

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 18, 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	Absent
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2019–53 Authorization to Accept Proposal for GIS Inventory and
Map Tool Creation from Johnson, Mirmiran &
Thompson
(Proposal = \$10,000.00)

Mr. Tully made a motion to approve Resolution #2019 – 53, Mr. Kendzulak,
Jr. seconded the motion.

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

Resolution #2019–54 Authorization for the Purchase of Natural Gas Supply
Services for the Public Use Utilizing an Online Auction
Website

Mr. Frank – We conducted the online auction and the current price is
cheaper than what we were paying last year so instead of signing a two-year
contract, we signed a three-year contract to take advantage of the savings. Our
broker suggested we “jump on it”.

Mr. Grand made a motion to approve Resolution #2019 - 54, Mr. Tully
seconded the motion.

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

Resolution #2019–55 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement Royal Road Properties, LLC (Block 36.02 Lots 14,15 & 16)

Mr. Grand made a motion to approve Resolution #2019 - 55, Mr. Tully seconded the motion.

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

Resolution #2019–56 Establishment of New Shift Hours

Mr. Hazard made a motion to approve Resolution #2019 - 56, Mr. Tully seconded the motion.

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

Resolution #2019–57 Revision of Raritan Township Municipal Utilities Authority Sanitary Sewage Capacity Allocation Procedure 300 Gallons per Day / 1 Equivalent Dwelling Unit or Less

TABLED

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

Resolution #2019–58 Return of L & E

Mr. Tully made a motion to approve Resolution #2019 - 58, Mr. Grand seconded the motion.

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

Resolution #2019–59 Authorization for Execution of Agreement for Wastewater Treatment Capacity for the Provision of Affordable Housing (Block 27 Lot 22)

Mr. Watts – This just came up; this is an Affordable Housing development, capacity from which is coming from the Dayton Road site and the capacity has not yet been transferred from Township to the developer. We usually wait for that to approve the reservation but unless we do it now, there could be an issue with getting everything done when they need to get it done. What this Resolution does, is authorizes the Chairperson to sign the Reservation Agreement once the capacity is transferred to the developer from the Township and once the professionals approve our form of Reservation Agreement, which we use the same one every time.

Mr. Grand made a motion to approve Resolution #2019 - 59, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of June 20, 2019

Mr. Tully made a motion to approve the minutes from the June 20, 2019 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor. Mr. Grand and Mr. Hazard abstained.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$669,211.75; everything appears to be in order. If you go to the last hot pink page, you can see we're a hair under 60%, conservatively, if we went and looked at our current budget, we're currently seven months through the year and that would put us about 58%, so we're pretty much right on budget. In comparison to where we were last year, we were a hair under 65%, I feel comfortable on where we are at this point in our budget.

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

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

8. Citizens' Privilege:

None

9. Adjourn into Closed Session by Motion, if Needed

10. Adjournment of Regular Meeting:

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JULY 18, 2019

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 – None

b) Engineer –

Mr. Madden – The first clarifier is being re – assembled at this point. That's moving along. I sent Mr. Frank some information we found on flow meters from the State Contract. We're keeping track of capacity; it did come down a little bit in June, the flows were down to 3.16 MGD.

Mr. Kendzulak, Jr. – How much more needs to be done with the clarifiers to complete the project?

Mr. Madden – There are four units in total and we're doing them one at a time. The first one is being re – assembled.

Mr. Kendzulak, Jr. – Will this project need to be shut down when we hit cold weather?

Mr. Madden – Yes. The plan is to get two done this year and two done next year.

Mr. Kendzulak, Jr. – Does this have any benefit from a capacity perspective by having this fourth clarifier on or from an operational perspective?

Mr. Madden – It's going to be more efficient and they will operate better. There may be some things we can do to enhance their performance.

Mr. Frank – Unless you increase the size of the tank, they will be hydraulically overloaded. It won't change our capacity.

Mr. Madden – If you had an expansion, you wouldn't need to expand that particular area, those tanks should be sufficient.

Mr. Kendzulak, Jr. – I think we had that in mind when that fourth one was built because of the next expansion that could occur if one was going to happen. System capacity, we're approaching the 95%, that was the new criteria. Certainly, it poses a problem when we put our paper capacity on top of it.

Mr. Tully – At one point, we talked about taking that one manhole, that 90 degree bend out, are we still going to try to do that or is it not feasible?

Mr. Madden – Behind the IHop. We did an analysis of that and it wouldn't really pick up that much benefit without increasing the size of the line in that particular area.

6. RTMUA Reports:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report
 - a) Overtime Recap
 - b) Septage / Greywater Recap
2. Laboratory Summary
3. Maintenance Summary
4. Readington Flows

c) Commissioner's Comments:

None

7. Discussion:

a) 2nd Quarter 2019 Capacity Evaluation

Mr. Madden – This quarter we're still showing we're over the total allocation with the paper capacity. This isn't unusual in recent months; this has been a continuous thing the past five or six quarters. The last month we saw a trend downward which is positive, the flows in June were down a little to a more acceptable level, in my opinion. I printed out a chart of the groundwater table that I found and that is slowly starting to come back to normal levels. It's still high but it's trending down. I think that's going to help us.

Mr. Kendzulak, Jr. – If you look at the next to last page of the report, about halfway down, you have the 30 day average flow, so if you look at the last quarter of 2017, we're at 2.377, we had a couple of low three's and 2.3 but going down beginning in January 2018, 3.6, 3.2, 3.2, 3.8, 3.7, 3.4, so these are significant numbers. These are the actual flows to the plant so on top of that if you go over a couple of columns, the next to last column tells you the quarterly committed flow so you can see we're above our 3.8 rating.

Mr. Tully – If you look at the last one, precipitation, that last quarter is 8.35 for the quarter, then it goes to 11.73, 16, 16, 16.79, 9 then 17, so the rainfall doubled, four out of the next five quarters. That's crazy.

Mr. Madden – Flows in November threw the averages off on a lot of our scales.

Mr. Kendzulak, Jr. – With all that said Mr. Frank, we're still meeting our DEP criteria and we're still compliant with our DEP permit?

Mr. Frank – Yes.

b) The Villages – Pool and Clubhouse

Mr. Kendzulak, Jr. – They're looking for an additional 2.58 EDUs. Mr. Tully, you were going to look into this?

Mr. Tully – Yes. We pulled the approved plans. They got approval for a pool and two cabanas. Looking at it, it looks like they did what Pulte did, they got the rest of their sewer allocation but forgot to include it. Pulte came back for their's too because they forgot to include it also. I think this is the same situation and they just forgot to think of sewer flow associated with the pool and clubhouse.

Mr. Kendzulak, Jr. – So, it is a fair request.

Mr. Tully – Yes. It would have been included in the original allocation anyway.

Mr. Watts – You'll need a resolution next month, allocating the additional capacity.

8. Adjourn into Closed Session by Motion, if Needed

Chair Kendzulak, Jr. – We will be going into Closed Session to discuss Personnel Issues, and Litigation 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. Hazard seconded the motion. Closed Session was from 5:45 pm – 6:30 pm.

9. **Adjournment of Work Session:**

Mr. Grand made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 6:31 pm.