
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APPROVED

JUNE 20, 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	Absent
Mr. Hazard	Absent
Mr. Kendzulak, Jr.	Here
Mrs. Robitzski	Here
Mr. Tully	Here

Also present were Raymond Frank, RTMUA Chief Operator; 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, Raritan Town Square, LLC (Block 16.01 Lots 35, 36 & 38) (Affordable Housing)

5. **RESOLUTIONS:**

Resolution #2019 - 46 Resolution to Amend the FY 2019 Budget

Mr. Kendzulak, Jr. – This resolution is a result of legal expenses that we've incurred from the proposed re-designation of the South Branch, just downstream of our facility here. This is something we have to do based on the direction of our auditor.

Mr. Frank – Yes. It's not changing our budget; it's just moving money from one line to another.

Mr. Tully made a motion to approve Resolution #2019 – 46, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 47 Change Order for Special Counsel
(increase to \$55,000.00)

Mrs. Robitzski made a motion to approve Resolution #2019 – 47, Mr. Tully seconded the motion.

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

Resolution #2019 - 48 Approval of Final Sewer Service Class I-B, TWA Required, Raritan Town Square, LLC (Block 16.01 Lots 35, 36 & 38) (Affordable Housing)

Mr. Tully made a motion to approve Resolution #2019 – 48, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 49 Amendment to Agreement for Reservation of Wastewater Treatment Capacity Lexington Square Partners, LLC (Block 16 Lot 14.02)

Mrs. Robitzski made a motion to approve Resolution #2019 – 49, Mr. Tully seconded the motion.

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

Resolution #2019 - 50 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement Flemington 202 Properties, LLC (Block 72.23 Lot 31.01)

Mr. Tully made a motion to approve Resolution #2019 – 50, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 51 Approval of and Authorization to Execute Wastewater Treatment Capacity Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity Raritan Township to Raritan Junction, LLC (Block 16.02 Lot 41.03 and Block 16.04 Lot 41.04) (Affordable Housing)

Mr. Tully made a motion to approve Resolution #2019 – 51, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 52 Authorization to Advertise for Chemicals and Receive Bids for the Purchase of Chemicals

Mr. Tully made a motion to approve Resolution #2019 – 52, Mrs. Robitzski seconded the motion.

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

6. **Approval of Minutes:** Minutes of May 15, 2019

Mr. Tully made a motion to approve the minutes from the May 15, 2019 meeting. Mrs. Robitzski seconded the motion. All were in favor.

7. Treasurer's Report / Payment of Bills:

Chair Kendzulak, Jr. - The bills totaled \$583,494.44; everything appears to be in order. With where we are in regards to our budget, if you go to the last gold sheet, we're currently at 53.1% of our budget. Conservatively, looking at our budget, which would take us through May 31st, is six months, which would be 50% but we know we've paid some of these invoices which costs were incurred between June 1 and as early as today plus we also made some payments up front for the year, pension payments, insurance. In looking at this, I think we're in fairly decent shape and basically on budget.

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

Roll call vote:	Mr. Grand	-	Absent
	Mr. Hazard	-	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.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JUNE 20, 2019

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

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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) Email from Mr. Paul Ewert to Ms. Nicaretta and Mrs. Struening regarding Changing of the FY for RTMUA

Ms. Nicaretta – This is just information for the Board to let you know how the fiscal year change will happen.

Mr. Kendzulak, Jr. – So, we're on to get onto a calendar year from the current budget cycle we have now.

Ms. Nicaretta – We had some questions regarding the other changes that might go with it.

Mr. Frank – The reorganizations, are we going to move that from February to January?

Mr. Kendzulak, Jr. – I think that created some issues with the Township.

Ms. Nicaretta – Can we make our professional contracts from January to December and do our appointing of professionals in January instead of February?

Mr. Watts – By statute it has to be February; it doesn't matter what your fiscal year is, you have to reorganize in February and appoint your professionals then too.

Ms. Nicaretta – Okay, we weren't aware of that statute.

b) Correspondence from Bowman & Company, LLC to RTMUA Board of Commissioners regarding Audit Delay and Exit Conference Report

Mr. Kendzulak, Jr. – What delayed the Audit is the ability of our auditor to get information on the State Health Benefits Plan. Mr. Tully, you sat through the Exit Interview?

Mr. Tully – There were minor issues. There were two change orders for the high school they were saying weren't explicitly done by resolution or approved in the minutes. That was something minor. They said we should review our Capital Asset listing from time to time, just to make sure the list is current. They'll do their regular presentation when they present the full Audit to us.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

Mr. Watts – We received a response from the Borough of Flemington on the Debt Service. We're going to run it by the Auditor and next month we'll have a report on it.

b) Engineer –

Mr. Madden – The flows and the capacity are hot topics; we continue to monitor them. The clarifier project is underway, the first tank is stripped out and ready for paint. They were putting the first coat of mortar on today. They should be ready to paint, once they get a couple of days of dry weather. There's a bunch of developer reviews that are ongoing. We found a problem out at Creekside. They had to go out and fix a line that got hit by another utility that crossed our line after it was installed and tested. We had them re-pressure test to double check and we found it.

Mrs. Robitzski – I always ask about the flow review; are you finding, are you repairing places of I & I?

Mr. Madden – Right now because of the ground water levels, they're so high, we think there's a combination of infiltration through low lying fissures and cracks in pipes and things like that or it could be sump pumps that are driving our numbers high. It's been abnormal for the past eighteen months, we've had excessive rain last year, we've had fifty percent more rain than we normally do, this year. So, we continue to look and where ever we find things, if they can use the sleeves, they do that.

Mr. Kendzulak, Jr. – We talked about the need for flow meters. If you recall, we had a couple a few years ago, and we put them in strategic locations to figure out what's going on. In talking with Mr. Madden and Mr. Frank, they said ideally if we were going to look into this, we'd need four or five of them. Mr. Madden, I know you said there was a State Contract to purchase these.

Mr. Madden – We rented them under the State Contract. I have to see if there is something to purchase under it but I imagine there must be.

Mr. Kendzulak, Jr. – Mr. Frank, maybe you can talk to Mrs. Struening and see if you can find money under our current budget to purchase maybe three of these, we can start actively putting these things out. If this works out from a budget perspective, we're better than halfway through our budget now, if we can find money to buy three of these, then let's move to do that and we can have a resolution for the next meeting.

Mr. Frank – Three's workable, four would be ideal.

Mr. Kendzulak, Jr. – Smoke testing, when is that going to start up again?

Mr. Madden – We're ahead of schedule with the smoke testing. The next thing is to catch up with the video. They've been having camera issues though; we talked about it at the last meeting.

Mr. Kendzulak, Jr. – What was the new camera cost?

Mr. Frank – You're talking in the neighborhood of \$200,000.00. That's retrofitting our old truck with the new camera system.

Mr. Kendzulak, Jr. – That's a discussion for our next budget.

(many voices speaking at once)

Mr. Kendzulak, Jr. – Does that mean we're going to suspend our smoke testing until we get a new camera? Is the current camera operational?

Mr. Frank – It is to a point. Like I said, we've had a lot of repairs, it seems like when we go out it works for a week or two and then we have an issue.

Mr. Kendzulak, Jr. – We can attempt to put it into the next area and look to do the smoke testing. If we're not smoke testing, we're not going to find anything.

Mr. Madden – We need dry ground and dry weather though and we haven't had that.

Mr. Kendzulak, Jr. – The clarifier project is moving along?

Mr. Madden – Yes, if they can start to paint next week then they'll start reassembling clarifier number three and get that back on line and then move to the next one. We should be able to get two done this year.

Mr. Kendzulak, Jr. – Anything else, Mr. Madden?

Mr. Madden – You'll see we have a proposal in the back for the GIS mapping upgrade; it's for \$10,000.00.

Mr. Kendzulak, Jr. – Yes, that's in budget?

Mr. Frank – We have \$10,000.00 set aside in this year's budget for it.

Mrs. Robitzski – Is this a multi – year project? \$10,000.00 this year, and then \$10,000.00 next year or will this get it all done?

Mr. Madden – Both.

Mr. Frank – It's going to get us to a certain point, but there's always going to be additional work to be done.

Mr. Madden – We'll have to set it up and get licensing and things like that.

Mr. Kendzulak, Jr. – How long is it going to take to move forward with this phase?

Mr. Madden – It shouldn't be more than a few weeks.

Mr. Kendzulak, Jr. – The next step would be to put a resolution on for the next meeting to act on the proposal.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Kendzulak, Jr. – I see Flemington was on line two times, I guess we're up to three now? This last one, when did it go on?

Mr. Frank – Yes. It went on Tuesday afternoon until Wednesday, it came off yesterday, but I held guys in because it was high this morning but it didn't actually go on but it tickled the edge. The only other thing is, depending on my position, I'm going to need to fill vacancies at the plant. Reappoint a crew chief for the day shift, an operator needs to be hired to fill the vacancy and there's a union request to have their hours changed.

Mr. Kendzulak, Jr. – Hire for what?

Mr. Frank – I need to round out the day shift crew back up to four operators. With my vacancy, it leaves an opening.

Mr. Kendzulak, Jr. – What does it result in by not filling that position?

Mr. Frank – It leaves me light staffed and the potential on the weekends if someone calls out, there's overtime to fill.

Mr. Watts – Mr. Frank, about the change in shift hours, is it something you need to have done today?

Mr. Frank – It came to me and I wanted to pass it by the Board, I don't have an issue with it. I don't think it's going to affect the operation of the plant negatively.

Mr. Kendzulak, Jr. – What is the reason? What is the current shift?

Mr. Frank – The current shifts are 7am – 3pm, 3pm – 11pm, 11pm – 7am. It was brought up to me by the Shop Steward that in discussion among the union members, they want to go to a 6am – 2pm, 2pm – 10pm, 10pm – 6am.

Mr. Kendzulak, Jr. – Why would that be more appealing to them?

Mr. Frank – Getting started earlier, getting done earlier and missing the school bus traffic, in the winter time they have a little more day light hours when they get home.

Mr. Kendzulak, Jr. – From an operational perspective and incurring

additional overtime, will it affect any of that?

Mr. Frank – No, it won't change any of that at all. The majority voted for it, it was eleven to two and then later on one person switched from a yes to a no.

Mr. Kendzulak, Jr. – I don't have a problem.

Mr. Watts – We'll just work with the union and make sure the actual union signs off on it. You need a resolution for it so it will be next month.

Mr. Kendzulak, Jr. – I see the Loss Control Report. You have highlighted, "Mr. Sciss is doing an exceptional job of developing and implementing a comprehensive Safety and Health Program". Pass it on, a thank you to his efforts there. The other thing I noticed here was the energy auction.

Mr. Frank – Yes, the EMEX auction. We were able to locate a supplier for a very, very slight increase; it went up 0.01%, it will result in an \$80,000.00 savings if we had to go out and go with JCP&L.

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

Mr. Kendzulak, Jr. – It looks like their flows are actually down below the 125,000? I wonder if there's any rhyme or reason to that.

Mr. Frank – There was a little bit of a hiccup; I'm 90% sure that the Hedgerow number is close to being accurate. They had a power strike out there and they lost meter data but we were able to back track and guesstimated / estimated a little bit and came up with this number. Going forward into this month we'll be able to track it because I have actual numbers.

Mr. Kendzulak, Jr. – I saw our septage flows are up now because we can ship to Atlantic County.

Mr. Frank – Yes, I have cut down septage intake to Mondays, Wednesdays, Fridays only because we weren't catching up as quickly as possible and the tank is full and I'm looking at either shutting down or tapering down so I decided to taper down and instead of being open six days a week, I limited it to three and it's helping. We're getting caught up and the haulers aren't complaining because they can still dump on those three days. It seems to be working out. I don't anticipate doing it much longer but for the time being it's the schedule we're on.

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

a) Villages @ Healthquest Clubhouse & Pool

Mr. Madden – Apparently, they changed and added a pool and they require a couple additional EDUs. Not a big deal but it needed to be brought before the Board.

Mr. Kendzulak, Jr. – Is this an additional allocation?

Mr. Madden – Yes, it will result in an additional allocation.

Mr. Tully – So, they added the pool or they forgot to add the pool? There's a difference.

Ms. Nicaretta – In the preliminary sewer service application resolution there was nothing about the clubhouse or pool. In the final sewer service resolution, there was a mention of the clubhouse. I checked the math after that and there was enough capacity for the housing but nothing extra. After that I emailed the contact I have for them, to double check if there was a clubhouse and to ask if there was a pool with the clubhouse and he said yes, there was a pool.

Mr. Tully – Let me check tomorrow because I don't remember seeing anything come across our desk on it. If the original plan didn't have a pool and now, they want to put a pool, then they have to get site plan approval. The bigger issue is if they don't have site plan approval to build it. If it wasn't included in the original approval, they need to go back before the Planning Board.

Mr. Watts – We shouldn't get a head of ourselves. If they have permission to build the pool, then you decide if you want to allocate the capacity for the pool and clubhouse. If they don't have or get approval, we don't need to reach that decision.

Mr. Tully – With Creekside, they overlooked it. They applied and they forgot to include the clubhouse and the pool and they came back. If these guys are the same thing, then it's an easier situation.

b) GIS Map Upgrade Proposal from JMT

Previously discussed.

c) Revision of RTMUA Sanitary Sewage Capacity Allocation Procedure

Mr. Kendzulak, Jr. – Currently, we give administratively, capacity out for up to five EDUs. We'll have a brief Capacity Sub – Committee meeting afterward here but we're looking at bringing that down to as low as one EDU. That may be brought up for action at the next RTMUA meeting.

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

9. **Adjournment of Work Session:**

Mr. Tully made a motion to adjourn the Work Session. Mrs. Robitzski seconded the motion. All were in favor. The Meeting ended at 5:44 pm.
