

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 21, 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	Absent
Mr. Kendzulak, Jr.	Here
Chairman Kinsella	Here
Mr. Tully	Here

Also present were Gregory LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Hatch Mott MacDonald; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2016 – 17 Appointment of Consulting Engineer

TABLED

Resolution #2016 - 36 Approval of Change Order #2 Motor Control Center Replacement

Mr. Tully made a motion to approve Resolution #2016 - 36, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2016 - 37 Approval of and Authorization to Execute Wastewater Treatment Capacity Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity, Estate of Max Raskin to W Brands, LLC (Block 16.01 Lot 37)

Mr. Tully made a motion to approve Resolution #2016 - 37, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2016 - 38 Return of L & E

Mr. Kendzulak, Jr. made a motion to approve Resolution #2016 - 38, Mr. Tully seconded the motion.

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

Resolution #2016 - 39 Designation of Depositories

Mr. Tully made a motion to approve Resolution #2016 - 39, Mr. Kendzulak, Jr. seconded the motion.

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

6. **Approval of Minutes:** Minutes of March 17, 2016

Mr. Tully made a motion to approve the minutes from the March 17, 2016 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$695,690.98. I went through the bills and all looks to be in order. If you go to the last color page you can see down at the bottom, we've spent 44.22% of our budget. As of last year we were at 41.38%, so we're a little bit above. One of the payments we made is the second half of the insurance, the final payment of the insurance for the year so some of these are still front loaded. It's something we have to keep an eye on as we go forward, we are running a little bit high but there are some expenses that we paid in advance.

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	-	Absent
	Mr. Kendzulak, Jr.	-	Yes
	Chairman Kinsella	-	Yes
	Mr. Tully	-	Yes

8. Citizens' Privilege:

Mr. Kiel – There are a few comments that I want to go over with the audit which I guess would be public. As you know we've been waiting to issue the Audit Report, as I talked about because we needed the pension numbers. Yesterday the State came out with the pension numbers; we didn't think they'd be out until July but they came out with them now. Unfortunately, I have multiple authorities who have been waiting on these numbers going back to September year end clients. So what we have to do is get all these reports out. The State already sent out notice that they know the reports will be late and they never gave us an exact due date but obviously yours was February so this is something they recognized so now that we have these reports I can actually move forward with finalizing the Audit Report. Again, because we have such a backlog of audits for all the clients, I'm not sure how long it will take, I imagine it will take just a few weeks to get the numbers to you for you to review it, get it back to us and then we have to put it to our technical review department; I imagine at the next Board meeting you will have the Audit Report but I'm not sure.

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

Mr. Watts – I think it would be appropriate to consider a motion to go into Closed Session for the purposes of discussing litigation matters with NJDEP in regards to FWWF and Contractual Matters regarding Flemington Borough and we do not anticipate any official action will be taken once we come out of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:11 pm – 5:40 pm.

10. **Adjournment of Regular Meeting:**

Mr. Kendzulak, Jr. 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

April 21, 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:**
None
3. **Unfinished Business:**
None
4. **New Business:**
None
5. **Professional Reports:**
 - a) Attorney - none
 - b) Engineer –

Mrs. Wohlleb – The only update that I have is that the Ingerman Group will be looking to start construction for the off – site sewers on Thursday. Dewatering starts next week so it'll be a little busier around the high school and Junction Road.

Mr. Kinsella – With all the work being done on the big circle, it's all in the Borough of Flemington? Are we affected in any way by that?

Mrs. Wohlleb – No. They had sent, typical of a DOT project, a map of the area they are going to be working in and they ask all utility companies to mark their facilities so they can see the impact and if there's some activity in Raritan Township, like by Reaville Avenue and up by where the Sneakers Plus was, my recollection is that maybe there's a manhole that has to get raised but I think everything else was out of their work area. It really has no impact.

6. RTMUA Reports:

- a) Administrative Report - ok
- b) Operations Report
 - 1. Chief Operator's Report – ok
 - i) Overtime Recap - ok
 - ii) Septage / Greywater Recap – ok
 - 2. ~~Laboratory Summary~~
 - 3. Maintenance Summary - ok
 - 4. Readington Flows - ok
- c) Commissioner's Comments:

None

7. Discussion:

- a) 1st Quarter 2016 Capacity Evaluation

Mrs. Wohlleb – We've made it through the first quarter of 2016. With this report, we first speak to our quarterly flow reporting that we have to do to NJDEP under our Capacity Assurance Program which is on page three of the report which is the actual WQM - 7 form. What we are reporting to the State right now is that our committed flow is 3.31 MGD based upon what we flowed through the treatment plant the last quarter plus all of our open Treatment Works Applications so when you compare 3.31 MGD to the treatment plant's permitted capacity of 3.8 MGD, we're reporting to the State that we have about a half a million gallons per day of capacity. Digging a little deeper, as we get into pages four and five where we really look at all of our allocations even the ones that don't show up as Treatment Works Approvals, their anticipated flow to be expected, we would say that right now that our committed flow is much closer to our permitted capacity, our committed flow for the quarter was just shy of about 3.76 MGD compared to 3.8 MGD so we have a minor remainder of about 45,000 gpd of capacity. Again, it does speak to we had a wetter quarter, we had a significant wet weather event in February where we had

all that snow, snow that melted, a tremendous amount of rain, we had a couple of heavier wet weather events occur after that so flows really kicked up in the quarter; we consider this a wet quarter as opposed to last summer when we had a dry quarter.

Mr. Kendzulak, Jr – I have a couple of questions. The page before the pretty chart, next to the last page, if you look at the very bottom of that, the monthly precipitation was 6.27 inches then we had quarterly committed flows 3.756 MGD and then we go to the quarter before that which was a wetter quarter, we had 11.46 inches of precipitation and we only had 3.44 MGD, this is not really a wetter quarter than what we had the previous quarter and now we're at 300,000 gallons greater and it just doesn't seem to make sense to me, where did that 300,000 come from if there's less precipitation?

Mrs. Wohlleb – One of the things is in terms of wet weather, we may have measured more precipitation in October, November and December, there might have been more intense rain, getting a lot of rainfall followed by some dry periods, we were very dry prior to the third quarter of 2015, even if you had a lot of precipitation it may not have been the right type of precipitation, maybe the nice soaking rains when you get a snow melt this is precipitation data that we're getting, it's a little deceptive because we're not taking into count the equivalent precipitation of snow melt so if it snowed thirty inches that's equal to three inches of rain so it would probably add to this 6.27 about ten inches of rain and it would have been the right rain. Admittedly it is a little deceptive because the data we get is actual rain events not equivalent snow melt. That might explain some of that difference.

Mr. Kendzulak, Jr. – Okay; on the second page, the two paragraphs on the top, "The current three-month average daily effluent flow for the plant...below average for January and March while February was about 50% above average." When I was reading this, you explained the deviation or whatever with the snow and all that stuff, but .59 MGD, basically are you telling me that is the result of the thirty inch snow that we had?

Mrs. Wohlleb – Yes, basically February sort of did you in.

Mr. Kendzulak, Jr. – Okay, going on, it says "Based on the above the total committed flow for this quarter is 3.756 MGD as compared to...reflects a surplus in the capacity at the plant of 0.44 MGD." I think that should be 0.044 MGD.

Mrs. Wohlleb – Yes, it should be, you're right, I just noticed that, it's a typo. I'll send a revision correcting it for the record.

- b) Memo from Gregory LaFerla, Chief Operator / Director to Board re Minimum Billing

Mr. LaFerla – As the memo says, if they were allocated nine EDUs, and they're only using four, they still had five EDUs that we weren't getting any money for. At some point in the past, it was decided that we should minimum bill for EDUs that were allocated but not being used; at that time though, they didn't minimal bill for anything under 5 EDUs and I think we should be billing all unused EDUs whether or not it's six EDUs or one EDU, in my opinion all should be minimum billed.

Mr. Kinsella – Mr. Watts, do you have a problem with that?

Mr. Watts – No, we do it for over five EDUs so we should do it for all. If the Board wants, we'll have a resolution for the next meeting establishing that change.

- c) Board of Commissioner's Authorization for Mr. LaFerla, Mr. Schneider and Mr. Frank to Attend 2016 NJWEA Annual Conference in Atlantic City May 16 - 20, 2016

Mr. LaFerla – Mrs. Struening would like confirmation of permission to go.

Mr. Kinsella – Is everyone okay with that?
General consensus.

- d) MEL Safety Institute Online Training for Authority Commissioners (Instructions in front of Meeting Packet) COMPLETE BY MAY 1, 2016

Mr. Kinsella - Did all the Commissioner's get their certificates for this training?

Mr. LaFerla – It took me about forty minutes.

Mr. Kendzulak, Jr. – I did this last year?

Ms. Nicaretta – Yes, everyone did.

Mr. Kendzulak, Jr. – Where do we get the credit?

Mr. LaFerla – It goes towards our insurance.

Mr. Kinsella – Anything else?

Mr. Kendzulak, Jr. – One other thing, as far as SCADA, we've sunk about two million dollars into SCADA, what benefits have we reaped with this? Where are we going with SCADA? I know there's some information we pull out but what have we reaped here so far and what do we stand to reap?

Mr. Tully – And where do we go with it from here?

Mr. LaFerla – The system is incomplete; we monitor our DOs, we monitor all of the pump stations, we can tell what pumps are running, we can tell what the levels are, what is being pumped out of a pump station; that's where Mrs. Wohlleb got all her information for the Bushkill Study because all the information stays in there and you can just pull it all out. We're saving electricity on it because the blowers are being run off the SCADA system and they're going up and down.

Mr. Kendzulak, Jr. – When will we get pay back for the two million dollars in these benefits we got? How long is it going to take?

Mr. Tully – How much are we saving on the electric etc.?

Mr. Kendzulak, Jr. – We've dropped a lot of money into this.

Mr. LaFerla – According to Mr. Del Vecchio when he was here, we were saving quite a bit of money on electric, how much it was, I don't know.

Mrs. Wohlleb – We'd have to look at it. I think we've been on line with the blowers since 2013, just about three years now so that's three years' worth of data we can look at.

Mr. Tully – What would it entail to complete the system?

Mr. LaFerla – You would have to get the wet well hooked up, you would have to get the clarifiers hooked up.

Mrs. Wohlleb – You still have a handful of pump stations to do.

Mr. Tully – At some point we have to do that as phases?

Mr. LaFerla – I would like to but now with other stuff going on...

Mr. Kinsella – Is this part of the ten year plan?

Mrs. Wohlleb – We carried the line items. When Chairman Del Vecchio had asked us to lay out a plan for SCADA, there was a feasibility study that we did and we had presented each treatment process as a node, so if there are nine nodes proposed at the plant we've done maybe three or four of them. I think the idea when the Board wanted to do it originally it was going to be in five phases. Based on that program we've done two phases if the thought so if the thought was to continue on that old program you would have phases three, four and five to do which would bring the rest of your stations, the wet weather facility and remaining treatment plant unit processes into the system. When it comes to SCADA, that study was done in 2008 and it is something that should be looked at because SCADA systems change but does it make sense to go on with that phasing plan or somehow regroup things differently; those phasing plans were doing a little bit of pump stations, a little bit of treatment plant but does it make sense to do these things as you're eventually upgrading the actual different unit processes? What has to happen here is doing things on the actual treatment plant side more so than doing things in the

real central brain of the SCADA system. In Phase I we ran a whole fiber ring around the plant, there's a short piece that still has to be run down to the headworks building but most of the work that has to happen is in the field, at the different unit processes and I think there's about four or five pump stations that you would need to set up a Verizon account, connect their control panels in and send over data. Some of the stations even though they were built by the developer, say fifteen years ago, they don't have a flow meter so if the thought was to get flow data now you have to do that. That was all laid out in this, now very old plan.

Mr. Tully – At some point we're not going to be able to do the rest of it because of technology changes, if some of its not doable now, it's not going to get any easier; and in five or ten years have the two million go, not out the window but you know what I'm saying.

Mr. Kendzulak, Jr. – Are we getting the bang for our buck? We put a lot of money into this.

Mr. LaFerla – I think we are.

Mr. Kendzulak, Jr. – Why don't you put together something, and I'd like you to put together "this is the benefits that we have and what we've seen here" so at least we come close to two million dollars.

Mr. Tully – Are we doing the rest of it?

Mr. Kendzulak, Jr. – I don't know, I mean as far as the benefit on the rest of it...

Mr. Kinsella – Does anyone know what percentage of Authorities in the State have fully completed SCADA systems?

Mrs. Wohlleb – With very little effort we could tell you that.

Mr. Kinsella – I'd like to find that out.

Mrs. Wohlleb – The other ones that I consult for they all have them, completed systems.

8. Adjourn into Closed Session by Motion, if Needed

9. Adjournment of Work Session:

Mr. Tully made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The meeting ended at 6:16 pm.