
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

FEBRUARY 20, 2020

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	Absent
Mr. Tully	Here

Also present were Ray Frank, RTMUA Chief Operator; Regina Nicaretta, RTMUA Executive Secretary; Daniel Madden, PE, Johnson, Mirmiran & Thompson; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

5. **RESOLUTIONS:**

REORGANIZATION

Mr. Watts - At this point in the meeting, we will conduct our Reorganization. I will open up to the members the nomination for the position of Chairperson.

Resolution #2020 - 05 Appointment of Chairperson

Mr. Tully made a motion to nominate Mr. Kendzulak, Jr., Mr. Grand seconded the motion. All were in favor. Mr. Kendzulak, Jr. abstained.

Resolution #2020 – 06 Appointment of Vice - Chairperson

Mr. Grand made a motion to nominate Mrs. Robitzski, Mr. Tully seconded the motion. All were in favor.

Resolution #2020 - 07 Appointment of Secretary

Mr. Kendzulak, Jr. made a motion to nominate Mr. Tully, Mr. Grand seconded the motion. All were in favor. Mr. Tully abstained.

Resolution #2020 – 08 Appointment of Treasurer

Mr. Tully made a motion to nominate Mr. Grand, Mr. Hazard seconded the motion. All were in favor. Mr. Grand abstained.

Resolution #2020 – 09 Appointment of Assistant Secretary / Assistant Treasurer

Mr. Tully made a motion to nominate Mr. Hazard, Mr. Grand seconded the motion. All were in favor. Mr. Hazard abstained.

Resolution #2020 – 10 Establishment of Meeting Dates

Mr. Tully made a motion to approve Resolution #2020 – 10, Mr. Grand seconded the motion. All were in favor.

Resolution #2020 – 11 Designation of Depositories

Mr. Grand made a motion to approve Resolution #2020 – 11, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020-12 Authorization of Signatories

Mr. Hazard made a motion to approve Resolution #2020-12, Mr. Grand seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 13 Designation of Official / Legal Newspapers

Mr. Grand made a motion to approve Resolution #2020 – 13, Mr. Tully seconded the motion. All were in favor.

Resolution #2020 – 14 Appointment of Certifying Officer

Mr. Grand made a motion to approve Resolution #2020 – 14, Mr. Tully seconded the motion. All were in favor.

Appointment of Professionals

Resolution #2020 – 15 Appointment of Auditor
(Contract not to Exceed \$49,500.00)

Mr. Grand made a motion to approve Resolution #2020 – 15, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 16 Appointment of Bond Counsel
(Contract not to Exceed \$8,000.00)

Mr. Grand made a motion to approve Resolution #2020 - 16, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 17 Appointment of Legal Counsel
(Contract not to Exceed \$55,000.00)

Mr. Grand made a motion to approve Resolution #2020 – 17, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 18 Appointment of Special Counsel
(Individual Contracts not to Exceed \$37,500.00)

Mr. Grand made a motion to approve Resolution #2020 – 18, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 19 Appointment of Consulting Engineer
(Contract not to Exceed \$236,000.00)

Mr. Grand made a motion to approve Resolution #2020 – 19, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 20 Appointment of Special Projects Engineer
(Contract not to Exceed \$10,000.00)

Mr. Tully made a motion to approve Resolution #2020 – 20, Mr. Grand seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

END OF REORGANIZATION

Resolution #2020 – 21 Amendment to Personnel Policies and Procedures
Manual and Employee Handbook

Mr. Tully made a motion to approve Resolution #2020 – 21, Mr. Grand seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 22 Authorization for Chairperson to Execute Common
Interest Agreement

Mr. Tully made a motion to approve Resolution #2020 – 22, Mr. Grand seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

Resolution #2020 – 23 Return of L & E Escrow

Mr. Tully made a motion to approve Resolution #2020 – 23, Mr. Hazard seconded the motion.

Roll Call Vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Absent
	Mr. Tully	-	Yes

6. **Approval of Minutes:** Minutes of January 16, 2020

Mr. Kendzulak, Jr. – I did have one note, Ms. Nicaretta; on the first page of the Work Session, about three quarters of the way down, where I'm speaking. It says 129,000 gallons per day; that should say 125,000 gallons per day.

Ms. Nicaretta – I'll make that correction.

Mr. Kendzulak, Jr. – I know we had some dialogue with Readington and their COAH obligation and the flow they're sending here. I want to make sure we're following through with that. Mr. Madden, I think you were going to look into if there were exceedances, what the cost of those exceedances were. At the end of the day, when their flow is above 125,000; that means that we have less capacity here and that means as far as us being able to support what we have here, we're taking a hit on it. There's not only a cost in treating it, but there's a cost in removing it and that cost ought to bear on Readington Township. I want to make sure we get a number on that.

Mr. Tully made a motion to approve the minutes from the January 16, 2020 meeting. Mr. Grand seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. – The bills totaled \$511,923.72. All appears to be in order. If you go to the last pink page; we're at about 13.86% and a lot of these bills like the insurance and the pension have been paid up front. Conservatively, we're one month through our fiscal year, the month of January, so we're one twelfth or 8.3% through the year, we're a little bit above but we're up fronting some of these payments so I'm comfortable with where we are.

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

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

8. **Citizens' Privilege:**

None

9. Adjourn into Closed Session by Motion, if Needed

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss Personnel Matters, and we do anticipate taking official action once we come out of Closed Session. We also will be discussing the Administrative Consent Order, and outstanding issues with the Borough of Flemington in regard to the debt service, EPEC Polymers and pending litigation in regard to the Flemington Wet Weather Facility.

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 5:15 pm – 5:54 pm.

Mr. Kendzulak, Jr. – We’re back into open session.

Mr. Watts – It would be appropriate for the Authority to consider a resolution that would adopt the recommendation of the Chief Operator to deny the grievance of Mr. Arrington for the additional holiday pay which he seeks based on the specific terms of the Labor Contract.

Mr. Kendzulak, Jr. – Is there a motion?

Mr. Hazard – Motion.

Mr. Kendzulak, Jr. – Is there a second?

Mr. Tully - Second

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

10. Adjournment of Regular Meeting:

Mr. Grand made a motion to adjourn the Regular Meeting. Mr. Tully seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

FEBRUARY 20, 2020

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:**

Mr. Kendzulak, Jr. – There was one piece of correspondence in regard to a resolution that we did opposing a bill that was before the Senate and the Assembly and it looks like it didn't go anywhere. Ms. Gallos sent this letter thanking us for our support in the opposition of that bill.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney - None

b) Engineer –

Mr. Madden – We continue to monitor the flows; we had a little bit of a wet streak in early January but things have come back down to normal. We're back to that 80 – 85% capacity range for the most part. I talked to Mr. Frank today; he's getting the computer equipment he needs for the flow meters. He'll start putting the meters in so we can start monitoring I & I. The GIS maps have been updated the best we could do; last year we had a budget of \$10,000.00 to do what we could with. We incorporated a lot of the AutoCAD files. There's still a lot of pdf files that need to be incorporated. That is something that needs to be considered to do. It's a harder process. Our IT guy thinks he has a way he can do it; there's some new technology. We're still working with the Islamic Center to get their situation resolved out there. They keep rescheduling but hopefully that will be resolved in the next few weeks. We'll get moving on the study with Readington. We did monitor their flow; they were under 125,000 last month.

Mr. Kendzulak, Jr. – I'm anxious to see what happens with I & I. I know you want to keep them at the first place for about a month or so then we're going to move it along the Neshanic, identify problems there. Between what I saw and what Mr. Frank had mentioned; Pump Station #1, one pump went on, we had one event where the FWWF went online, so that meant we had a decent shot of rain. Pump Station #1, one pump was able to handle it, what Mr. Frank was saying was it went up relatively quickly and went down relatively quickly. This is going back a long time ago, when we first talked about it, it doesn't mean that it's sump pumps that is creating the problem, it sounds like there's some kind of inflow getting in. There's a little more interest in getting along that Neshanic and trying to find what it may be so we can get it corrected.

Mr. Madden – We were talking about the duration; I think a month is good, if we get a good rainstorm in there; you might want to hold it in there until you get one before we start jumping around.

Mr. Kendzulak, Jr. – The laptop we were waiting to get, we got that?

Mr. Frank – Yes, we got it the other day.

Mr. Kendzulak, Jr. – Is it fair to say we'll be putting those flow meters in next week or the following week?

Mr. Frank – Yes, next week or the following week. We need to get training on the new meters. As soon as we schedule that, we can get them in.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Russell Reid came in as the lowest bidder for hauling our sludge cake to Stonybrook. It will be a savings of \$217.00 per trip compared to what we were paying. Using last months boxes, at 22 boxes for the month, we would have saved over \$4,000.00, almost \$5,000.00 in hauling. Plus, the additional savings of what Stonybrook is going to charge us, a flat fee of \$52.00 a yard, where ACUA was charging us by the wetness of each load. Sometimes it was \$50.00, sometimes it was \$100.00, sometimes it was a \$150.00. We're looking to save quite a bit of money between the two.

Mr. Kendzulak, Jr. – One thing I did notice, we did have a good month in January for septage, maybe not so much for greywater. You said you have to shut that down next week though.

Mr. Frank – They're not too busy now, so it won't be too costly for us.

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

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

- a) Sludge Box Hauling Bids

Previously discussed.

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 6:04 pm.