

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

AUGUST 18, 2016

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:

Dr. Buza	Absent
Dr. Dougherty	Here
Mr. Kendzulak, Jr.	Here
Chair Kinsella	Here
Mr. Tully	Here

Also present were Greg LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Mott MacDonald.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

- a) Application for Sewer Service Class – IIA, Jeff Colucci (Block 16.01 Lot 37.03)

5. RESOLUTIONS:

Resolution #2016 - 58 Resolution of Appreciation Michael Waisempacher for
25 Years of Service to Raritan Township Municipal
Utilities Authority

Mr. Kinsella – In our audience is Mr. Waisempacher, our honoree. I'm going to read this to you Mr. Waisempacher. (Mr. Kinsella proceeds to read the resolution aloud). Mr. Waisempacher, if you could come up here for a minute, I have something for you, we have a plaque for you; congratulations.

(General applause and congratulations)

Mr. Kinsella – I see this guy every day in town, with his partner, they ride through town, and there's always a smile on his face, he's part of the town, everyone knows him, he waves to people, looks happy; you do a good job for us Mr. Waisempacher, the reports are always good and you're a valuable member. I hope you stay around for a while.

Mr. LaFerla – He can't leave until I do; he's got a lot of knowledge.

Mr. Waisempacher – I appreciate what the Authority's done for me too. Thank you very much.

Dr. Dougherty made a motion to approve Resolution #2016 - 58, Mr. Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 17 Appointment and Award of Professional Contract for
Consulting Engineer

TABLED

Resolution #2015 - 53 Audit Report Review for Fiscal Year Ending
November 30, 2015

Dr. Dougherty made a motion to approve Resolution #2015 - 59, Mr. Tully
seconded the motion.

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 59 Approval of Sanitary Sewer Service, Class II-A,
Jeffrey Colucci, and Authorization to Sign Reservation
of Wastewater Treatment Capacity Agreement (Block
16.01 Lot 37.03)

Mr. Tully made a motion to approve Resolution #2016 - 60, Mr.
Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 60 Change Order for Special Counsel
(not to exceed \$35,000.00)

Mr. Tully made a motion to approve Resolution #2016 - 60, Mr.
Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

6. **Approval of Minutes:** Minutes of July 21, 2016

Dr. Dougherty made a motion to approve the minutes from the July 21, 2016 meeting. Mr. Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

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

Mr. Kendzulak, Jr. - The bills totaled \$461,658.09 and all appears to be in order. If you look at the last peach color page, you see we've expended about 67% of the budget through the end of July so we're pretty much right on budget. I'm comfortable with where we are, compared to where we were last year at 69.4%.

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

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

8. **Citizens' Privilege:**

None

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

Mr. Kinsella – We will be going into Closed Session to discuss Contractual Matters. We may be taking action when we come out.

Mr. Kendzulak, Jr. made a motion to adjourn into Closed Session for the above stated purpose and Mr. Tully seconded the motion. Closed Session was from 5:16 pm – 6:31 pm.

We are going to address the Change Order for the MCC from DeMaio and what the Board has decided is that they will give approval, conditional upon final review by a consulting engineer of RTMUA who will begin next week.

Resolution #2016-61 Conditional Approval for Contract Modification #3
Motor Control Center Replacement Project
(Change Order = \$152,000.00)

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

Roll call vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Kinsella	-	Yes
	Mr. Tully	-	Yes

10. Adjournment of Regular Meeting:

Dr. Dougherty 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

AUGUST 18, 2016

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) Memo from Nancy Wohlleb of Mott MacDonald to Gregory LaFerla of RTMUA regarding the South Stem Bushkill Interceptor / Pump Station 1

Mrs. Wohlleb – It's the summary of SCADA data and metering data from two rain events in July; one covered between July 7 to July 10, 2016 and the second one had occurred particularly July 30, 31; the data that we presented covers the period between July 25 and August 7, 2016; we forwarded this because it did highlight significant flows as a result of wet weather events. Obviously the one on July 31 was a more significant wet weather event so the memo just shows the actual flow data itself over the course of time in the data period and then there's a sketch in here that was a figure in the Bushkill Report that we issued last Fall, it shows what we call a hydraulic grade line which basically shows the sewer that leads into Pump Station #1 which is the Neshanic Interceptor which is immediately upstream of Pump Station #1. In the Bushkill Report we had shown two hydraulic grade lines, one was at the time the highest reported level data that we had and then the second elevation was a level that if it were achieved would cause actual flow out due to the line being fully surcharged and then the line we've now added to this figure shows the new wet well level that had been reached during the July 31st rain event. That is the yellow line; elevation 138 and a half.

Mr. Kendzulak, Jr. – The top, the rim, is that 140.3? So we got less than two feet from where there would have been an overflow?

Mrs. Wohlleb – If that wet well level had kept on rising, we would have come out at anywhere where you see that dashed red line touching the rim or even higher than that rim, the dark solid line, the water would be out flowing out of the manhole.

Mr. Kinsella – All three pumps were going.

Mrs. Wohlleb – All three pumps were going and the wet well level was still rising.

Mr. Kinsella – How long did they run for, all three pumps?

Mrs. Wohlleb – I think it was for three or four hours. The third pump is supposed to be there in case one of the other pumps fails; there's always supposed to be two pumps.

Mr. Kinsella – So this was all three going full bore for three or four hours.

Mr. Kendzulak, Jr. – So what would happen if only two of them were going, if one had failed and only two were going?

Mrs. Wohlleb – Depending on the timing, it would have overflowed.

Mr. Kinsella – Mr. LaFerla, I have a question, I haven't been out there for years, how close is the Neshanic to the station?

Mr. LaFerla – It's feet. During that storm that whole area there was flooded out. None of that water was infiltrating into the pump station though.

- b) Memo from Nancy Wohlleb of Mott MacDonald to Gregory LaFerla of RTMUA regarding Baldacchino Project / Ridge Road

Mrs. Wohlleb – Ms. Ellentuck called Mr. LaFerla, he forwarded her to me; she was very much on top of the happenings on the project. She has specific issues with the developer, I think they go back pretty far and some of that fueled her phone call. This memo summarizes what her concerns are though it took a little while to get her to boil down to what she was truly concerned about with the construction of the sewers. I think I satisfied her with the responses but it's difficult to say. I've discussed this with Mr. LaFerla, we've gone to the sight, I introduced Mr. LaFerla to my inspector who is out there, some of the residents were there and Mr. LaFerla walked the project and things seem to be in order and we were both satisfied that the construction is normal and nothing is out of line. We were not able to meet with Ms. Ellentuck, she wasn't able to come when we were there but she gave us permission to walk on her driveway and her property so we could make sure we were comfortable with what was happening and Mr. LaFerla was comfortable and he was going to reach out to her specifically on the location of her lateral. She has passed a flyer around that I haven't seen that the sewers are being put in incorrectly but she told me that we're doing a good job so I just don't know. I wasn't sure if she'd be at the meeting so I thought the Board should be aware of her concerns.

- c) Joseph Mannick of NJDEP to Mr. Anastasio of Somerset Raritan Valley Sewage Authority (SRVSA) regarding SRVSA's Storm Control Treatment Facility's Permit

Mr. LaFerla – Mrs. Carmeli sent this to me, Somerset Raritan is putting in a wet weather facility and we got a copy of their permit.

Mr. Kinsella – So in essence, DEP is approving a new Wet Weather Facility in a different location but at the same time the FWWF is being phased out over a twenty year period, maybe longer, and this one is just coming on board.

Mr. Watts – It depends on how different it is. That's what we're looking at. Before we go that far down the road to agreeing to phase this out over a certain period of time we're going to make sure that we shouldn't have to do that because of this one.

3. Old Business:

- a) Hunterdon Central High School Sewer Main Project Agreement

Mr. Watts – I've addressed all of the technical non – engineering issues with the other attorney, it just went out so we'll wait for a response.

Mr. Kinsella – Is the clock ticking in a bad way?

Mr. Watts – We're okay, it's them, hopefully they'll get back to me quickly.

4. New Business:

None

5. Professional Reports:

- a) Attorney - none
- b) Engineer – none

6. RTMUA Reports:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. LaFerla – I just have two things. On number thirteen on my Chief Operator / Director's report, we won't be charging the Rescue Squad user fees, and Ms. Crown came to me and said we do charge the fire company; to be fair, shouldn't we not be charging the fire company also?

Mr. Kinsella – The one EDU, is it for the main building on South Main Street?

Mr. LaFerla – They each get billed one EDU, the one there and the one on Voorhees Corner Road.

Mr. Kinsella – So we'll be saving the fire company how much money per year?

Ms. Nicaretta – It changes but this year would've been \$583.00 times two.

Mr. Kinsella – Did the fire department come to us?

Mr. LaFerla – No. We realized this when we passed the resolution for the rescue squad.

Mr. Watts – You'll need to do a resolution and then you can let them know.

Mr. LaFerla – The second thing I have is number eight on my report is Mrs. Phipps and I interviewed four people for Mrs. Crown's job. We cut it down to two people and had Dr. Dougherty and Dr. Buza look them over and we decided on Samantha Hallinger and I would like permission to offer her the position.

Dr. Dougherty – The Personnel Committee recommended her.

Mr. Kendzulak, Jr. – What about salary and start date?

Mr. LaFerla – We looked on the AEA website for pay and there wasn't anything on there for a billing clerk. So I called Ms. Burris at the AEA and she sort of went through it and we kind of figured between the low - 50's to mid - 50's.

Mr. Kendzulak, Jr. – Where is Mrs. Crown at?

Mr. LaFerla – She's at about \$57,000.00; I'd like to offer Mrs. Hallinger \$55,000.00.

Mr. Kendzulak, Jr. – Do we know Mrs. Crown is retiring for sure?

Mr. LaFerla – Yes.

Mr. Kinsella – Yes.

Ms. Nicaretta – Yes.

Mr. Kendzulak, Jr. – It doesn't mean she can't change her mind. People back out.

Mr. LaFerla – I keep asking her, and she keeps telling me she is.

Dr. Dougherty – She told me too.

Ms. Nicaretta – She's telling the customers too.

Mr. Kendzulak, Jr. – She can always change her mind and then what happens?

Mr. LaFerla – I agree with you but you also have to get the new person in to learn the job and understand what's going on and everything that goes with the job.

Mr. Kendzulak, Jr. – It happens all the time, I know that people change their mind and they decide to stay another year but if you're confident that it's not going to be a problem that's fine.

Mr. Kinsella – I have a quick question on the Line Crew Summary, number seven and number eight, a video inspection on Dayton Road and Bonetown Road. I think we assumed in wet weather that area in Dayton Road, there's a significant increase in flow from there during wet weather going to Pump Station #1. When the guys were there did they see anything?

Mr. LaFerla – They didn't find anything. Same thing with Bonetown Road; they went up through Bonetown Road and it was fine. The only place we found any damage was over by Commerce Street by 7 – 11; we have some broken pipe, the pipe has a hole in it and needs to be replaced. Other than that we're not finding any real big problems.

Mr. Kinsella – Can we assume there are sump pump connections in these places?

Mr. LaFerla – That's what I assume. Where all of those houses are, that was all swamp land.

Mr. Kinsella – I know we talk about this every now and then but should we have the Township put something into their newsletter about sump pumps into the sewer being illegal?

Ms. Nicaretta – We do already.

Mr. LaFerla – The problem is, if they disconnect their sump pump and they get water in their basement, what are they going to do? They're going to hook up the sump pump again.

Mr. Kinsella – I'm a good citizen, I pump mine out the window, right back outside, over and over.

Ms. Nicaretta – Yes, I do too.

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

b) Commissioner's Comments:

7. Discussion:

a) MCC Change Order

Previously discussed.

b) Chemical Bid Results

Mr. LaFerla – We didn't get any bids for dry polymer but we've re-advertised and I've already gotten four phone calls for people who want to come in to jar test. The inorganic sulfur dioxide stayed the same as it did last year and the sodium hypochlorite went up a little. The bid opening for the dry polymer is on Thursday, September 1.

c) Janitorial Proposals

Ms. Nicaretta – We got three proposals back this time. BMI Janitorial was the lowest. Mrs. Struening and I would like to request if possible, to keep Sehgal's Cleaning; he's \$2,000.00 higher than BMI but we are very satisfied with his cleaning, we know what he does and we are hesitant to go with a company we don't know and don't know what to expect and let go of someone we finally found that we like and still does a good job.

Mr. LaFerla – He is very good.

Mr. Kendzulak, Jr. – I don't know if you can do that.

Mr. Watts – Yes, you can, at that level its cost and other factors considered so you don't have to go with the lowest quote.

Ms. Nicaretta – It's at the Board's discretion but Mrs. Struening and I thought we'd at least ask the Board to consider it.

Mr. Kendzulak, Jr. – If we went with the lowest and we don't like them can we let them go?

Mr. Watts – You'd have to find them unacceptable and give them a chance to correct the problem and you may end up having to have them for a while.

Dr. Dougherty – Traditionally we've had problems with some of the cleaning company's we've had in the past. I think it's a good recommendation and the office staff has to live with it every day.

Mr. LaFerla – The guy is very good, very conscientious. If there's any kind of problem, he comes in and takes care of it right away.

Mr. Kinsella – If you're happy with him.

Ms. Nicaretta – He's actually the best we've had so far since I've been here. He cleans the lights and other things no one has ever done.

Dr. Dougherty – Motion to approve for next month we allow Sehgal to continue?

Mr. Kinsella – Motion to approve.

General consensus.

Ms. Nicaretta – Thank you.

d) Mowing Proposals

Ms. Nicaretta – We only received one proposal back this year. I did call Mr. Traynor to make sure he received the letter because he usually puts in a proposal but he said since he never has the lowest proposal he just wasn't going to bother putting in one this year.

Dr. Dougherty – You sent out seven letters for proposals?

Ms. Nicaretta – Yes.

Mr. Kinsella – Okay, we'll have a resolution at next meeting.

e) Board of Commissioner's Authorization for Ms. Loudon to Attend 2016 WEFTEC Annual Conference in New Orleans, September 24 – 28, 2016

Mr. LaFerla – I spoke to the Board last month about allowing Ms. Loudon to go to this; I wanted to verify the authorization from the Board.
General consensus.

f) Permit Extension Act / Point System

Mr. Watts – This is a memo from Mr. LaFerla about the capacity that reverted back to the Authority due to the Permit Extension Act. It's a lot lower than what was estimated in the past but we're only going to get back what we get back.

Mr. Kinsella – What is the total available capacity?

Mr. LaFerla – That we have left? It's on the memo.

Mr. Kinsella – That is back; any other capacity that's lying around here.

Ms. Nicaretta – From what?

Mr. LaFerla – That's it.

Mr. Kinsella – Is this enough for a Point System?

Mr. Watts – In the past, the engineer would do a report to see what is available to go back out and you'd make a decision of if it was enough to go out on a Point System.

Mr. Kendzulak, Jr. – I think it's premature to consider that due to the issues with the conveyance system. I don't think you want to be going out with capacity until that's all resolved.

Mr. Kinsella – At what point would we discuss the qualifications for scoring?

Mr. Watts – That could be done any time. You can change the Point System allocation process any time you want to.

g) Final Draft of Budget

Mr. LaFerla – Any questions from the Board?

Mr. Kendzulak, Jr. – I saw we kind of jumped about \$450,000.00 and I was trying to go through and figure out what where the items that went up. I see independent contractors went up from \$24,000.00 to \$91,000.00, what is that for?

Mr. LaFerla – We had to increase it for Mr. Coppola.

Mr. Kendzulak, Jr. – The retirement benefits went from \$122,000.00 to \$237,000.00?

Mr. LaFerla – Yes, you have Mrs. Crown retiring, Mr. McGrath retiring, and Mr. Schneider retiring at the beginning of next year.

Mr. Kendzulak, Jr. – Sludge disposal went from \$510,000.00 to \$661,000.00.

Mr. LaFerla – That was because of the \$120,000.00 delivery charge that hadn't been added into the bills.

Mr. Kendzulak, Jr. – Is Atlantic County the only game in town?

Mr. LaFerla – There's Stoneybrook; I've checked with other places and ACUA is still cheaper than any other place. They're cheaper with the hauling charges and we'd have to buy our own box.

Mr. Watts – Lambertville used its own truck and took it to Stoneybrook, it's cheaper to go to ACUA and they got rid of their truck.

Mr. Kendzulak, Jr. – So the big jump of \$150,000.00 is just because of the hauling charge.

Mr. LaFerla – Yes, they forgot to put it on the bills for the year. We put it on next year's budget now that we know. If you look at the two pages behind the budget page, there's a page showing the increases from the prior year and the decreases from the prior year if that helps you.

Mr. Kendzulak, Jr. – Okay, but those were the big ticket items that you explained. I don't know if anything went down.

Mr. Kinsella – Medical went down.

Mr. LaFerla – If everyone is good with it, I'll send it to Bowman and Company and next month we'll have a resolution for it and Bowman will go over it at the meeting.

8. Adjourn into Closed Session by Motion, if Needed

9. Adjournment of Work Session:

Dr. Dougherty made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 7:07 pm.