

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 21, 2016

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:

| | |
|--------------------|------|
| Dr. Buza | Here |
| Dr. Dougherty | Here |
| Mr. Kendzulak, Jr. | Here |
| Chair Kinsella | Here |
| Mr. Tully | Here |

Also present were Gregory LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Mott MacDonald; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

None

5. RESOLUTIONS:

Resolution #2016 – 53 Audit Report Review for Fiscal Year Ending
November 30, 2015

TABLED

Resolution #2016 - 17 Appointment of Consulting Engineer and Awarding of
Contract

TABLED

Resolution #2016 – 54 Appointment of Ray Frank to Newly Created Position
of Senior Crew Chief

Dr. Dougherty made a motion to approve Resolution #2016 - 54, Mr.
Kendzulak, Jr. seconded the motion.

| | | | |
|-----------------|--------------------|---|-----|
| Roll call vote: | Dr. Buza | - | Yes |
| | Dr. Dougherty | - | Yes |
| | Mr. Kendzulak, Jr. | - | Yes |
| | Chair Kinsella | - | Yes |
| | Mr. Tully | - | Yes |

Resolution #2016 – 55 Authorization to Accept Proposal for Engineering
Services for Bushkill Interceptor Evaluation
(Proposal cost = \$8,250.00)

Mr. Tully made a motion to approve Resolution #2016 - 55, Mr.
Kendzulak, Jr. seconded the motion.

| | | | |
|-----------------|--------------------|---|-----|
| Roll call vote: | Dr. Buza | - | Yes |
| | Dr. Dougherty | - | Yes |
| | Mr. Kendzulak, Jr. | - | Yes |
| | Chair Kinsella | - | Yes |
| | Mr. Tully | - | Yes |

Resolution #2016 – 56 Authorization to Accept Proposal from ESRI for GIS Services
(Proposal cost = \$10,000.00)

Dr. Buza made a motion to approve Resolution #2016 - 56, Dr. Dougherty seconded the motion.

| | | | |
|-----------------|--------------------|---|-----|
| Roll call vote: | Dr. Buza | - | Yes |
| | Dr. Dougherty | - | Yes |
| | Mr. Kendzulak, Jr. | - | Yes |
| | Chair Kinsella | - | Yes |
| | Mr. Tully | - | Yes |

Resolution #2016 – 57 Approval of and Authorization to Execute Wastewater Treatment Capacity Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity, Mesita M. Enterprises, Inc. to Royal Road Properties, Inc. (Block 36.02 Lots 14 – 16)

Mr. Tully made a motion to approve Resolution #2016 - 57, Dr. Buza seconded the motion.

| | | | |
|-----------------|--------------------|---|-----|
| Roll call vote: | Dr. Buza | - | Yes |
| | Dr. Dougherty | - | Yes |
| | Mr. Kendzulak, Jr. | - | Yes |
| | Chair Kinsella | - | Yes |
| | Mr. Tully | - | Yes |

6. Approval of Minutes: Minutes of June 21, 2016

Chair Kinsella – Any questions or comments?

Mr. Kendzulak, Jr. – Mr. LaFerla, on the last page, we were talking about SCADA; and I was looking for more detail on SCADA, if you could put that together for the next meeting?

Mr. LaFerla – I did already; it's in my report.

Ms. Nicaretta – Yes, it's the last thing in the Chief Operator's report.

Mr. Kendzulak, Jr. made a motion to approve the minutes from the June 21, 2016 meeting. Dr. Buza seconded the motion. All were in favor.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$487,463.66; everything appears to be in order. If you go to the last color page, it gives you a breakdown of where we are; we're at 60.54% and we're 7/12's through the year; I didn't do the math for that, whatever that percentage comes out to be. I think we're in pretty good shape for the year.

Mr. LaFerla – 58.3%.

Mr. Tully made a motion to approve the payment of bills. Dr. Buza seconded the motion.

| | | | |
|-----------------|--------------------|---|-----|
| Roll call vote: | Dr. Buza | - | Yes |
| | Dr. Dougherty | - | Yes |
| | Mr. Kendzulak, Jr. | - | Yes |
| | Chair Kinsella | - | Yes |
| | Mr. Tully | - | Yes |

8. Citizens' Privilege:

None

9. Adjourn into Closed Session by Motion, if Needed

10. Adjournment of Regular Meeting:

Dr. Dougherty made a motion to adjourn the Regular Meeting. Mr. Tully seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JULY 16, 2016

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

APPROVED

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. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

Mr. Watts –

b) Engineer –

Mrs. Wohlleb – I have nothing to add unless there are questions.

Mr. Kendzulak, Jr. – The high school; maybe Mr. Watts can talk about it too. What is going on with the high school? Are we still waiting to hear back from them?

Mr. Watts – We got an agreement, I met with Mrs. Wohlleb and Mr. LaFerla, and I've been slow getting it out but I have a letter to go back to their attorney.

Mr. Kendzulak, Jr. – Are we still in line time wise; to get this thing out so we can build it?

Mrs. Wohlleb – We're getting to the point where it could be an issue. We are ready. Part of what they asked for in their Agreement is they asked for contractual language in the construction contract which is something that Mr. Watts is part of in resolving that. There were somethings they were going to do

to restore grandstands etc. and they have to respond to that and to agree that the final sewer alignment that we have at this point is okay with them.

Mr. Kendzulak, Jr. – Should we be telling them that they need to buy this or it may not happen this winter; it needs a TWA, correct?

Mr. Tully – Yes.

Mr. Kendzulak, Jr. – How long could that take?

Mrs. Wohlleb – It could take as much as one hundred twenty days. You can do an expedited one and you can get it much quicker; maybe in a matter of weeks.

Mr. Kendzulak, Jr. – What does that mean?

Mrs. Wohlleb - Expedited means if you're doing a very basic TWA like for a sewer extension, you can move more quickly through the review.

Mr. Kendzulak, Jr. – What I don't want to do is this thing goes down and we find out, that because of the TWA, we don't end up doing it and we lose a whole year here.

Mr. Watts – They did send us a skeleton Agreement, no numbers in it on how it is to be allocated and they're insisting on us giving up our blanket easement on the entire property; my recommendation to you is you don't do that. If we have it, we should keep it and we'll just extinguish it under the football field but that's it.

Mrs. Wohlleb – We're the ones submitting the TWA.

Dr. Buza – You said we're extinguishing the easement under the football field? Why?

Mrs. Wohlleb – Where the pipe is being abandoned, it isn't needed there.

Mr. Tully – They were talking about starting it in December or January.

Dr. Buza – Is it still the Wilentz firm?

Mr. Watts – No, they got Parker, McCabe, a bigger national firm. It's a waste of money. I said to the woman "you know there are lots of local attorneys you can use" and she said "yes, I'm thinking about it" and then I get a phone call from a guy down in South Jersey from a national law firm.

6. RTMUA Reports:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. LaFerla – The only thing I have to add is Chuck Schneider, the Maintenance Supervisor put in his paperwork to retire; he retires, April 1, 2017.

Mr. Tully – Are you going to have someone shadow him around six months before he retires?

Mr. LaFerla – Yes.

Chair Kinsella – I have a question, in your report, number fourteen; it says “There continues to be SCADA server failures due to the age of the server and hardware.”

Mr. LaFerla – Yes, they’re about six years old, I got prices, it’ll be about \$37,000.00 or around there; three servers and two work stations that have to be replaced.

Mr. Tully – Six years is a long time. It’s like dog years with the technology. Ours is going on five in our office and we’re replacing them this year. New components aren’t compatible anymore, if the SCADA system is going to advance, you might run into hardware issues, where the new stuff isn’t compatible with the old stuff and you run into problems.

Chair Kinsella – So the new stuff is to be proactive for the future?

Mr. LaFerla – Yes.

Chair Kinsella – It’s sad that the system is getting old and it isn’t even completed yet.

- a) Overtime Recap
- b) Septage / Greywater Recap
- 2. Laboratory Summary
- 3. Maintenance Summary
- 4. Readington Flows

c) Commissioner’s Comments:

None

7. Discussion:

a) Peggy Gallos of AEA

Did not attend.

b) 2nd Quarter 2016 Capacity Evaluation

Mrs. Wohlleb – Another dry quarter, similar to the previous reports, we first take a look at what we report to NJDEP, on the third page of the report, the WQM-007 form and basically just looking at our committed flows from our open Treatment Works Approval Permits, we flowed at 2.41 MGD, our anticipated flow coming from our TWA's is about 133,000 gpd, so our total committed flow is 2.54 MGD and of course out of our treatment plant capacity of 3.8 MGD, according to NJDEP, we have 1.26 MGD of remaining capacity. When we take a look at the next layer, considering all of our allocations, all of our Agreements, service Agreements that are out there; and at this point, this report does not reflect the expiration of the Permit Extension Act, because we are looking back at the last quarter, June 30th being the cut off for the quarter and it may look different for the next quarter, the 3rd Quarter but based on those allocations and our Agreements with Flemington and Readington, we have a total allocation of a little more than 1 MGD and again the Plant is flowing at a very dry low of 2.41 MGD so our total committed flow with all of our contracts is about 3.4 MGD compared to our 3.8 MGD, we then have a remaining capacity of 370,000 gpd.

Mr. Kendzulak, Jr. – Now if you back out all the ones that have expired, what does that number become?

Mr. Watts – Another 80,000 gpd or so?

Mrs. Wohlleb – Maybe something like that I don't have the current information.

Mr. LaFerla – It was about 30,000 gpd.

Mr. Kinsella – 33,600 gpd; and the 66 EDUs that came back from the Trade Center.

Mr. Kendzulak, Jr. – That will all be reflected in the next quarterly report?

Mrs. Wohlleb – Yes.

c) Draft of Budget

Mr. LaFerla – Mrs. Struening and I have been working on the budget; this is a draft, basically the only things that are missing are the chemical bids, the janitorial and mowing proposals. The bid opening is August 2nd and the proposals are due by August 5th so by the first week in August we'll have numbers to put in. If you have any questions, I'll answer them.

Mr. Kendzulak, Jr. – You need more data here, some more numbers. Just looking at this, we had a budget last year of \$5,419,000.00 and this year so far we have \$5,432,000.00 now so not too much of a change.

8. Adjourn into Closed Session by Motion, if Needed

Chair Kinsella – We will be going into Closed Session to discuss Threatened Litigation and Contractual Matters; we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:23 pm – 6:19 pm.

9. Adjournment of Work Session:

Mr. Tully made a motion to adjourn the Work Session. Dr. Dougherty seconded the motion. All were in favor. The Meeting ended at 6:20 pm.