

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

AUGUST 18, 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	Absent
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 #2022 - 45 Authorization to File Petition for Certification Regarding
C – 1 Stream Appeal
(Not to Exceed \$6,000.00)

Mr. Hazard made a motion to approve Resolution #2022 - 45, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 46 New Reservation Agreement Format

Mr. Hazard made motion to approve Resolution #2022 – 46, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 47 Woodmont Properties (Block 40 Lots 4 & 5.01)

Mr. Kendzulak, Jr. made motion to approve Resolution #2022 – 47, Mr. Hazard seconded the motion.

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

Resolution #2022 – 48 Approval of and Authorization to Execute Agreement for Transfer of Wastewater Treatment Capacity and Assignment of Agreement for Reservation of Wastewater Treatment Capacity Macedo Industrial Park IV, LLP to AK RE Investments, LLC (Block 16 Lots 16.07 & 16.08)

Mr. Hazard made motion to approve Resolution #2022 – 48, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 49 Crediting of Legal / Engineering Escrow Account of Del – Pat Leasing

Mr. Hazard made motion to approve Resolution #2022 – 49, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 50 Approval of Emergency Repair of Manholes
(Cost of Repairs - \$15,830.00)

Mr. Hazard made motion to approve Resolution #2022 – 50, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 51 Amendment of Schedule of Sewer Use Charges and Fees

Mr. Hazard made motion to approve Resolution #2022 – 51, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 52 Return of Legal & Engineering Escrow Deposits

Mr. Hazard made motion to approve Resolution #2022 – 52, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2022 – 53 Acceptance of Bid and Award of Contract to Asphalt Paving Systems, Inc. (Contract #22-2)
(Bid Amount = \$117,285.00)

Mr. Hazard made motion to approve Resolution #2022 – 53, Mr. Kendzulak, Jr. seconded the motion.

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

6. **Approval of Minutes:** Minutes of July 21, 2022

Mr. Hazard made a motion to approve the minutes from the July 21, 2022 meeting. Mr. Tully seconded the motion. All were in favor. Mr. Kendzulak, Jr. abstained.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. –The bills totaled \$370,558.66 and all appears to be in order. If you go to the last yellow page, we are at 55%, last year we were at about 58%. I'm certainly comfortable with where we are at this point.

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

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

8. Citizens' Privilege:

Mr. Diehl – I just want to relay that we have an EPA inspection for the Flemington sewer collection system next month and I'll keep you posted when it is all done.

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.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

AUGUST 18, 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:**

None
3. **Old Business:**

None
4. **New Business:**

None
5. **Professional Reports:**
 - a) Attorney –

None
 - b) Engineer –

Mr. Madden – We have a meeting about the SCADA with Morehouse next Thursday. They are going to do some internal things like in house interviews with people here. They have done a lot of stuff already. The sludge holding tank project will be moving along. They have ordered the materials, which has been an issue just like any other product out there and steel is no exception. We just talked about the pavement project for the plant. We would like to get that done this fall. I had a question; these are all in unit prices. We had cut it off because we wanted to make sure we were under the budget of what you had. Since the price is so low, I don't know if you want to extend the project and how far you can go. I think there is a limit anyway.

Mr. Watts – Yes, twenty percent for a Change Order.

Mr. Tully – If they can get a little further and still fall under that, than yes.

Mr. Madden – We have been doing some stuff with the Wet Weather Facility. We looked at different coatings and we got some different prices. A simple coating will last for x years, but a different kind of coating might get you further, rather than having to redo this again five years from now. We are tracking the flows; they have been down really low obviously since there is no rain. We are finding things with the guys going out and tving and we are compiling lists and when we have money we can bundle up stuff and fix things.

Mr. Kendzulak, Jr. – When do you think you will be able to put together a package? I'm assuming we will have something to do before the end of the year.

Mr. Madden – Like I said, we can bundle them all together and get them done maybe in a month or two. Get enough together to go out to bid. The weather is the only issue; some of these coatings, grouts, and things, that fifty-degree mark is a threshold. What is the money threshold.

Mr. Watts – Anything over \$17,500.00 has to go out to bid.

Mr. Madden – I'll bundle a bunch of them together and we will make a recommendation for the next meeting. Mr. Frank asked us to look at a new type of diffuser for the aeration tanks and we are working on that. We completed our analysis on the generator; we got the one-line diagram so everything looks to be okay, and we will get that package together for bid. We are getting two generators instead of one, which is a little different kind of animal, but it will work. The other thing we are waiting on is Readington.

6. **RTMUA Reports:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank – Flemington did not go online last month which is good. Mr. Madden and I met with Readington regarding the COAH capacity request. I had an AEA Zoom meeting; we had jar testing for polymer. We did our Pre – Con for the sludge holding tank. We interviewed for the lab supervisor, and I was told that she accepted the position. We had budget meetings, the chemical bid and the asphalt bid and that is about it.

- a) Overtime Recap
- b) Septage / Greywater Recap
- 2. Laboratory Summary - None
- 3. Maintenance Summary
- 4. Readington Flows

- b) Commissioner's Comments:

None

7. Discussion:

- a) Board of Commissioners Authorization for Mr. Frank and Mr. Sciss to Attend the AEA Annual Meeting and Conference in Atlantic City (November 15 – 16, 2022)

General consensus was given

- b) Chemical Bid Results

Mr. Frank – Everything went up, especially hypochlorite.

- c) Janitorial Proposals

Mr. Frank – We received one proposal, and the amount stayed the same.

- d) Mowing Proposals

Mr. Frank – We received one proposal, and the amount went up \$50.00 a cut.

- e) Commercial Survey Deadline

Mr. Frank – Mrs. Hallinger wants to put a deadline for submissions.

Mr. Watts – We are going to have a resolution at next month's meeting to change the way we do it because she is not getting responses and the resolution will state that the if the questionnaires are not received by a certain date, then the flow will be assigned to the user either based upon the old survey or the number of EDUs assigned, whichever is the greater so that there is incentive to get them back to us.

f) Draft of Budget

Mr. Tully – We had a budget meeting a week or so ago. We have been progressing as far as we can with the information we have, like the chemicals we just talked about. Mrs. Gano put together the salary stuff and the other thing she is waiting for is the State, and they give us the info at the last possible minute. Otherwise, we are moving along with it.

g) Establishment of Administrative Salaries

Discussed in Closed Session

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

Mr. Tully – We will be going into Closed Session to discuss Pending Litigation Matters with the NJDEP, as well as Personnel Matters, and we do not anticipate taking official action once we come out of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:20 pm – 5:55 pm.

9. **Adjournment of Work Session:**

Mr. Hazard made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The Meeting ended at 5:56 pm.