

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 23, 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 (5:25pm)
Mr. Kendzulak, Jr.	Here
Mrs. Robitzski	Here
Mr. Tully	Here

Also present were Greg LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Dan Madden, PE, Johnson, Mirmiran & Thompson; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Final Sewer Service Class I – B, TWA Required RVSC II Villages at HealthQuest, LLC (Block 9 Lot 16.03)

5. **RESOLUTIONS:**

Resolution #2018 – 32 Approval of Sanitary Sewer Service, Class I-B, TWA Required and Authorization to Sign TWA, RVSC II Villages at HealthQuest, LLC (Block 9 Lot 16.03)

Mrs. Robitzski made a motion to approve Resolution #2018 – 32, Mr. Tully seconded the motion.

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

Resolution #2018 – 33 Acceptance of Performance Guarantee and Authorization to Sign Development Agreement, RVSC II Villages at HealthQuest, LLC

Mrs. Robitzski made a motion to approve Resolution #2018 – 33, Mr. Tully seconded the motion.

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

Resolution #2018 - 34 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement, W. Brands, LLC (Block 16.01 Lot 37)

Mr. Tully made a motion to approve Resolution #2018 – 34, Mrs. Robitzski seconded the motion.

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

Resolution #2018 - 35 Appointment of Secretary

Mrs. Robitzski made a motion to nominate Mr. Tully, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 36 Authorization of Signatories

Mrs. Robitzski made a motion to approve Resolution #2018 – 36, Mr. Tully seconded the motion.

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

Resolution #2018 - 37 Approval of Payment of a Portion of Payment Application #1 Route 31 Interceptor Sewer Relocation / Hunterdon Central Regional High School

Mrs. Robitzski made a motion to approve Resolution #2017 – 37, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of March 20, 2018

Mrs. Robitzski made a motion to approve the minutes from the March 20, 2018 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor. Mr. Tully abstained.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$761,913.41; everything appears to be in order. This is another, two months in a row, where the payments are on the high side. The main reason is \$153,000.00 associated with the Montana invoice and also \$96,000.00 for our second half of the insurance payment; those are two big items. There's one invoice that I'd like to pull out, it's for the sum of \$3,431.00 for Mott MacDonald; I'd like to look at that better and carry that to the next meeting. With regards to where we are; if you go to the last lilac page, we're 45.49% expended since December 1, 2017 which is the start of our budget. As of last year, we were at 41.93%. There are some bills that are front loaded for instance, we've paid all of our insurance for the year at this point. The audit still hasn't been completed, so I'm anticipating this to come down because there are some expenditures that are in this particular number that should go into last year's budget after the audit is done. With that said, it's still high, I'm a little bit guarded on this number and I think we need to keep an eye on this and hopefully next month with the audit being done, we'll have a better idea of where we stand. Are there any questions with regards to the Treasurer's Report?

Mrs. Robitzski – Maybe waiting until next month would make sense but the things that concern me are where I see where we are at 89% or 90%; things like overtime. If some of that is last year then great, but if these are things that are occurring this year that we need to manage, then it's a concern.

Mr. LaFerla – You've had a lot of rain and when the Flemington Wet Weather Facility (FWWF) goes on line, we can't control that.

Mr. Kendzulak, Jr. – Some of those numbers with the FWWF, it's been on line how many times? Three times this month, three times last month? That's all overtime.

Mr. LaFerla – We got three inches of rain on Monday.

Mr. Kendzulak, Jr. – That's a very good point Mrs. Robitzski. Some of these like the Pension, that's all up front so that's at 89%. Insurance is going to be at 96% or something like that because those are things we're paying up front.

Mrs. Robitzski – Engineering services?

Mr. LaFerla – I have a paper on that to show you.

Mr. Kendzulak, Jr. – That's a little bit of a different animal because we had to pull money out of that to provide for the cost associated with the Commerce Street repairs and I did have a conversation with our auditor on that. Another thing is Accounting. I think going into the next couple of months here, we'll have a better idea of where we are. I'm okay with it; I just think we need to keep an eye on it moving forward for the next couple of months.

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

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

8. **Citizens' Privilege:**

None

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. Tully seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

APRIL 23, 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:**

None

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney - none

a) Engineer –

Mr. Madden – We continue to monitor the pump station flows and things like that. Like Mr. LaFerla was saying, it's been high these past couple of weeks; the last quarter really. Our quarter report, you'll see, the flow was right about at 3.8 MGD on average so that's really pushing the limit and that's not counting any of the reserved capacity so it's been a tough quarter in terms of the amount of I & I and things like that. We finished the flow metering report. That's included in the information on the desk in front of you. It basically describes what we did in terms of what we're seeing with those flows and what we're recommending is to start doing smoke testing in the Flemington Fields section and a part on South Main Street. There's a map at the very end that shows where I'm talking about. There's a lot of flow on both east and west side of the pump station. This one seems to have the most, what they call, RDII, rain-derived I & I, which is your best bang for your dollar. Lining problems in this area and fixing them will give you bigger returns than the other ones. We think it's a logical point to start; we're trying to keep things in a systematic procession, we don't want to jump around we want to do this in an orderly fashion. It looks like it's something we'll have to do down the line for the

ACO and it's very possible that we're going to have to show that we're doing this type of work. So, we're recommending, and we put a proposal in, and it depends if you want to do this with your own forces, to do the smoke testing, I think they have the equipment; it's just a question of whether that's the way you want to go or not.

Mr. Kendzulak, Jr. – Mr. LaFerla, do you feel comfortable with our guys doing the smoke testing?

Mr. LaFerla – Yes, with the engineers.

Mr. Madden – It's about 48,000 linear feet. You're getting more infiltration per pipe in the marked section. You'd be able to fix problems quicker in this section. It'd be more beneficial; for your dollars spent, more reduction of I & I. We want to see what's going on there because there's something. If we could find a cross connection or even roof drains that are connected; they're reporting that the pipes go right underground, so, where do they go? Do they go right into the sewer? We need to find that out.

Mrs. Robitzski – And you'll be able to tell?

Mr. Madden – You can pick that up in a smoke test. If you can do it with your own forces, it's even more cost effective.

Mr. Kendzulak, Jr. – Let me ask you; I see there's a proposal here from Savin for smoke testing.

Mr. Madden – Yes, they're a sub for us.

Mr. Kendzulak, Jr. – What would it be, if our forces did it, what's the cost associated with that?

Mr. Madden – Our number is about a quarter of that total; so about \$10,000.00.

Mr. Kendzulak, Jr. – Is this just Savin's proposal? Where's JMT's?

Mr. Madden – Yes, that's Savin's, we had another \$10,000.00 or something like that.

Mr. Kendzulak, Jr. – Here's the thing, if our guys do it and block off certain areas, and you guys would be out there to evaluate where the smoke was coming from.

Mr. Madden – Until they get the hang of it, then they can probably take over.

Mr. Kendzulak, Jr. – Mr. LaFerla, as far as getting that material to do that? I have no idea how expensive it is.

Mr. LaFerla – I don't have any idea.

(many voices speaking at once)

Mrs. Robitzski – So what would it cost us then? Could they do it without spending overtime? Would it still be \$10,000.00 for your fee?

Mr. Madden – If we were going with Savin, and following them around and finalizing the report...

Mr. Kendzulak, Jr. - ...So, we can do it. We have the resources to do it with our guys. I'm not saying they're going to save \$31,000.00 but it'll be a decent chunk of change. I don't know if there's any on road smoke testing traffic control needed. Obviously, we work in the roadway too, and just looking here, they're all back roads.

Mr. Madden – You actually have better control if you do it in – house because if conditions aren't right, there are other things your guys can do that day like TV versus smoke test. You want the ground to be relatively dry to do it.

Mr. Kendzulak, Jr. – So, right now isn't really a good time to do it?

Mr. Madden – No, it's a summer project.

Mr. LaFerla – July, August.

Mr. Kendzulak, Jr. – So, if you could maybe redo this report and you can leave the option in here if it was done with this, but with "if the RTMUA could undertake it with its own forces, it would save".

Mrs. Robitzski – Do we have the stuff to do it?

Mr. Kendzulak, Jr. – Mr. LaFerla, do you have the blowers and stuff like that?

Mr. LaFerla – We have a blower but I don't know if it's good for this. Like Mr. Madden said, it's only \$1,000.00 to \$1,500.00 but this way we'd have it.

(many voices speaking at once)

Mrs. Robitzski – We let the community know we are doing this in case they have any questions?

Mr. Madden – Usually you send out a flyer ahead of time and make sure that everyone knows it's coming. You can put it on the website; there's multiple ways of doing that. You want to notify the fire department in case somebody calls, that you notify nursing homes and schools. We did go out and do manhole inspections and we found a few little things and we're putting together a report this week. We didn't find the big home run there, I'm sorry to say.

Mr. Kendzulak, Jr. – That's what I'm interested in.

Mr. Madden – The sludge holding tank; Mr. LaFerla, I sent you an email on that.

Mr. LaFerla – That's on the desk here to for everyone.

Mr. Madden – We asked for three proposals for repairing the tank; we got two back. We've had a tough time with the lowest proposal and getting them to respond to us but their number is significantly cheaper. I just want to throw that out there just as a precaution. The other one is \$15,000.00, a couple thousand more but they've been more responsive to us. I don't have a concern about the quality. They were supposed to confirm with us today and they didn't. We've called them three or four times. We did the quarterly evaluation; it showed high flow for the first quarter of the year. Traditionally, it is one of the higher quarters that we'll see.

Mr. Kendzulak, Jr. – One of the things going through it, I had several questions with regards to this. One of the observations that I had, is if you look at the very last page, this is the highest quarter, at least on record, going back to 2011. When I go through, if you look at the last three quarters, I'm trying to make some sense of these numbers. If you look at July 2017, we had 5.63 inches of rain and our flow was only 2.69. If you go to February 2018, we had 5.52 inches of rain, less rainfall, but our flow was 4.22. I know every storm is not the same but as far as an explanation of why that could be. If you look at October of 2017, rainfall is 5.22, and we're at 2.41.

Mr. Madden – They don't include snow events in the rainfall totals. There were a couple of storms where we had snow and melt down for the next few days.

Mr. Kendzulak, Jr. – We're looking at a factor here of a million gallons and over a million gallons, 1.3 million between the first quarter of 2018 and the last quarter and then about a million gallons between the third quarter of 2017 and 2018. It's a substantial amount when I start looking at it; I get it, no storm is the same and yes, we did have some snow and some melt but we didn't have any substantial two feet of snow on the ground. I'm trying to get a better handle on why this quarter here over the past seven years is that much higher. Is there something else that's going on?

Mr. Madden – I don't know the answer to that. We're getting flows from the plant every day as part of the monthly report so we're taking in those flows from that and that's what's reported so that's what we use.

Mr. Kendzulak, Jr. – Here's another thing, recognizing that the FWWF, four times last month or three times last month or four times this month and three times last month or whatever, it was like seven times over the last two months; in going to the second page of your report, about half way down, that one paragraph that says "Based on the information above, the total committed flow for this quarter is 4.531 MGD. Comparing that to the treatment plant capacity of 3.8 MGD", obviously we went way over our rated capacity. The question that I have is, how much of this is due to I & I in Flemington; why we're so high? Recognizing there were about seven times the FWWF went on line. How much of it is tied to Flemington? I'm not looking for an answer right now but is that something that is contributing? What portion of that can be associated with that system being on line there and us taking the flow for an extended period of time because all they're going to send us is the 1.35 but that 1.35 might be flowing for two or three days versus one hour. What I'm looking for in regards to this is how much of that is attributed to Flemington, the overage on this.

Mr. Tully – I'd be surprised if it was less than three quarters of it; judging by what it normally is and what it holds and how many times, you can almost get the ratio just by playing around with that.

Mr. Kendzulak, Jr. – Here's the thing, all of Flemington, once it gets above 1.35 MGD, the FWWF has to go on line and that's all getting treated and going out and it doesn't come to our plant. Typically, they are not flowing 1.35. What do they normally flow?

Mr. LaFerla – Half a million, 600,000 or 700,000, depending.

Mr. Kendzulak, Jr. – The other thing is, we talk about Flemington, they have 1.08, typically they're flowing half a million or 600,000 or something like that but if they went on line, some of that is wet weather flow, but what happens is, I guess it's all tied together but it would have to be looked at, that 700,000, when we look at the capacity down at our plant, what is the status of their real paper flow that they have or their reserve flow available? Because that's going to be predicated on, what's the I & I that's typically flowing out of Flemington? Certainly, there's a concern here with that thing going on line that frequently. That needs to be looked at.

Mr. Tully – The duration is killing you, you have snow melt, then there were four weeks in a row of storms and as it's starting to melt, you have another one and another one and another one. It didn't have a chance to recoup.

Mr. Kendzulak, Jr. – I see we have the Flow Metering Study here too? I want to look at this in more detail but in general what is this thing telling us?

Mr. Madden – We had a meeting with this a few sessions back, this is formalizing everything with the actual numbers. What we're basically saying is that we're seeing this RDII. We're seeing the same spike in each meter on the west side versus the east side but on the east side you have a more confined space so it's easier and there's fewer pipes so you get more benefit for the type of repairs in the Flemington Fields if you found a major repair there, you could fix that and get better benefit than trying to find it on the other west side.

Mr. Kendzulak, Jr. – So, the manhole evaluation, the walking of the manholes and the evaluations; we found nothing major.

Mr. Madden – That's correct.

Mrs. Robitzski – That's why you're focusing on the smoke testing?

Mr. Madden – Yes; we're seeing this bump in the flows, so, we're looking for stuff like cross connections, roof leaders, things like that may be relatively easy to fix and regain that capacity that we're desperately looking for.

Mr. Kendzulak, Jr. – Just to go through and summarize here; the flow review, we had a wet weather event last Monday that had a significant amount of rain. Mr. LaFerla showed me some pictures from Pump Station #1 and how flooded it was around there, I don't know if that data from Pump Station #1, I don't know what shook out of that. Did you get a chance to go through it?

Mr. Madden – No, I didn't get a chance to look at that.

Mr. LaFerla – All of that water around Pump Station #1 and it still only ran one pump.

Mr. Kendzulak, Jr. – That's kind of odd. We did do some stuff out there before when we were running three pumps. What did we do that may have stopped that from happening? Did we modify the pumps? There was a time when we were running three pumps.

Mr. Tully – It would spike to three really quick.

Mr. LaFerla – At least the last three storms, it ran one pump the whole time.

Mr. Kendzulak, Jr. – Could that possibly be Johanna Foods? But we're not seeing the capacity going down though.

Mr. LaFerla – Possibly.

Mr. Tully – Something changed the peak flow; it slowed it down. Something upstream of that.

Mr. Kendzulak, Jr. – The Commerce Street Sewer Line; the project is done?

Mr. Madden – Yes, they're just late in getting us some documents back.

Mr. Kendzulak, Jr. – Flow metering; we have the report to digest. Route 31 Interceptor Relocation; we'll talk about that in Closed Session. Manhole inspections, we went through, there's some issues that we found, whatever our guys can do and take care of, I would encourage that to happen. Sludge holding tank; you need a little more work on that. System capacity, we'll talk about that more. Quarterly capacity evaluation, we talked about that. You're going to dig a little bit deeper into that. The ACO; we'll talk about that in Closed Session.

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

b) COMMISSIONERS' COMMENTS

Mr. Kendzulak, Jr. – Mr. LaFerla, what I'd be interested in, or Ms. Nicaretta, is the Connection Fees we're bringing in; we had budgeted a certain amount in Connection Fees for the year and how much did we bring in so far to date? How are we doing on that budgetary number. Smoke testing, the stuff we really didn't

have in our budget, we're talking about buying a piece of equipment here that looks like it has a lot of merit but the question would be is can we offset some of the costs with some Connection Fees and maybe we'll be ahead of the game with that.

7. **Discussion:**

- a) 1st Quarter 2018 Capacity Evaluation

Previously discussed

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

Chair Kendzulak, Jr. – We will be going into Closed Session for purposes of discussing Contractual Matters as well as potential litigation matters with NJDEP regarding the ACO / FWWF Permit. We don't anticipate taking any formal action at the conclusion of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mrs. Robitzski seconded the motion. Closed Session was from 5:59 pm – 7:04 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 7:05 pm.