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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

APPROVED

MAY 17, 2018

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

(908) 782-7466 Fax

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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	Absent

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:**

None

5. **RESOLUTIONS:**

Resolution #2018 - 38      Authorization to Endorse NJDEP Treatment Works Approval Application for Lexington Square Properties, LLC (Block 16 Lot 14.02)

Mr. Grand made a motion to approve Resolution #2018 – 38, Mr. Hazard seconded the motion.

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

Resolution #2018 - 39      Authorization of Signatories

Mr. Grand made a motion to approve Resolution #2017 - 39, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 40      Appointment of Assistant Secretary / Assistant Treasurer

Mr. Grand made a motion to nominate Mr. Hazard, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 41      Authorization to Accept Proposal for Sludge Holding Tank Repairs  
(\$16,800.00 + \$250.00 each to weld 12" x 12" patch plates as needed; price not to exceed \$17,499.99)

Mr. Grand made a motion to approve Resolution #2017 - 41, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 42      Authorization for Additional Payment in Connection with the Relocation of the Raritan Township Municipal Utilities Authority Sewer Line and to Sign an Addendum to Shared Services Agreement with Hunterdon Central Regional Board of Education

Mr. Watts – This would approve signing the Addendum to the Shared Services Agreement and for our one-half share of the additional fill approved to be paid. So, the Board understands, we still have a couple of outstanding issues; one is the electrical repair work, and Hunterdon Central feels that of the \$13,000.00 and change that about \$10,800.00 was caused by Montana. The rest of the work was work the high school needed to have done and are willing to pay for. This Agreement doesn't resolve that issue. There's \$10,802.00 that we have to work out with Montana and seeding. So, we still have two additional issues, the seeding and the damaged electrical work.

Mr. Kendzulak, Jr. – Are we holding enough money from Montana to pay and resolve those issues, the retainage?

Mr. Watts – There should be, because the project was about \$350,000.00 job.

Mr. Madden – The retainage is more than the \$13,000.00.

Mr. Grand made a motion to approve Resolution #2018 - 42, Mr. Hazard seconded the motion.

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

6. **Approval of Minutes:** Minutes of April 23, 2018

Mr. Grand made a motion to approve the minutes from the April 23, 2018 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor. Mr. Hazard abstained.

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

Mr. Kendzulak, Jr. - Mr. Grand, I can do this. The bills totaled \$670,979.78; everything appears to be in order. I did have a discussion with Mrs. Struening about this earlier today. Again, this is another high one but keep in mind that \$262,000.00 and change is associated with the payment to Montana for the high school project. If you go to the last yellow page, down at the bottom, the bold number in the lower right corner, 52.37%, that's used so far in this year's budget; conservatively, our budget starts on December 1<sup>st</sup>, so if you brought it through April 30<sup>th</sup>, that is five months, and that's about 42% of the year. Recognize we did make payment to some of the bills received through a portion of May, that's reflected in here and there's also upfront costs like insurance and, our Pension, that are paid here also. It should be high and as we progress forward it should go down. Comparing it to last year at this time, May 31<sup>st</sup>, we were at about 49% versus 52% so we're close but recognize that this number doesn't reflect the 2017 Audit. There are going to be some monies that are reflected in this particular report that are going to get transferred to the 2017 Budget. That 52% is going to come down then. In speaking with Mrs. Struening, we should have that for our meeting next month and then we'll have a solid number of where we are.

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

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

8. **Citizens' Privilege:**

Mr. Kuhl – I'm from the Raritan Township Planning Board. I'll give you an update; we're going through our Master Plan this year. I'll be working with the County; I got a little bit of information today on the Sewer Service Area (SSA), versus zoning and we'll go through that and see how things match up with that,

and also some solid build out numbers that we might see so you guys will have something to work with as far as future planning. There'll be a worst-case scenario number, we're hoping that we never hit that but it's going to be used as a tool for you and for us.

Mr. Kendzulak, Jr. – I did attend your meeting last week, Mr. Kuhl. That's really what we need is to get the County to move and give us some direction and hopefully you guys will get it and filter through it and see what makes sense and what doesn't make sense. At least we can come up with an idea of what do we need to do here. If we do need to expand the plant, it's not going happen overnight, it's going to take years.

Mr. Kuhl – My hope is that it's some small things that would make everything work but we don't know. I did get some numbers, preliminary numbers, today that I guess were from 2010, that have to be updated.

Mr. Kendzulak, Jr. – I appreciate your efforts because we've been walking in the dark here for quite some time, I'm talking about years, because basically the NJDEP took over the administration of the Wastewater Management Plans (WMP) and delegated that to the Counties to facilitate that and this goes back years ago where it didn't matter because there was nothing happening with the economy at that point but the economy is picking up and people want to do stuff and obviously we don't have the capacity to meet the demands that are out there.

Mr. Kuhl – We know the numbers are actually draft numbers from 2010.

Mr. Kendzulak, Jr. – You guys will go through and evaluate and see what makes sense and we'll communicate.

Mr. Kuhl – There might be areas we want to eliminate from the SSA. There might be areas where, we're also getting some numbers on failing septic systems so we'll see if that's something that needs to be a type of secondary thing.

Mr. Hazard – Do you have a timeline on this?

Mr. Kuhl – We are pushing on the County but the information we have, within the next couple of months I'd like to have something on the information we have. It's got to be fairly close.

Mr. Kendzulak, Jr. – It's something we can at least start mulling over and finding out and passing it on to our engineer to look at and ask "what do we need to do here" "what are we looking at" or is it just going to come out to the answer of "you're just going to have to expand".

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

**10. Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES

APPROVED

MAY 17, 2018

365 Old York Road, Flemington, New Jersey  
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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:**

None

3. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

Mr. Watts – I'll give my report on the Flemington Borough Debt Service in Closed Session.

b) Engineer –

Mr. Madden – We continue to look at the flows as the guys send us everything. We've been pushing the Commerce Street contractor to give us the final paperwork so we can close that contract out. We are still holding his retainage; as soon as he gets that done we can address that. The high school, I guess the contractor was out there last week to reseed the grounds. They had agreed they would let him hydroseed but apparently, they didn't know what that involved or there was some issue with the wind blowing while they were spraying the hydroseed so they stopped them. The contractor had some leftover hydroseed so they threw it down by hand in the areas they didn't get to. This is the second attempt to regrow grass.

Mr. Kendzulak, Jr. – Is the topsoil fine out there. Is any of it germinating? So, they remediated it and it's just a matter of it starting to grow.

Mr. Madden – Yes, they asked to hydroseed it because it's better for them to do it that way but they got stopped halfway through by the high school. The contractor might not have given them enough notice.

Mr. Kendzulak, Jr. – How long ago did he throw the seed down?

Mr. Madden – Last week.

Mr. Kendzulak, Jr. – As long as it doesn't rain too hard and wash it away.

Mr. Madden – We're still working through with the other issue with the fill and the damaged electric.

Mr. Kendzulak, Jr. – Now Montana is aware of the issue associated with the electrical and they know that they're on the hook here?

Mr. Madden – They admit they broke it but there was always this question about how much of it was part of what they were doing from the work.

Mr. Watts – The high school says \$3,000.00 is some of the other work and \$10,000.00 is damage and that is what we have to work out.

Mr. Madden – That's got to be negotiated I guess. We talked about the sludge holding tank. We did the last manhole inspection a couple of weeks ago and I'm finalizing the report now.

Mr. Kendzulak, Jr. – Any big findings out there that may pay dividends?

Mr. Madden – Nothing that we would hope to find, no big hitter, but we found a few leakers, what they call gushers, a few runners which expressions used in the industry for describing the flow coming in.

Mr. Kendzulak, Jr. – Are they relatively easy to fix, and somewhat reflective in the flows that we're getting?

Mr. Madden – Eventually, it's just hard to pick up because it's going to be a couple of gallons a minute here and there and that's hard to notice on a meter when you're dealing with multiple thousands of gallons a day. Over time, when you fix all of these, you'll start to see it but we're looking for the big home run but so far, we haven't found that. I was talking to Mr. LaFerla about an issue at the wet well at Pump Station #2. A vendor came out and gave us a demonstration on grouting to seal leaks in manholes and things and I think you could do that for the wet well problem, so we're going to bring the vendor in to give us a proposal but they want to see it first and know what they're dealing with. The thought is, usually you pay for these crews for the day, and whatever grout you use, so they can jump around and do multiple manholes, it may make sense to do that.

Mr. Kendzulak, Jr. – So, we're looking to price that out?

Mr. Madden – Yes, see how many they can do, ask them how much they think they can do in a day.

Mr. Kendzulak, Jr. – Do we anticipate that being below the bidding threshold?

Mr. Madden – Yes, it'll be a couple of thousand or so. We've been doing a lot of other work with the system capacity, with this whole issue of the COAH; trying to brainstorm ideas, researching putting an equalization tank out, maybe at Pump Station #1. Maybe expanding the wet well at Pump Station #1. The third one was to put a control structure on the main interceptor just north of where the south interceptor connects, back behind the Lipton line. The issue we ran into was the GIS information doesn't have all of the inverts of the manholes so we need to go back and try to find archival material here or to go out and physically measure them. That's kind of the things we are looking at. There's some cost to each for sure, but if we get to that 95% point.

Mr. Kendzulak, Jr. – These are some options and there are certain other things I want to discuss in Closed Session.

Mr. Madden – A couple of other things; the contractor at Creekside, wants to realign the line over on Case Boulevard because there is a high-pressure gas line right where the sewer was intended to be. The plan is to move it off the road and give the Authority an easement to access that. I'm okay with it.

Mr. Grand – Can you just remind us, you did a really great report and presentation about different ways we could improve the I & I as kind of a strategic planning tool. We're working off that report that gave us about ten things on the list; we've done two and the next priority would be the following three or four. Would it make sense to keep track of the things you envisioned and then we can see the progress that we're making?

Mr. Kendzulak, Jr. – I'd say that's an excellent point, because there are actions that we've taken, we've walked the manholes, we have proposals to do more work.

Mr. Madden – We're going to keep track of all of this, because I think it's one of the things the DEP is going to want for the ACO on the Flemington side. We're going to have to say "here's our plan, here's what we've done so far, and this is the intended procedure".

Mr. Kendzulak, Jr. - Since we're kind of getting started, we've only done some things here, I think this is where you're going and maybe you can make it part of your report that you provide an update, on a monthly basis; "smoke testing scheduled for the summer of 2018 in certain areas, walk the line or whatever stretch of the Bushkill or South Branch Interceptor, and these are the actions that we took and the future actions are". You can attach it to your monthly report.

Mr. Grand – Your presentation was excellent in terms of range of possibilities, it's just hard to keep track of how we are doing relative to all of that, so if we can have some kind of tracking report that would correlate to that original presentation, that might be helpful.

Mr. Kendzulak, Jr. – Just to go back to the flow review; and I jumping ahead and meshing two reports here; with Mr. LaFerla's too, I see here that Flemington went online two times this past month again. What did we notice or what did we observe at Pump Station #1?

Mr. Madden – Nothing earth shattering.

Mr. LaFerla – Just one pump.

Mr. Kendzulak, Jr. – So, we're not going to two but with that being said, how many times has the wet weather facility gone online so far this year? At least a half a dozen times.

Mr. LaFerla – At least, but we've had a lot of rain.

Mr. Kendzulak, Jr. – Understood but, it's been a wet spring but to me it hasn't been crazy wet.

Mr. LaFerla – I don't know, I think it's been one of the wetter years.

Mr. Kendzulak, Jr. – When you look at the precipitation in the Quarterly Report, it's not out of line and why is this year so much more frequent? We were down to three or four times per year.

Mr. LaFerla – Not quite that low but we were lower; maybe nine or ten times a year; it averages about ten times a year.

Mr. Kendzulak, Jr. – I don't know about that. Why don't you get me where we were. I thought it went down. Go back to what's ever in the Quarterly Report, I think it goes back to 2011 and we can look at the rain and the precipitation and how it affects it. I understand how every storm is different

Mr. Madden – How the storms stack up, how saturated the ground is, things like that affect it.

## 6. RTMUA REPORTS:

### a) ADMINISTRATIVE / OPERATIONS REPORT

#### 1. Chief Operator / Director's Report

Mr. LaFerla – I have a couple of things. There's a thing in here from Mrs. Struening for the JIF, we can get a \$250.00 credit for each commissioner for taking an online course; we can save about \$1,500.00 if everyone does it. I took it already and it took me twenty – five to thirty minutes to do it. It's in the front of your packet and if everyone could do it, we would appreciate it. I sent an email out the other day about the Exit

Conference, I need someone to come to the Exit Conference, I don't know who is available. They have Monday and Tuesday in the morning available or Thursday and Friday are open all day.

Mr. Kendzulak, Jr. – I saw the email, I didn't get a chance to respond.

I can look but I don't know if I can make it. I don't know if Mr. Grand can. What they're going to do is if they found any issues, they'll say "this is what we see, this is what we need to work on".

Mr. LaFerla – They don't last too long.

Mr. Hazard – I may be able to attend, I work from home on Friday's.

Mr. LaFerla – What time is good for you?

Mr. Hazard – The morning, anything between 9am and 11am. Let me know specifically what time.

Mr. LaFerla – Okay, thank you very much. The other thing is the Commissioner appointments.

(The Board proceeded to assign committee appointments)

Mr. LaFerla – In the back of my report are anticipated dates for going out to bid for the clarifiers and the anticipated contract award date. The other thing is septage is up still.

Mr. Kendzulak, Jr. – I actually cranked the numbers out on that. Where we are with septage is between septage and greywater, if you add that, we're \$22,000.00 above where we were this time last year. We're roughly \$60,000.00 in septage so far this year and we were at around \$39,000.00 last year. That's a good thing, it's generating revenue. Some of the other things that we have aren't so good because with the repairs down at the plant here, that wasn't budgeted, the sludge tank repairs. Our costs for engineer associated with the I & I issue. Hopefully, that will offset some of those costs and our Connection Fees are up. I think I saw a number of sixty something thousand and we had budgeted \$50,000.00 so we're ahead of the game. We were hoping to build our reserves so it's upsetting some of these things are gobbling it up with expenses.

a) Overtime Recap

b) Septage / Greywater Recap

2. Laboratory Summary

3. Maintenance Summary

4. Readington Flows

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) Northfield Bank

Mr. LaFerla – They contacted me and wanted to come in about what they offer. Mrs. Struening and I sat down with them. They don't have any charges plus they pay half a percent in interest and we're not getting anything now with TD Bank.

Mr. Kendzulak, Jr. – Here's the thing that I'd like you to look at because they have a branch office very close. Somerset County was with TD Bank and I don't know if it was three years ago or so they decided to go to Investor's Bank for reasons and financial benefits associated with it. It may very well be very similar to here. What I'd like you to do, they're right down here on the corner in Three Bridges, call Investor's Bank, set up a meeting with them and see what they have to offer.

Mr. LaFerla – Okay, very good.

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 and we don't anticipate taking any formal action at the conclusion of Closed Session. Mr. Grand made a motion to adjourn into Closed Session for the above stated purpose and Mr. Hazard seconded the motion. Closed Session was from 5:42 pm – 6:25 pm.

9. **Adjournment of Work Session:**

Mr. Grand made a motion to adjourn the Work Session. Mr. Hazard seconded the motion. All were in favor. The Meeting ended at 6:26 pm.