

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 16, 2020

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 Raymond Frank, RTMUA Chief Operator; Regina Nicaretta, RTMUA Executive Secretary; Daniel Madden, PE, Johnson, Mirmiran & Thompson.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. **RESOLUTIONS:**

Resolution #2020-42 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement, Royal Road Properties, LLC (Block 36.02 Lots 14, 15 & 16)

Mr. Tully made a motion to approve Resolution #2020 - 42, Mr. Grand seconded the motion. All were in favor.

Resolution #2020-43 Return of L & E

Mr. Tully made a motion to approve Resolution #2020 - 43, Mr. Grand seconded the motion.

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 June 18, 2020

Mrs. Robitzski made a motion to approve the minutes from the June 18, 2020 meeting. Mr. Hazard seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. - The bills totaled \$809,529.82; everything appears to be in order. A significant portion of this is tied to the clarifier project; about \$127,000.00. Also, \$226,000.00 is tied to the purchase of our camera; roughly \$350,000.00 of the \$809,000.00 is for those two expenses. If you go to the last pink page, conservatively we're six months through our fiscal year, ending on June 30th, if you look at it, we're at 51%. We're in pretty good shape, a lot of these bills for insurance and pension have been paid earlier on and we've also paid a portion of the bills for the month of July too.

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

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	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:**

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

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JULY 16, 2020

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

(908) 782-7466 Fax

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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. **Unfinished Business:**
None
 4. **New Business:**
None
 5. **Professional Reports:**
 - a) Attorney – None
 - b) Engineer –

Mr. Madden – We did the 2nd quarter flows this month and everything has been pretty dry so those numbers are down to a good number; we're at 75% capacity, which is what I'd call getting back to normal after 2018 where we had those wet six months, we've shifted the other way and we're running into a dry period. We're working on the stuff with the flows, the meters, and things like that. The clarifiers; they're going to start up the third clarifier next week, on Monday, so we should be done with that one and move on to the last one and be done within the next couple of months and we can wrap that project up.

Mr. Kendzulak, Jr. – That project should be done by the end of the year? My understanding is the contractor is very good?

Mr. Madden – Yes, by the end of the year. The contractor is very good.

Mrs. Robitzski – The flow tracking, I & I, what are we finding with that?

Mr. Madden – We're seeing jumps with the weather, there's some error in the data because it's just too high. There's some correction that has to be made from when they were set up originally, a wrong number was used for an elevation,

we need to reconcile it. Right now, we're looking at Johanna and we want to make sure their numbers are real or if they're giving us a different number, that's the first thing we're going to look at. How it reacts in a storm, if it surges. We have two meters at Johanna and one at Mt. View.

Mr. Kendzulak, Jr. – Basically, we should have, we should be able to see what's going on. They've been in there a long enough time.

Mr. Madden – The difference is with the meter readings, they have a totalizer, at Johanna, so they're getting, when they read it, whether it's weekly or monthly, our flows are being measured every fifteen minutes so we have to take that and totalize it and break it down from there because we don't have a daily output.

Mr. Kendzulak, Jr. – We're all very anxious to see what's going on. Mr. Frank, I know you're limited in staff, hopefully we're starting to rebound here but even walking the interceptors and looking at those areas. I think we need to make progress along those lines there and see what's going on. I have to believe that after that rain with storm Fay, in the past Pump Station #1 reacted fairly quickly. What's going on now? What's the characteristics of Pump Station #1 from the onset of the rain through the duration of when we saw peak flows?

Mr. Madden – I'll be getting that data from Mr. Frank, probably next week.

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

Mr. Kendzulak, Jr. – I saw Readington's flows were way down. Also, there were no discharge events at the Flemington Wet Weather Facility in the month of June so that's indicative of the dry weather.

b) Commissioner's Comments:

Mr. Kendzulak, Jr. – Mr. Hazard, Mr. Hutchins had asked me to go to a Township meeting in July. I had replied yes but I haven't heard back or heard anything from Mr. Hutchins. Mr. Hutchins had asked me this some time back.

Mr. Hazard – With everything with COVID and with everything else, there's enough going on and it's not necessary right now. Our meeting is on Tuesday next week; our next meeting is the third week in August, there's only one meeting in July and August. I'll ask Mr. Hutchins about after that. It's just for best practice, have the RTMUA come in twice a year and give an update, and some of the challenges because it's hard to communicate that to the public of what's actually going on.

Mr. Kendzulak, Jr. – I'll wait until I hear from someone.

7. **Discussion:**

a) 2nd Quarter 2020 Capacity Evaluation

Mr. Madden – Like I said before, we went through the numbers this quarter and we're roughly at 75% this quarter. We had that period where we were averaging over 3 MGD, pushing near 3.4 MGD and this quarter we were down to 2.64 or 2.65 MGD or something like that. We're at a good point right now; it's been pretty dry. I think June was one of the lower numbers I've seen. I think 2.31 MGD was your average.

Mr. Kendzulak, Jr. – The other thing, Ms. Nicaretta, Mr. Madden, and Mr. Frank, as far as the allocations and where do we stand here, I know there are some people that are within that one-year block where they may be returning capacity to us. I don't know how much this is going to change or what it's looking like getting paper capacity back.

Mr. Madden – I don't know if there's anything coming back.

Ms. Nicaretta – One would be for 42 EDUs, one would be for 15 EDUs and I think one is for 5 EDUs and I think it's only those three that haven't hit a milestone yet.

Mr. Kendzulak, Jr. – It's only those three we have a chance of getting capacity back from. So, it's not really that much.

8. Adjourn into Closed Session by Motion, if Needed

Chair Kendzulak, Jr. – We will be going into Closed Session to discuss Pending Litigation Matters with NJDEP and the ACO as well as other related discussions associated with the C-1 Stream designation and Personnel Issues; we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Mr. Tyler and Ms. Carmeli conference called into the Closed Session. Closed Session was from 5:14 pm – 6:19 pm.

9. Adjournment of Work Session:

Mr. Grand made a motion to adjourn the Work Session. Mrs. Robitzski seconded the motion. All were in favor. The Meeting ended at 6:20 pm.