

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

SEPTEMBER 18, 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 |
| Mr. Hazard | Here |
| 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:**

None

(first tape recording the meeting partially malfunctioned)

5. RESOLUTIONS:

Resolution #2018 - 56 Resolution of Appreciation to Peter L. Kinsella for Service to the Raritan Township Municipal Utilities Authority

Mr. Kendzulak, Jr. – I'd like to read the full resolution (reads resolution in its entirety). It's been a pleasure Mr. Kinsella, and speaking on behalf of RTMUA and as a commissioner, we appreciate your service.

Mr. Tully made a motion to approve Resolution #2018 – 56, Mr. Hazard seconded the motion.

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

Resolution #2018 - 62 Resolution of Appreciation Lori A. Buza for Service to the Raritan Township Municipal Utilities Authority

Mr. Kendzulak, Jr. – I'd like to read this full resolution also (reads resolution in its entirety). It's also been a pleasure Ms. Buza, and speaking on behalf of the RTMUA again, we appreciate your service too.

Mr. Tully made a motion to approve Resolution #2017 – 62, Mr. Hazard seconded the motion.

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

Mr. Kendzulak, Jr. – We're going to switch things a little right now and go to Citizens' Privilege. Mr. Dilts would you like to speak?

Mr. Dilts – We were at last months meeting asking about capacity for the Enclave project and you were going to look into a couple of things and we're here for an update.

Mr. Kendzulak, Jr. – Our engineer is still working on this and hopefully by the next meeting we should have something more to report.

Resolution #2018 - 63 Introduction of FY 2019 Budget

Mr. Cragin – The increase to the ratepayers is one dollar a month.

Mrs. Robitzski made a motion to approve Resolution #2018 – 63, Mr. Hazard seconded the motion.

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

Resolution #2018 - 64 2018 Supplemental Bond Resolution of the Raritan Township Municipal Utilities Authority Supplementing and Amending Certain Provisions of the Authority's General Bond Resolution Duly Adopted June 17, 2010, Providing for the Issuance of not to Exceed 4,500,000 Principal Amount of Sewer System Revenue Bonds in One or More Series of the Raritan Township Municipal Utilities Authority to be Issued Through the New Jersey Environmental Infrastructure Trust Financing Program and Determining Certain Other Matters Related Thereto

Mr. Langhart – We needed to revise the NJEIT amount since the clarifier bids came in higher than the older estimate. This allows to not exceed four point five million dollars and it doesn't mean that is what we will borrow, it just gives us a cushion in case.

Mr. Grand made a motion to approve Resolution #2018 – 64, Mr. Tully seconded the motion.

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

Resolution #2018 - 65 Acceptance of Bid and Award of Contract to JEV Construction, LLC Final Clarifiers Refurbishment
(Bid Amount = \$3,238,000.00)

Mrs. Robitzski made a motion to approve Resolution #2018 – 65, Mr. Tully seconded the motion.

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

Resolution #2018 - 66 Award of Contract for Purchase of Dry Polymer
(Bid Amount = \$1.82/lb.; \$34,580.00 total bid)

Mr. Grand made a motion to approve Resolution #2018 – 66, Mr. Tully seconded the motion.

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

Resolution #2018 - 67 Award of Contract for Purchase of Inorganic Sulfur Dioxide
(Bid Amount = \$0.68/lb.; \$40,800.00 total bid)

Mr. Grand made a motion to approve Resolution #2018 – 67, Mr. Tully seconded the motion.

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

Resolution #2018 - 68 Award of Contract for Purchase of Sodium Hypochlorite
(Bid Amount = \$0.963/gal.; \$72,225.00 total bid)

Mr. Grand made a motion to approve Resolution #2018 – 68, Mr. Tully seconded the motion.

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

Resolution #2018 - 69 Approval of Proposal for Janitorial Services
(Proposal = \$9,780.00 for year)

Mrs. Robitzski – The price didn't increase from last year.

Mr. Grand made a motion to approve Resolution #2018 – 69, Mrs. Robitzski seconded the motion.

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

Resolution #2018 - 70 Approval of Proposal for Mowing Services
(Proposal = \$400.00 / cut)

Mrs. Robitzski – This also stayed the same as last year.

Mr. Tully made a motion to approve Resolution #2018 – 70, Mr. Grand seconded the motion.

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

Resolution #2018 - 71 Approval of and Authorization to Execute Wastewater Treatment Capacity Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity Agreement Raritan Township to Raritan Town Square (Block 16.01 Lots 35, 36 &38) (COAH)

Mr. Grand made a motion to approve Resolution #2018 – 71, Mrs. Robitzski seconded the motion.

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

Resolution #2018 - 72 Resolution for Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund

Mr. Tully made a motion to approve Resolution #2018 – 72, Mr. Grand seconded the motion.

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

Resolution #2018 - 73 Appointment of Risk Management Consultant

Mr. Grand made a motion to approve Resolution #2018 – 73, Mrs. Robitzski seconded the motion.

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

Resolution #2018 - 74 Return of L & E

Mr. Tully made a motion to approve Resolution #2018 – 74, Mr. Grand seconded the motion.

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

Mr. Kendzulak, Jr. – I'd like to discuss this resolution in Closed Session first. Let's finish the approval of the last month's minutes and the Treasurer's Report and we'll come back to this.

Resolution #2018 - 75 Revision of Personnel Policies and Procedures Manual and Employee Handbook

Mrs. Robitzski made a motion to approve Resolution #2018 – 75, Mr. Grand seconded the motion.

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

6. **Approval of Minutes:** Minutes of August 16, 2018

Mr. Hazard made a motion to approve the minutes from the August 16, 2018 meeting. Mrs. Robitzski seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. - The bills totaled \$568,819.19; all appears to be in order. If you look at the blue color page, we're almost ten months' through our twelve-month budget; we are at 78.16% of our budget so far this year and the number that Mrs. Struening has written in at the bottom right, 78.96%, that's where we were at this point last year.

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

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

8. **Citizens' Privilege:**

Previously addressed.

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

Mr. Kendzulak, Jr. – I'd like to go into Closed Session to discuss Personnel Matters regarding Resolution #2018 – 75 and action will be taken at the conclusion of the 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 5:21 pm – 5:27 pm. Upon adjourning Closed Session, the Board voted on Resolution #2018 – 75.

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

SEPTEMBER 18, 2018

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) C. Gregory Watts, Esquire to Gregory LaFerla, Chief Operator / Director regarding Connection Fees for Affordable Housing

Mr. Watts – When Fair Share Housing comes on line, we're now only permitted to charge one half of the regular Connection Fee. It also clarified the language for if there is an intensification of use in certain instances, we will be able to charge an additional Connection Fee, where in the past we weren't able to do so; it had to be a physical enlargement or a new physical connection. Now, if there's a substantial increase of use, like if you have a warehouse, and they put a health club in it, that's a significant intensification of use and now you can charge additional Connection Fees. It clarified the law that had a little grey area.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney - None
b) Engineer –

Mr. Madden – Obviously we've had some crazy weather with the rain. The line crew has been out doing smoke testing and they are making headway with that.

Mr. Kendzulak, Jr. – Are we finding anything?

Mr. Madden – We're finding some minor things here and there; some missing cleanout caps, that kind of thing. We did find that one issue on South Main Street.

Mr. Kendzulak, Jr. – What's the status of that? Is there anything to be gained from that?

Mr. Madden – I think it should be repaired. I believe it's going to be sleeved.

Mr. LaFerla – Yes, we're going to sleeve it. Everything that's been found has been fixed. We found some clean out covers missing, we fixed them, there was smoke coming out around a manhole so we resealed that.

Mr. Madden – The sludge holding tank was repaired and it's back in service. We've been trying to find ways to meet the COAH needs. We're down to a couple of options of storage; in line storage, tank storage or other enhancements made here at the plant that might be able to handle more flow. We're looking at a couple of different things. There's definitely a solution, there's a way to accommodate the two hundred thirty EDUs for COAH that is needed. The idea is we wouldn't implement this until we get to a point where the flow is becoming critical. There are about a thousand EDUs or so on the books that aren't being used at this point. We keep accounting for them as if they are coming on line. We don't know if they will ever. The idea is if they do start coming on line and we get to a critical point, when half of that is used up, we would implement and construct this new design to cover what's on the books so we're not caught with something happening. The reality is between now and then, I'm sure something is going to happen with the ACO that could change the whole thing.

Mr. Hazard – We are meeting with the County next week to talk about the Wastewater Management Plan as well as working with the County to co – sponsor a plant expansion study.

Mr. Madden – We've been trying to update the GIS. We still haven't resolved the claim with the high school project. We talked to the contractor the other day and we're trying to get the school to settle with us too. The contractor is claiming the price should be X, the school is claiming Y.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Kendzulak, Jr. – The one thing I noticed was it seems like our revenue on our septage and greywater has gone down.

Mr. Watts – Phillipsburg opened up again.

Mr. LaFerla – I put in my papers, I'm retiring at the end of December.

Mr. Kendzulak, Jr. – The end of this year?

Mr. LaFerla – Yes.

Mr. Hazard – How long have you been here?

Mr. LaFerla – Thirty – seven years.

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

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

None

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

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss Succession Planning, Personnel Matters, the ACO and Contractual Matters with Flemington Borough; 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. Hazard seconded the motion. Closed Session was from 5:43 pm – 6:07.

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 6:08pm.