

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 18, 2019

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 Ray Frank, RTMUA Chief Operator; 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

5. **RESOLUTIONS:**

Resolution #2019 – 38 Return of Legal and Engineering

Mrs. Robitzski made a motion to approve Resolution #2019 – 38, Mr. Tully seconded the motion.

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

Resolution #2019 – 39 Authorization for Return of Deposit Toward Connection Charges Toll NJ, LP (Block 44 Lot 24)

Mr. Grand made a motion to approve Resolution #2019 – 39, Mr. Tully seconded the motion.

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

Resolution #2019 - 40 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement, W. Brands, LLC (Block 16.01 Lot 37)

Mr. Grand made a motion to approve Resolution #2019 – 40, Mrs. Robitzski 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 March 21, 2019

Mrs. Robitzski made a motion to approve the minutes from the March 21, 2019 meeting. Mr. Hazard seconded the motion. All were in favor. Mr. Grand abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$571,527.79; everything appears to be in order. If you go to the last violet page, you'll see at the bottom there, we're at 39.59%. Conservatively, if you look, we're four months throughout the year, that would bring us through March 31st, we'd be at 33% but actually we paid some bills already that we incurred in April. We're still 4% below where we were last year. We also had a significant payment; the second half of the JIF insurance. I'm comfortable at where we are. Are there any questions with regards to the Treasurer's Report?

Mrs. Robitzski - Is the insurance part of the PERS? It's at 99%.

Mr. Kendzulak, Jr. - No, that's not the line item; at the very bottom, where you see insurance. That reflects both semi - annual payments and both are already done.

Mrs. Robitzski - Then what's the middle one, the one at 99%; pension, insurance?

Mr. Kendzulak, Jr. - That's for our pension obligation.

Mrs. Robitzski - Are we going to go over that line item?

Mr. Kendzulak, Jr. - No, because we've paid that for the year. That's paid early on.

Mrs. Robitzski made a motion to approve the payment of bills. Mr. Tully 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

Chair Kendzulak, Jr. – We will be going into Closed Session for purposes of discussing ongoing matters with NJDEP regarding stream re-designation and Contractual matters resulting from the proposed stream re-designation. We don't anticipate taking any formal action at the conclusion of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mr. Hazard seconded the motion. Closed Session was from 5:09 pm – 6:36 pm.

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

APRIL 18, 2019

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 –

Mr. Madden – We have the quarterly capacity report. The stream upgrade is a big-ticket item. We're on schedule with the refurbishment of the final clarifiers. The proposal is under Discussion.

Mr. Kendzulak, Jr. – With regards to the capacity and some of the questions that are coming up, I think there needs to be some thought and evaluation on what it is. What if something happens, then what do we do? Where we are and what actions we may take. We might want to have a capacity meeting. Just going through this report; when I go through and I look at these numbers here, there's a significant jump when you go through and look at that. You look at the rainfall but if you go back and you look at the second quarter of 2017, we had almost eleven inches of rain but we were only at 2.6 MGD. We had nine inches of rain and we're at 3.75 MGD. Why is there such a big difference? Just going through and looking at this, why is it so much higher consistently and granted the rainfalls are there, it is higher but why is the magnitude over a million gallons?

Mr. Tully – It jumped but then it stayed up, it didn't come back down.

Mr. Frank – It used to be that we had the fourth clarifier and we'd always just run three and we'd save that fourth one for a rain event, when we did, everything would be fine. Now it doesn't come off, it's been on for a year and it hasn't come off.

Mr. Kendzulak, Jr. – I'm just wondering if someone is dumping something into the system from the outside that we don't know about.

Mr. Tully – It's about a 30% increase.

Mr. Kendzulak, Jr. – It seems like it started in January or February of 2018. What changed here all of a sudden? Granted, we do have the rain but when you look at 2.5 or 2.6 MGD back in the third quarter of 2016, when we had eleven inches of rain.

Mr. Frank – I think it was a one-time event versus a continual rain pattern for the whole year.

Mr. Tully – I think the I & I is a continuous flow now not just a rain event.
(many voices speaking at once)

Mr. Kendzulak, Jr. – I think this warrants taking another look and maybe take the blinders off a little bit about its rain, its wet and that maybe the answer but is there something else that we're missing? Is something else happening?

Mr. Frank – We're doing the I & I study; we're doing our smoke testing.

Mr. Kendzulak, Jr. – We're monitoring what Johanna Foods is sending us?

Mr. Frank – We meter that flow.

Mrs. Robitzski – The places with sump pumps coming in, we're ignoring that. Why are we ignoring that? If it's a water table issue, you're going to have more and more of it coming in.

Mr. Tully – You can't address the biggest offender like Sun Ridge and some of the other ones.

Mrs. Robitzski – Why not?

Mr. Tully – It's a hundred-million-dollar engineering project to reroute all of that.

Mr. Kendzulak, Jr. – Did we isolate though and look at the SCADA data that we have at these locations to see has there been any substantial changes at certain pump stations?

Mr. Madden – No, it's been the same. We're keeping an eye on Woodside Farms. We've done some things over there. We replaced caps and we've seen that improve but it's not enough. With those sump pumps going twenty – four seven, we're not seeing the numbers come down. Spring is going to be wet; we're hoping summer is going to be dry.

Mrs. Robitzski – I'm just saying for long range, maybe it's an expensive process, but maybe you find the worst offenders because it sounds like your backs are against the wall. Maybe you bite the bullet and fix the worst offenders to fix part of the problem.

Mr. Tully – Who pays for it?

Mr. Kendzulak, Jr. – In any case, take another look at this Mr. Madden and have a one page or two-page memo that you evaluated it.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Kendzulak, Jr. – This OPRA Request, what's this all about?

Mr. Watts – This came from the counsel that is representing the Township in the Fair Share Housing...

Mr. Hazard – ...I could tell you but it was in Closed Session. It's a positive intent, not a negative one.

Mr. Watts – Basically, I can tell you that the rationale is that at some point, the Township may have to take certain actions with regard to its Fair Share Housing, and if litigation ensues as a result of that the Township wants to ensure that we've done our due diligence and all the documentation is there for our Agreements and what's left and all of that sort of thing. That's something that is maybe needed in the future. Also, because of a State Supreme Court Case involving Readington Township, I think we're in good shape because of the way we draft our Agreements.

Mrs. Robitzski – What about number six, the meeting with the Township on health benefits?

Mr. Kendzulak, Jr. – That's probably more of a Closed Session thing. There was a meeting that was held with the Township. I'm assuming it's being evaluated. Mr. Grand, you were part of that group. It's being looked into?

Mr. Grand – No recommendations. I don't know if it requires action by our Board to ask for an analysis but that would be the next step, to look at an analysis, come back and evaluate whether you want to go in that direction or not.

Mr. Watts – If you want to simply authorize an analysis to be done, you don't need to go into Closed Session. If you want to have a thorough discussion of it, it is a Personnel issue, it's a Contractual issue, you should go into Closed Session.

Mr. Grand – My thinking is that we should have an analysis done and we react to it.

Mr. Kendzulak, Jr. – Who would do the analysis?

Mr. Hazard - The firm, Assured Partners.

Mr. Kendzulak, Jr. – Your recommendation is to have the analysis done?

Mr. Grand – Yes.

Mr. Kendzulak, Jr. – Who will communicate that to Mr. Hutchins, Mr. Frank, can you?

Mr. Frank – Yes, I'll do that on Monday.

Mr. Kendzulak, Jr. – I see Mr. Langhart applied for the 75% zero interest loan.

Mr. Frank – Yes, we moved ahead with that, I didn't want to delay and miss out on that. The alternate was fifty - fifty. There's a big savings this way.

Mr. Kendzulak, Jr. – You and I had a discussion on number nine. When Atlantic County Utilities Authority (ACUA) goes down, we have to stockpile the sludge and it becomes an issue. You reached out to Stony Brook and they can take a portion of our sludge. They don't have the ability to handle the whole magnitude but when it starts backing up too much, they can take some of it. This sounds good.

Mr. Frank – If it wasn't for them, we'd have a problem.

Mrs. Robitzski – Your spending more for trucking but saving more on yards, how does that balance out?

Mr. Frank – It works out. Long term I want to reach out to Somerset – Raritan in Bridgewater to be able to take the additional sludge that we generate. Stony Brook can only take three to four containers a week; hopefully Somerset – Raritan can take the difference so we don't have any difference in operation, we continue smoothly and get rid of everything we need to. Also, when they shut down, I have to shut down the septage station too. We were shut down the whole month of April and I won't be able to re-open until the first or second week in May.

a) Overtime Recap

b) Septage / Greywater Recap

2. Laboratory Summary

3. Maintenance Summary

4. Readington Flows

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

a) 1st Quarter 2019 Capacity Evaluation

Mr. Kendzulak, Jr. – We discussed this. We need to take a fresher look at this; where we are with paper capacity, and recognize what impact this is going to have on the whole thing. We're aggressively attacking I & I.

b) Flemington Wet Weather Facility Tank Rehabilitation Proposal from JMT

Mr. Kendzulak, Jr. – You have a proposal for \$30,000.00 for design services, I'll also call it engineering services during construction management with the exception of inspection. Mr. Frank, you're anxious to get this done?

Mr. Frank – Yes, it was brought up in a DEP inspection and I told them it was in the works.

Mr. Kendzulak, Jr. – We can let them go ahead and memorialize it at the next meeting?

Mr. Watts – Yes, you can direct them to begin with the understanding that you will pass a resolution at the next meeting.

Mr. Kendzulak, Jr. – We did have money in the budget for this in Capital. Is everyone okay with having JMT move forward with this?
General consensus

Mr. Kendzulak, Jr. – This is something you can button up in a month or two?

Mr. Madden – The biggest issue I have is to schedule some structural inspectors to come look at the tank.

c) Change of Fiscal Year

Mr. Kendzulak, Jr. – Ms. Nicaretta, you looked into this, it seems like we can do it.

Ms. Nicaretta – If you want to move forward with it, let me know and I'll reach out to Mr. Cragin and I'll ask what the next step is and if he can guide us.

Mr. Kendzulak, Jr. – He gave us a sample resolution.

Mr. Watts – Yes, we can have a resolution at the next meeting.

Ms. Nicaretta – So, you want to keep moving forward?

Mr. Kendzulak, Jr. – Is everyone on board with making the Fiscal Year January to December?

General consensus

- d) HCCPS 2019 Electricity Generation Supply Service Bid Invitation and Response Form

Mr. Kendzulak, Jr. – Mr. Madden, I had asked you to look into this, Mr. LaFerla used to handle this and now Mr. Frank. Mr. Frank, you're up to speed on this and how it works?

Mr. Frank – To a point. By going out to bid we came in considerably better than what they're offering through the County's proposal. I think we're contracted until November. We go through EMEX. There's a representative that we deal with.

Mrs. Robitzski – We're in a better co-op?

Mr. Frank – It appears to be so. I think it makes sense to stay with how we've been doing it.

General consensus.

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. Grand seconded the motion. All were in favor. The Meeting ended at 7:00 pm.