

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

NOVEMBER 15, 2018

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 (telephoned in)
Mr. Hazard	Telephoned in at 6:28 p.m.
Mr. Kendzulak, Jr.	Here
Mrs. Robitzski	Here (arrived at 5:10 p.m.)
Mr. Tully	Absent

Also present were Greg LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Dan Madden, PE, Johnson, Mirmiran and Thompson (arrived at 5:30 p.m.); C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

Mr. Kendzulak, Jr. – Mr. Dilts is here; Mr. Dilts would you like to speak?

Mr. Dilts – Mr. Cust could not be here tonight, he asked me to specifically come on account of the resolution for Raritan Township affordable housing. He wanted you to know that he is very appreciative of all the help you've given him and this project and some other projects. Thank you very much on his behalf and I'll leave once the resolution is passed.

Mr. Kendzulak, Jr. – Okay. Mr. Kuhl, do you want to speak?

Mr. Kuhl – I just want to let everyone know that we're still working on the Wastewater Management Plan (WMP). We're having a meeting with Mr. Bogen at the Township tomorrow to try to keep the ball rolling.

Mr. Kendzulak, Jr. – I'm not going to be able to make it nor can Mr. Hazard. It's a 3:00 p.m. meeting tomorrow. I'm going to ask Mr. Madden to attend, he's been working with Mr. Bogen and Mr. Hajjar. I believe it's a technical meeting.

Mr. Kuhl – The build – out calculations, that kind of thing. In regards to the future, does the plant need to expand or does it need modifications to get some more capacity?

5. RESOLUTIONS:

Resolution #2018 - 80 Resolution Adopting Amended Budget for Fiscal Year 2018

Mrs. Robitzski made a motion to approve Resolution #2018 – 80, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 81 Adoption of Certified Budget for FY 2019

Mrs. Robitzski made a motion to approve Resolution #2018 – 81, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 82 Establishment of Administrative Salaries

Mrs. Robitzski made a motion to approve Resolution #2018 – 82, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 83 Approval of and Authorization to Sign Wastewater Treatment Capacity Agreement, Raritan Township for the Provision of Affordable Housing

Mrs. Robitzski made a motion to approve Resolution #2018 – 83, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 84 Authorization for Additional Payment in Connection with the Flemington Borough Route 31 Interceptor Sewer Relocation Project and to Sign Addendum to Shared Services Agreement with Hunterdon Central Regional Board of Education

Mr. Kendzulak, Jr. – I believe with this resolution and the next one there's a bit of a dispute that Mr. Madden will need to explain. We'll table it and if he comes tonight, we'll discuss it.

TABLED

Resolution #2018 - 85 Approval for Final Payment Flemington Borough Route 31 Interceptor Sewer Relocation Project

TABLED

6. **Approval of Minutes:** Minutes of October 18, 2018

Mrs. Robitzski made a motion to approve the minutes from the October 18, 2018 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. - The bills totaled \$367,533.83. Everything appears to be in order. If you go to the last grey page, we're at 89.99%; assuming we went through all of October, meaning eleven months of our budget period, we'd be at about 92%. We're under budget there plus we've paid some bills in the month of November. I think we're okay with the way we've looked at this here.

Mrs. Robitzski made a motion to approve the payment of bills. Mr. Kendzulak, Jr. seconded the motion.

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

8. **Citizens' Privilege:**

Previously discussed

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

10. **Adjournment of Regular Meeting:**

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

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

NOVEMBER 15, 2018

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:**

a) Mr. Robert Clerico, PE of Van Cleef engineering to Gregory LaFerla, Chief Operator / Director of RTMUA regarding Readington township Sewer Flows

Mr. Kendzulak, Jr. – In looking at this letter, it looks like they've taken some action with regards to I & I and they're still moving to address this. When we looked at the flows from Readington, some of their wet months, January, February and March, it has come down since then.

Mr. LaFerla – It was only a couple of months that they were over.

Mr. Kendzulak, Jr. – It seems like they've been proactive in addressing it.

Mr. LaFerla – From what the letter says, it seems so. I haven't seen it though.

Mrs. Robitzski – I have some information. The recent smoke testing they refer to is fifteen years old. The fact that they're doing this now is good because they are following up with communities in the area that they never did fifteen years ago. They are only starting to do new smoke testing again.

Mr. Kendzulak, Jr. – I don't think we need to take any action at this time, it seems like they're doing the right thing and we'll let that lie.

b) PERMA Risk Management Services to Member Authorities (NJUAJIF) regarding 2018 Dividend

Mr. LaFerla – We received \$14, 800.00 and we had them put it against our 2019 bill. This is the first dividend we ever got.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney - none
- b) Engineer –

Mr. Kendzulak, Jr. – Mr. Madden's not here yet; I don't know if anyone had any questions in regard to his report. I see you're still progressing with the smoke testing and that there's a smoke testing report.

Mr. LaFerla – That smoke testing report isn't exactly right because we've fixed a total of ninety – eight clean out caps, one manhole and the quick lock system that we finally got, we went out and did one, it was a dead lateral that was just pouring in, we fixed it and it stopped it completely. We did go onto private property this time to get the caps done but it is getting expensive and it is really the homeowner's responsibility, not ours. If the Board still wants us to keep doing them, we will. If we tell the homeowner to do it, you don't know if they will or not.

Mr. Kendzulak, Jr. – What we need to do is look at the expense on that.

Mr. LaFerla – When you get into someplace like Sun Ridge, where you have so many places and you end up replacing who knows how many, maybe hundreds of them, it's going to be expensive.

Mr. Kendzulak, Jr. – What did you spend so far, ballpark?

Mr. LaFerla – We received a price for a hundred and fifty of them and it was about \$750.00. It's not a huge expense but if you keep finding them it's going to add up.

Mrs. Robitzski – Do we have any teeth to follow up with if homeowners don't replace them?

Mr. Watts – It's in our Rules and Regulations that it is their responsibility; the problem is we have the authority but we don't have the teeth. You need the municipality to adopt an ordinance to say "if you don't do this, we're going to fine you." The Township can do that; if you want teeth, you have to ask the Township to adopt an ordinance as part of their sewer code.

Mr. LaFerla – In a way it is good we are doing them because you know they're done.

Mrs. Robitzski – Do we want to draft an ordinance? Ask the Township to adopt an ordinance?

Mr. Kendzulak, Jr. – Why don't we put that on the Agenda to talk about at the next meeting? Mr. Madden, we're on the Engineer's Report, we were talking about the smoke testing. I don't know if you have anything else to add. We're in Work Session right now, we tabled the two resolutions for the Route 31 Interceptor and we'll go into Closed Session to talk about that.

Mr. Madden – We did go through the WMP, we have our set of numbers, arranged versus what the County has. There's a little bit of a difference, not a whole lot.

Mr. Kendzulak, Jr. – Mr. Kuhl was here earlier, he's the Chair of the Township Planning Board. There's a technical review committee with the Planning Board and they are meeting with Mr. Bogen tomorrow at 3:00 p.m. and if you're available, I'd like you to attend. It will be at the Township; neither Mr. Hazard or I can attend.

Mr. Madden – I do have another commitment already tomorrow. I'd have to leave at 4:00 p.m. at the latest.

Mr. Kendzulak, Jr. – That's okay, I don't expect it to be that long and if you can't make it that's fine. Even if you're there for a half an hour.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

- a) Overtime Recap
- b) Septage / Greywater Recap

- 2. Laboratory Summary - ok
- 3. Maintenance Summary - ok
- 4. Readington Flows

b) COMMISSIONERS' COMMENTS

7. Discussion:

a) GIS Inventory and Map Tool Creation Task Proposal

Mr. Kendzulak, Jr. – Is this in the budget?

Mr. LaFerla – There's \$10,000.00 in the FY 2019 budget for it.

Mr. Kendzulak, Jr. – The proposal is for \$38,000.00 or so. Mr. Madden, if you can go back and find out what we can do for \$10,000.00 and come back and we'll take it from there.

Mr. Madden – Yes.

b) Block 36 Lot 52, Marriott Hotel

Mr. Kendzulak, Jr. – This is something that's been longstanding, it's on Route 202 southbound. Historically, Mott MacDonald was involved with it. My question is, why would Mott MacDonald stay with it and why not give it to JMT?

Ms. Nicaretta – They only received approval for preliminary sewer service. My reason was, with the technical review comments from Mott MacDonald that haven't been addressed. If they had gotten their final sewer service approval and had gotten through that whole process, I'd say let JMT finish it but they are sort of still in the middle of the process. I think Mr. Patel, because it's been so long, I think he may have forgotten where they are in the process and I think because Mott MacDonald has worked with them this far to the middle, they should finish them out of the process.

Mr. LaFerla – Instead of having to start JMT from the beginning.

Mr. Kendzulak, Jr. – What's involved, what were they looking at?

Ms. Nicaretta – There was a review letter with technical comments from Mott MacDonald that were never addressed and are outstanding. They have to apply for their final sewer service and submit that application.

Mr. Kendzulak, Jr. – Basically, what Mott MacDonald is saying is they are okay with reviewing the application on two conditions: "one, Mott MacDonald will not review the adequacy of capacity of this connection into the Bushkill and JMT will provide a determination on that. We will focus on the onsite collections system layout." Mr. Madden, this is upstream of Creekside. This is a condition Mott MacDonald has.

Mr. Kendzulak, Jr. – This guy has reserved capacity?

Ms. Nicaretta – Yes.

Mr. Kendzulak, Jr. – Bottom line is, there were comments generated by Mott MacDonald, that the engineer has to address and that Mott MacDonald will review and confirm is done. I think it does make sense that Mott MacDonald do that instead of JMT. What needs to be done, Mr. Madden, is to confirm that we're okay.

Ms. Nicaretta – The other question is, will Mott MacDonald attend the pre-con and do the inspection?

Mr. Kendzulak, Jr. – Mott MacDonald can attend the pre-con as the review engineer but when it comes down to inspecting it, it will be JMT. Mr. Grand, Mrs. Robitzski, are you okay with that?

Mr. Grand – Yes, I agree.

Mrs. Robitzski – Yes, I agree.

Mr. Kendzulak, Jr. – We have to look at the flows and then we can release Mott MacDonald to do their thing.

c) Smoke Testing Summary Report

Mr. Kendzulak, Jr. – We got the report, Mr. LaFerla was going through it; they're working on it, it seems like our guys are taking the lead on this whole thing.

Mr. LaFerla – We smoke test and as soon as we're done smoke testing the guys go out and start fixing stuff.

Mr. Kendzulak, Jr. – It's encouraging that we found two substantial leaks that we're going to put sleeves on. I don't know how we're going to measure that but I'm assuming those are leaks from groundwater getting in.

Mr. LaFerla – Yes.

Mrs. Robitzski – These are the areas you did, what's next?

Mr. Madden – The original portion of the smoke testing was for South Main Street area and then Flemington Fields and Flemington South. Mr. LaFerla's guys have really gotten way ahead. They've already done Woodside Farms, I think they've done near the Wet Weather Facility.

Mr. LaFerla – They're pretty much done for the winter. We're ahead of schedule though.

Mr. Madden - They can still TV.

Mr. Kendzulak, Jr. – You're working with them, and they all know what the next steps are and all of that. We're making progress.

Mrs. Robitzski – How long can you do smoke testing?

Mr. Madden – The ground has to be dry and not frozen.

Mr. Kendzulak, Jr. – We're going to go into Closed Session but I want to talk a little bit about the Wastewater Management Plan (WMP). Mr. Hazard and I and Mr. Madden had met a couple of months ago with the County officials to talk about the WMP and advancing that as a County lead. What we're looking to do; there is economic development money that the County has that we're going to look to put an application in for so that the County can move forward. The idea would be to hire a consultant to facilitate and move the WMP along. Mr. Madden will attend the meeting tomorrow; basically, this is a four-party thing, Raritan Township, Raritan Township Planning Board, RTMUA and the County are all involved. Ultimately, DEP is at the top of the food chain. The good thing is that progress is being made. I asked Mr. Madden to prepare some type of draft letter to get to the County. I wanted to bring that up so the Commissioners know what's going on with that. Any questions on that?

Mr. Madden – It was my understanding that there were two different tracks that they were taking. One was to hire a consultant independent of Raritan and Flemington to look at the flows independently. Also, they would give money to the Township and / or RTMUA.

Mr. Kendzulak, Jr. – Yes, I think RTMUA would be the applicant in this case.

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

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss contractual matters in regard to Flemington Borough debt service billing, litigation matters involving the Flemington Wet Weather Facility Permit and the Main Treatment Plant Permit, contractual matters with the Hunterdon Central Regional High School, and Personnel Matters and we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mrs. Robitzski made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Closed Session was from 5:55 pm – 6:55 pm.

9. **Adjournment of Work Session:**

Mr. Grand made a motion to adjourn the Work Session. Mrs. Robitzski seconded the motion. All were in favor. The Meeting ended at 6:56 pm.