

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 21, 2022

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. Hazard	Here
Mr. Kendzulak, Jr.	Here
Mr. Mangin	Here
Mr. Reiner	Absent
Mr. Tully	Here

Also present were Raymond 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 #2022 – 32 Audit Report Review for Fiscal Year Ending December 31, 2020

Mr. Tully – Mr. Hazard, you sat in on the Exit Conference? Was there anything we need to know about?

Mr. Hazard – No, there were a couple of Recommendations but no Findings.

Mr. Mangin made a motion to approve Resolution #2022 - 32, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 – 33 Acceptance of Proposal for Professional Services for Supervisory Control and Data Acquisition Evaluation and Upgrades of Morehouse Engineering, Inc.

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 32, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

6. APPROVAL OF MINUTES: Minutes of March 17, 2022

Mr. Mangin made a motion to approve the minutes from the March 17, 2022 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$602,501.07; everything appears to be in order. If you look at the last violet page, we are through three full months, through the end of March, which is twenty – five percent of the Budget and we have paid some bills in April. There was a substantial payment of over \$100,000.00, I believe \$101,000.00 and change for the second payment on our insurance which is done for the year now. I am comfortable on where we are at this point.

Mr. Kendzulak, Jr. made a motion to approve the payment of bills. Mr. Mr. Mangin seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

8. Citizens' Privilege:

None

9. Adjourn into Closed Session by Motion, if Needed

10. Adjournment of Regular Meeting:

Mr. Kendzulak, Jr. 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 21, 2022

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:**

- a) Nitin K. Nagrani, PE of MatrixNewWorld to Ray Frank, Chief Operator of RTMUA regarding WQM Plan – Fox Hollow Residential Development, Readington Township Block 15 Lot 28

Mr. Frank – This was a letter I received from MatrixNewWorld Engineering, they are looking to do a development that is right on the edge of Branchburg and Readington Township. It is way out of our service area, and way out of our capacity. They were looking for a letter to basically state those two facts.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney – None
 - b) Engineer –

Mr. Madden – We have multiple projects going on right now. We are done with the sludge holding tank and we are ready to go out to bid with that. Ms. Hickok sent Mr. Frank some plans today for a once over. We discussed the paving project. The parking lot, we took some core samples and when we looked at those cores, there is nothing under the pavement, it is sitting on just clay. It will probably require a full depth pavement profile with some stone; milling and paving will not restore the roadway the way it needs to be. We have taken a step back to see if there is a way to stage

that. I have a feeling with the cost of asphalt these days, it will be extremely high. We had a couple of rain events the last few weeks but nothing out of the crazy ordinary. We have had some substantial rains like this in the past, but two pumps were running for only a short period of time at Pump Station #1. We did the Quarterly Capacity Report this month; the average flow through the plant is 3.01 MGD which is normal for this quarter of the year so there is nothing out of the ordinary going on there. We are working with the staff here, Mr. Frank and Mr. Sciss to finalize the collection system O & M Manual that is something that the EPA was looking for. We are continuing the flow monitoring out at the first interceptor. Mr. Frank, your guys sent some stuff out to us today, so we are looking at that. I guess they had trouble with the camera, they think there is some debris in the line so they are investigating that, I will talk to Mr. Clerico tomorrow. We were asked to get involved in the replacement of the generator and to put that out to bid. Our electrical engineer was looking at the breakdown of what was out there, we had some incomplete plans of what we have existing here. We are trying to work with Mr. Frank's staff to get all of that ironed out before we get this out to bid because we want to make sure the generator is properly sized. We have plans to get those inserts put in, they are supposed to be arriving soon. They will also be doing some sealing and rehab on a couple of manholes that have some leaks. The last thing is Apex, the treatment center on Minneakoning Road. They were here, I believe, in January. They wanted to re-establish their flow capacity from when they were sub-divided. Combined I think they have 14.25 EDUs. From what we have seen, they require 10.4 EDUs. They should be fine; it should be okay.

Mr. Kendzulak, Jr. – Mr. Madden, on your I & I, #5, you talk about the flow meters installed at Johanna. You have "the results indicate there is some I & I entering the system downstream of Johanna Farms." What is the magnitude of that I & I? It is not coming out of Johanna. Is it coming out between them and Pump Station #1?

Mr. Madden – Yes. It could be coming down from Commerce Street, we are going to check that. We are going to check between Johanna and Commerce Street on the interceptor. It also takes flow from the other side, from Flemington Fields, they come in and connect there too. We are trying to isolate those.

Mr. Kendzulak, Jr. – What is the magnitude though? What are we talking about?

Mr. Madden – I think during a rain event it probably goes up a couple hundred gallons. It is substantial in that regard. We are trying to find where the big chunks are coming from. We know that upstream of Johanna, we have a lot, and that is what we are addressing now. Mr. Frank's guys were out there today doing some field work to get a grip on that.

Mr. Tully – To go back to the paving. The last couple of road jobs we did in the Township was a reclamation process where they take the cores samples that were already done, and they design a mix where they come through and mill eight inches down; pavement, dirt, everything and they grind it all up and add cement powder to it and water and they make an eight-inch-thick flexible concrete base out of it and then they just put surface course pavement on top of it. We have had great success with it, to the point where we are doing all the paves with this all of the time. With the cost of pavement now, we just did a job that was bid in October, and between October and now, the asphalt went up fifteen percent. Where this comes out to about sixteen dollars a square yard for the base. Where you save the money is you don't pay for milling, and you don't pay for removal, and you don't build the road up from scratch with sub – base and base and then base course. I am going to send Mr. Madden the spec we just used for Sun Ridge Road to see. Maybe we do it in two phases where we do the main road now just to get it done and then the parking lot to just mill and overlay.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank – I've been staying up with AEA and the JIF. The JIF is doing in person meetings again. We had the quarterly safety meeting. Mr. Hazard, Mrs. Struening and I did the Exit Conference for the Audit, Mrs. Struening and I did our final call with FEMA to finalize all that. We have received two checks and we are waiting on one more. We had a DEP inspection at the FWWF. We were unable to get flow data from Readington this month. They replaced one of the flow meters; I got all the data off of the new meter but not the final number on the meter they took out.

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

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

a) 1st Quarter 2022 Capacity Evaluation

Mr. Madden – It is a typical first quarter; flows are usually a bit higher in the first quarter. We are right about 3.01 MGD, if you carry it through and if everything that is committed came on line, we would be under water. This is important because of Johanna. If they are looking to increase their flow, we just do not have it, it is just not available.

b) Billing Moratorium

Mr. Watts – The Authority has to make a decision to what type of payment plan it will offer people who owe money to the Authority that accrued between March 9, 2020 and March 15, 2022. They have to be given a payment plan with a minimum of twelve months payout maximum of sixty-month payout interest free, you cannot charge for any interest that accrued on those amounts between those dates unless a tax sale happened at the end of 2021, then that is okay. The other Authorities I represent are staying with the minimum of twelve months and everybody is being treated the same way. That seems to be what is going on and that is what I recommend. There will be a resolution next month and there has to be a notification sent to everybody who owes money.

c) Block 65 Lots 6.02 & 6.03; Habitat for Humanity

Mr. Watts – The next issue is Habitat for Humanity. They are building on South Main Street. I have been in touch with them, and the issue involved is how does the Authority want to handle the Connection Fees? We want to do a Reservation Agreement for them and in order to that we need to know if the Authority is going to waive any fees for them.

Mr. Hazard – The Township waived the construction fees for them at our last meeting.

Mr. Tully – I don't have a problem with waiving the Fee.

Mr. Hazard – I don't have a problem with it either.

Mr. Mangin – I don't either.

Mr. Watts – We don't need any action; I will just put that in the Reservation Agreement.

Mr. Tully – If we are waiving fees, we would waive base user fee's too because there isn't that much too it.

Mr. Watts – That will be in the Agreement.

d) Block 16.01 Lot 16.05; Del Pat Leasing

Mr. Watts – The last matter is Del Pat Leasing. The issue is, where does the capacity lie? Apparently, they had received some kind of Planning Board approval back in 2003 and yet we kept renewing their Agreements later than that. What I had suggested in my memo was that we do a new Reservation Agreement for them to clean this up so that it is all good. We have had an issue in the past because our old Agreement says once you have reached a milestone you can keep the capacity forever and that has sort of hamstrung us. My recommendation is, and you would vote on the form of the Agreement when it is done, is we start putting absolute time limits in. "If you don't do something than you lose it. You can't renew it; you can't keep it forever." That is how Readington Township got in trouble.

Mr. Tully – What is an appropriate time frame?

Mr. Mangin – A two-year period?

Mr. Watts – Yes, I would think two years.

Mr. Tully – Most towns approvals, like a Board approval is only good for two years. You either start or you are done. I would say two years.

Mr. Kendzulak, Jr. – Is the clock going to start once this thing goes through?

Mr. Watts – Once the new Agreement is signed, then they have two years.

Mr. Kendzulak, Jr. – To get a Certificate of Compliance and then come on line. So, they are going to have to be ready to move.

Mr. Watts – Or they will have to start paying user fees.

Mr. Kendzulak, Jr. – When does the capacity come back then?

Mr. Watts – It depends how we phrase the Agreement. We are saying two years, but we have in the past, if people agreed to start paying the user fees, then you don't pull it back because they are paying for it.

(Many people speaking at once)

Mr. Hazard – They don't have capacity?

Mr. Tully – They have two EDUs. If the Planning Board approval had expired, like most other Townships do, this wouldn't even be a conversation, because they would have lost their Planning Board approval and they would have had to start all over. It wasn't written in the Resolution that they would lose their approval because they Township approval carries on forever.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – I would like to go into Closed Session for the purpose of discussing the litigation matters with NJDEP, contractual matters and personnel matters, and we do not anticipate any official action will be taken once we come out of Closed Session.

Mr. Kendzulak, Jr. made a motion to adjourn into Closed Session for the above stated purpose and Mr. Mangin seconded the motion. Closed Session was from 5:24 pm – 6:10 pm.

9. Adjournment of Work Session:

Mr. Hazard made a motion to adjourn the Work Session. Mr. Mangin seconded the motion. All were in favor. The Meeting ended at 6:11 pm.