski seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Absent

8. **Citizens' Privilege:**

None

9. **Adjourn into Closed Session by Motion, if Needed**

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss litigation matters involving the Flemington Wet Weather Facility (FWWF) permit appeal and negotiation of the Administrative Consent Order (ACO) and we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mrs. Robitzski seconded the motion. Closed Session was from 5:10 pm – 5:58 pm.

10. **Adjournment of Regular Meeting:**

Mr. Grand made a motion to adjourn the Regular Meeting. Mrs. Robitzski seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

AUGUST 28, 2019

365 Old York Road, Flemington, New Jersey
(908) 782-7453 Office (908) 782-7466 Fax

1. **The Work Session** of the Raritan Township Municipal Utilities Authority will be called to order upon the adjournment of the Regular Meeting.
2. **Correspondence:**
None
3. **Old Business:**
None
4. **New Business:**
None
5. **Professional Reports:**
 - a) Attorney – I have a report to give in Closed Session.
 - b) Engineer –

Mr. Madden – We started the GIS mapping thing. We found some stuff on an old computer that Mr. Clerico thinks is going to help a lot. The clarifiers; the first clarifier is done and has been in operation for two weeks and it's been working well. They've moved to clarifier two, they've gutted that one and they've done the surface prep for painting and they should be getting that back on line by the end of fall. We've been doing some tracking of the flows, because of all the obvious issues that have come up. We've seen a trend downward the last two months. One of the things we were tracking was the flows of the system with the groundwater levels and they seem to track closely. We're seeing that start to die down. We're optimistic that it will bring our numbers back down to a more reasonable point in the next few months.

Mr. Kendzulak, Jr. – Have we resumed smoke testing?

Mr. Madden – No.

Mr. Kendzulak, Jr. – We talked about focusing on the interceptor going up to the Neshanic?

Mr. Madden – Yes, that would be the priority.

Mr. Frank – Once we get the flow meters.

Mr. Madden – I think the camera is down right now too. The first order of priority is that interceptor.

6. RTMUA Reports:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank - ACUA shut down again for the month of July.

Mr. Kendzulak, Jr. – That's had an impact on our revenue?

Mr. Frank – Yes, I've had to shut down septage, and I'm just getting back on line, Monday was our first pickup in almost four weeks. We've been diverting sludge over to Stonybrook but again, they can't meet our capacity so I'm only getting four boxes a week out instead of our normal six. They've opened up but now they are going to do their scheduled maintenance and shut down again in the month of September so we'll be closed again.

Mr. Kendzulak, Jr. – Are there any other alternatives?

Mr. Frank – I've looked, I've tried to explore other alternatives, possibly taking it to landfills in Pennsylvania, that hasn't bore any fruit. I spoke to two people over there, one couldn't give me any kind of answer until at least January and the second one is farther out and I just haven't been able to get anybody to even ask the question.

a) Overtime Recap

b) Septage / Greywater Recap

2. Laboratory Summary - Okay

3. Maintenance Summary - Okay

4. Readington Flows –

b) Commissioner's Comments:

7. **Discussion:**

- a) Board of Commissioners Authorization for Mrs. Struening and Mrs. Hallinger to Attend the 2019 Harris Spectrum User Meeting in Hershey, PA (October 22, 2019)

Mr. Kendzulak, Jr. – They went to this thing last year. It was very beneficial. I don't have a problem with this. Are the other commissioners on board with this?

General consensus

- b) Board of Commissioners Authorization for Mr. Frank to Attend the AEA Annual Meeting and Conference in Atlantic City (November 19 – 20, 2019)

Mr. Kendzulak, Jr. – This is something we've encouraged. Are the commissioners okay with this?

General consensus

- c) Chemical Bid Results

Mr. Frank – Dry polymer has gone up six cents and the other two chemicals remained the same price.

- d) Janitorial Proposals

Mr. Kendzulak, Jr. – This lowest one is the same company as last year? Are you guys still happy with them?

Ms. Nicaretta – Yes. His price stayed the same.

- e) Mowing Proposals

Mr. Kendzulak, Jr. – One bid came in, from the guy who does it now; it came in at twenty dollars more. We're happy with his service?

Mr. Frank – Yes.

f) Signature Stamps

Mr. Kendzulak, Jr. – Mr. Cragin is coming next month, to talk about the draft budget, also he will talk about how since we expanded this fiscal year to the end of December this year versus the end of November, he'll talk about how that will all work out and what needs to be done. I'd like him to talk about this stamp thing too. There is a concern that any person who handles the checks can just write a check to themselves and just use stamps for the signatures. There's a concern with that but there is also a concern with what happens if we run into what we did this last go around when we had postponed the last meeting, and we ran into a problem with signing the checks. I think there's a solution to the problem and we'll let Mr. Cragin talk about that at the September meeting.

g) Draft of Budget

Mr. Kendzulak, Jr. – Mr. Sciss, why don't you go ahead now.

Mr. Sciss – The reason I'm here this evening is to ask that the Board consider hiring another maintenance mechanic. The reason being, as long as I've been here, for the past twenty years, and Mr. Frank who has been here longer than myself, there have only been two mechanics here. We've grown, we've gotten a lot more equipment, stuff ages, a lot of times we're putting out fires instead of doing preventative maintenance. What I'd like to do if possible, is bring on another mechanic to free up the two guys I have now, who are very talented in what they do and we're very fortunate to have the maintenance crew we have, and I give them a lot of praise and a lot of credit. Mr. Figueiredo is a phenomenal electrician and he has saved us a fortune in what he has done around the facility so far. I took four or five small things on the comparison chart you have, to give you an idea of what we're doing here. The clarifier project is very significant, Walker Process, because we were deviating from a certain control panel that they were going to supply, it was going to be about \$20,000.00 per control panel. What we did was we took the existing control panels, gutted them, used Nema 4 rated boxes that were already approved for being outdoors, for the weather, stainless steel, and there's a company that I deal with for parts and Mr. Figueiredo literally built our control panels for those clarifiers for \$550.00 as opposed to the \$20,000.00 box. That would have been part of the project or the bid, if we hadn't said "we'll take care of the electrical end of this" because we have the ability to take care of the electrical end of

it. There are a few other things on this chart in comparison. The influent pump panel; that was a very large project that Mr. Figueiredo and Mr. Cooper worked on, and these are very conservative numbers, that would have cost us somewhere around \$57,000.00 to \$60,000.00 and we were able to do that project for about \$30,000.00 for a total savings on that project of about \$27,000.00. The bubbler system is also a monitoring system, that we have tied into the influent building that not only monitors the bubbler system and the wet well level, it monitors the muffin monster, it monitors if there is any water that would be in the dry well level, anything in that building alone is tied into that bubbler system. Mr. Figueiredo's doing that all by PLC's, which is programmable logic controllers, and all the controls now are done with panel view, or touch screens. He writes all the logic for this to tell the PLC's what to do, and he's very talented too in that respect. We've done three major projects so far and we're going to continue throughout the plant with stuff that needs to be done like that. The need is there for another guy. I have two mechanics, and they are good mechanics; Mr. Figueiredo is also an electrician by trade and does mechanical stuff but specializes in electrical stuff. We'll be doing primary's one and two very shortly, rebuilding them, and when those tanks are down, if something else pops up, where a pump needs to be pulled out of a pump station or something happens to a pump in the influent building, or anything throughout the plant, those guys have to get pulled off of that job. You have to prioritize what is the most dire situation to take control of. Having a third mechanic would allow us to keep him busy doing preventative maintenance things throughout the plant, help the other two guys when needed with the larger projects and instead of putting out fires, he would be attending to the things that Mr. Figueiredo and Mr. Cooper can't get to on a daily basis. The one thing I am very proud of with our maintenance department is that we send out very, very few things to be repaired outside. One of the few things we send out to be repaired is if a motor has burnt windings and has to be rewound. Other than that, we rebuild our own pumps, we pull our pumps, we rebuild our gear boxes, we handle just about everything in house short of major projects like what is going on with the clarifiers. On the last page of the handout is the yearly generator services. Based on a company I contacted, I found out what their hourly rate was and what it would cost us to have them come out to do our generators each year and what it costs us. To have our generators serviced each year by them would cost a little over \$10,000.00. We're able to service our generators ourselves every year for about \$3,400.00. That includes spending about four hours at each pump station, going over every generator, soup to nuts; four hours at each generator.

Mr. Kendzulak, Jr. – We're getting everything done though. What I'm hearing is that obviously if they're getting involved in this and there's an issue that occurs at a pump station, then they have to go there, they get pulled away from what they're doing like servicing the generators. The question is, with a third mechanic, if we're getting everything done that we need to get done now, why do we need a third mechanic? The question I have is preventative maintenance; what is that saving us in the long run? We have two mechanics getting things done, to my knowledge, there's no issues with keeping up with the mechanical work, everything is running fine. The third mechanic, what is the third mechanic going to do on top of that, besides letting this other fellow focus more on electrical stuff.

Mr. Sciss – There is never a lack of maintenance to do around the facility, never. Whether it's on the vehicles, the vac-con, the bobcat, the small equipment that we have that all has to be serviced all the time. Numerous small engine type pieces of equipment, the trucks, the buildings.

Mr. Kendzulak, Jr. – Are we getting to that and are we doing that?

Mr. Sciss – We are but the problem is sometimes we're chasing fires, we're running around putting out fires, prioritizing problems. There might be six important things that have to get done and we have to prioritize, what do we need to jump on right now to keep this place running and avoid any immediate problems, get clean water out to the river, the cake into the box. What we're doing is prioritizing emergencies; when we do have major projects that we are doing in house, that we're saving all this money on, when those fires come up, we don't have anyone to help extinguish them.

Mr. Frank – We haven't hired anybody since Mr. Sciss came on board as a second mechanic twenty years ago. We've added how many pump stations, how many extra miles of collection lines since then.

Mr. Sciss – The equipment we have is more sophisticated and takes more maintenance and time to work on. I think it would be very beneficial, in my eyes, to see another mechanic. I know it comes down to the Board's decision on how you feel about it but Mr. Frank and I have discussed this back when Mr. Frank was Senior Crew Chief; we were maintenance light down there crew wise.

Mr. Frank – This person can also be cross trained and be able to help the line crew if needed as a flagger when they smoke test or on camera jobs when they need more than the two-man crews that go out. There will always be work for this person.

Mr. Sciss – It would be beneficial to the line crew also if they go out with a line crew person and there's a problem; there's a mechanic right there with them already if he's filling in for somebody. Or if the line crew had a pump that needs to come out at a pump station, he could take the maintenance truck out with the crane, help the line crew to pull it out and resolve the problem. It's something we've been hashing around for quite sometime and we felt it was time to put something together and request a third mechanic.

Mrs. Robitzski – Do you see more big projects continuing to come up?

Mr. Frank – There's always ongoing things. Some of the bigger projects; the influent building was just done, there's still the return building which is a whole nightmare in itself, Mr. Figueiredo spent two full days pulling out miles and miles of old wire. It was the original building and then through upgrades, and things that were taken out of service, they never removed any of the wiring.

Mr. Sciss – Since RTMUA came on line, every time there was a phase of construction or a decommission, they would just cut the wires from the breaker panel in the MCC room and cut the wires at the conduit at the machine side and leave all the dead wires and conduit. When Mr. Figueiredo starts pulling wires and tracing wires, I've seen him with a mound of wires that you could probably stretch from here to the end of Old York Road.

Mr. Kendzulak, Jr. – We'll talk about it further. There's a thing from AEA in our packet.

Mr. Watts – There is a bill pending which would eliminate provision in the current law that requires public referendum for a sanitary sewer system sale. The AEA has given us a model resolution that could be considered to be adopted and sent to the State. I would recommend that everybody consider the resolution at the next meeting.

Mr. Kendzulak, Jr. – We'll look to have this as a resolution at the next meeting.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss Personnel Matters, Contractual Matters with Flemington Borough and the status of Reservation Agreements; and we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Closed Session was from 6:24 pm – 6:49 pm.

9. Adjournment of Work Session:

Mrs. Robitzski made a motion to adjourn the Work Session. Mr. Grand seconded the motion. All were in favor. The Meeting ended at 6:50 pm.