

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 16, 2015

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 | Here |
| Dr. Dougherty | Here |
| Mr. Kendzulak, Jr. | Here |
| Chairman Kinsella | Here |
| Mr. Tully | Here |

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

3. **PLEDGE OF ALLEGIANCE**

4. **CHARLES STONE – HEARING**

The Hearing was conducted in front of Joanne Sekella, Certified Court Reporter at Sekella Reporting Associates, LLC. (5:00pm – 5:45pm)

5. **APPLICATIONS:**

- a) Application for Sewer Service Class II-A, M & R Development, Flemington Department Store (Block 15 Lot 62)

6. **RESOLUTIONS:**

Resolution #2015-35 Approval of Sanitary Sewer Service, Class II-A, M & R Development, Flemington Department Store and Authorization to Execute Agreement for Reservation of Wastewater Treatment Capacity (Block 15 Lot 62)

Dr. Dougherty made a motion to approve Resolution #2015 - 35, Mr. Tully seconded the motion. All were in favor.

Resolution #2015-36 Approval of Emergency Repair of Broken Wasting Lines, Main Treatment Plant

Repairs totaled \$8,018.89 and were done by plant employees.

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 – 36, Dr. Dougherty seconded the motion.

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

Resolution #2015-37 Employment of Gregory Frace as Wastewater Treatment Operator

Mr. LaFerla – This is the gentlemen that I hired for the midnight position that was open because of Mr. Mazza's retirement and all the switching around that occurred because of it.

Mr. Watts – This had nothing to do with Mr. Stone's position?

Mr. LaFerla – No, it was because of Mr. Mazza's retirement. Mr. Mazza is on the line crew, and runs the camera and one of the gentlemen on the midnight shift got Mr. Mazza's position and Mr. Frace is replacing that midnight guy who is on days now.

Mr. Tully made a motion to approve Resolution #2015 – 37, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2015-38 Return of Wastewater Treatment Capacity, The Anderson Foundation (Block 9 Lot 18)

Dr. Buza made a motion to approve Resolution #2015 – 38, Dr. Dougherty seconded the motion.

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

Resolution #2015-39 Amendment to Agreement for Reservation of Wastewater Treatment Capacity Holiday Inn of Flemington, LLC (Block 36 Lot 52)

Dr. Dougherty made a motion to approve Resolution #2015 – 39, Mr. Kendzulak, Jr. seconded the motion. All were in favor.

Resolution #2015-40 Authorization to Accept Proposal for Engineering Services for Bushkill Interceptor Flow Metering and Analysis from Hatch Mott MacDonald

Dr. Dougherty made a motion to approve Resolution #2015 – 40, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2015-41 Authorization of Signatories

Mr. Watts – This simply amends the existing resolution by changing number six from the Executive Director to the Chief Operator to be one of the signatories.

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 – 41, Mr. Tully seconded the motion. All were in favor.

Resolution #2015-42 Designation of Public Agency Compliance Officer

Mr. Watts – Similar; it was the Executive Director's position but now Gregory LaFerla will be it.

Mr. Tully made a motion to approve Resolution #2015 – 42, Dr. Buza seconded the motion. All were in favor.

Resolution #2015-43 Authorizing Gregory LaFerla to Execute Treatment Works Approvals

Mr. Watts – Same thing, it was formally the Executive Director

Mr. Tully made a motion to approve Resolution #2015 – 43, Mr. Kendzulak, Jr. seconded the motion. All were in favor.

Resolution #2015-44 Authorization to Sign Documents

Mr. Watts – This is a catchall, we thought it would be a good idea to have because things may come up from time to time that we didn't consider so anything that the Executive Director could sign on the behalf of the Authority, for the time being you are authorizing Mr. LaFerla to sign in his place.

Mr. Tully made a motion to approve Resolution #2015 – 44, Dr. Buza seconded the motion. All were in favor.

6. **Approval of Minutes:** Minutes of June 18, 2015

Mr. Tully made a motion to approve the minutes from the June 18, 2015 meeting. Dr. Buza seconded the motion. Dr. Dougherty and Mr. Kendzulak, Jr. abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$603,254.33; all appears to be in order. If you look at the last hot pink page, you get a percentage of where we are and roughly doing the math, we are at seven months through the year and a little bit into the eighth month so based on seven months it would be 58% and we're at 60% used so we are pretty much right on budget. As of last year we were at 64% at this time; we are doing slightly better than last year.

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

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

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

Dr. Buza 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

JULY 18, 2015

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 –

Mrs. Wohlleb – No other updates except I noticed the last item under the Engineering Sub – Committee, were it says “ the Draft Report” it should say “Draft Facilities Planning Report”.

Mr. Kinsella – When we were at the sub – committee meeting, we were talking about the ten year plan being roughly about ten million dollars. There’s been an addition to that for phosphorus treatment, if it comes up; is it realistic to assume it will be sixteen point something million?

Mrs. Wohlleb – Two items related to the ammonia limits, the three point eight million dollars is related to a pretty good analysis that we had done about two years ago. As far as the phosphorus, the phosphorus number has sort of been a place holder, we’ve talked about phosphorus for the better part of ten years and unfortunately I can’t seem to find much of a background related to where that number came from. I know it was a number that my firm gave but I’m not sure where it came from. We’ve always identified it; I think we should carry it in the forward Capital Plan. One of the issues of course being that if the phosphorus limit hits, you typically get five years to for implementation so there is

sometime but if we're talking about a ten year plan you have the potential for at least one to two permit cycles in that ten years so it's worthwhile to keep it in there.

Mr. Kinsella – The reason I mention that is we had a meeting with the Township the other day about capacity and things like that and I mentioned those additional numbers and I wasn't out of line to say that it is a possibility?

Mrs. Wohlleb – No.

6. RTMUA Reports:

- a) Administrative Report - None
- b) Operations Report
 - 1. Chief Operator's Report- ok
 - i) Overtime Recap
 - ii) Septage / Greywater Recap
 - 2. Laboratory Summary - ok
 - 3. Maintenance Summary - ok
 - 4. Readington Flows - ok
- c) Commissioner's Comments:

7. Discussion:

- a) Main Treatment Plant & FWWF Permits

Mr. Kinsella – Are Mr. Tyler and Ms. Carmeli here yet?

Mr. Watts – No, they're not here at this point so we can skip over them for now. I thought they'd be here around 6:00pm or 6:15pm so maybe they were a little delayed.

- b) 2nd Quarter Capacity Evaluation

Mrs. Wohlleb – As the report says, typical of this report, we start off with requirement under our Capacity Assurance Program to submit the form that is called the WQM - 007 which is the form that lists our current open Treatment Works Approval Permits (TWA's) so then it identifies what our plant

capacity is, our thirty day average flow, our current flow to the plant, what's left to be connected out of the above listed TWA's and then the total committed flow of course is based upon the summation of the open TWA's and our existing flow. So for this quarter, this form indicates that where we had an existing plant flow, a three month average of 2.83 million gallons per day (MGD). We would anticipate another 130,000 gallons per day (gpd) of additional flow, thereby having a total committed flow of 2.96 MGD, suggesting a remaining capacity of .84 MGD. In terms of flow, we had a very dry April and May and then we had an extremely wet June which I think did cause some spikes and I think FWWF went on line a few times. Moving on into the report where we've identified for the benefit of the Authority, one step beyond the open TWA's, all of our open allocations and other commitments to anticipated flow, we basically, when you take our 2.83 MGD and if you add 677,000 gpd of anticipated flows, you are now going to come up with a total committed flow of 3.5 MGD compared to our permitted capacity of 3.8 MGD so we have a remainder of just under 300,000 gpd.

Dr. Dougherty – How many EDUs is that?

Mrs. Wohlleb – 1,000 EDUs.

Mr. Kendzulak, Jr. – What about Johanna Foods?

Mrs. Wohlleb – We did get a submittal from Johanna Foods to try to understand better what their future plans are. We've looked at the flow data; what it looks like their history is; we went back to 2000 and it looks like clearly between 2000 and 2009, Johanna was definitely well under their current NJPDES Permit limit for an average daily flow limit. Then it looks like there had been for a couple of years some sort of increase to their flow, much closer to their permit limit and then a few instances where they did go over 270,000 gpd and then they dropped back below again and it looks like right now, about the last year they've moved back closer to their NJPDES permit number. I have been in communication with their environmental officer because the report that they provided covers a lot of information about the details of their proposed treatment plant improvement but it doesn't really explain the basis for flow so I have asked for more information. I want to make sure they understand if they really need extra capacity because of how their production has been and because we have the ability to look at how their flows have varied with production. There's not enough information with what they gave me; they said in a report "we want this". I'm looking to get a better understanding as to really two things. One is if they were to flow at this rate, does it reflect a certain percent of production. Are they at full production; are they at more than full production?

Mr. Tully – Would they need a new NJPDES permit or would they modify the old one?

Mrs. Wohlleb – This would be a modified Permit; they would have to go back to the State for it.

Dr. Dougherty – One of the things that is happening and one of the things the Community is getting concerned about is people are asking “do you have capacity” and then “how much do you have”? I think all members of this Board should be clear about what we have or don’t have.

Mr. Kendzulak, Jr. – It’s a good point because we were asked multiple times at this meeting, “do you have capacity”, yes or no? And the answer was “no, not at this time, we do not have capacity” and things can change if people turn back capacity but right now we’re tied up with the Permit Extension Act.

Dr. Dougherty – We understand that because we live it but it gets very confusing to the man on the street or to the person who has to make decisions for the Community, they want yes or no answers.

Mr. Kendzulak, Jr. – We get asked “do you have capacity” and we have to say “no we don’t have it at this time but please send your request in and we’ll keep it on file but we don’t have it at this time”.

Dr. Dougherty – Everything is frozen because the Governor has frozen the development things. How many years did the new Agreements say you had to use it or lose it by?

Mr. Watts – The Permit Extension Act has been in effect since 2007; there was a five year maximum, a two year Agreement and three one year extensions but those have all been extended beyond because of the Permit Extension Act.

Mr. Kendzulak, Jr. – Others have requested capacity and were told “yes it exists” and then they’ve been told “no it doesn’t” but we really don’t have it.

Mr. Kinsella – We have to say no because we don’t have it.

Mr. Kendzulak, Jr. – At this point we don’t have it because if everyone gobbled up what’s on paper, we don’t. Until things start coming back and the Permit Extension Act is done, we can’t get any of this paper capacity back.

c) Draft of Budget

Not discussed.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Watts – We will go into Closed Session for the purposes of discussing Personnel Matters, Contractual issues, and current litigation with the NJDEP and it is not anticipated that any official act will be taken by the Authority at the end of Closed Session.

Dr. Dougherty made a motion to adjourn into Closed Session for the above stated purpose and Dr. Buza seconded the motion. Closed Session was from 6:32 pm – 7:47 pm.

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 7:48 pm.