

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

FEBRUARY 17, 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	Here
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2022 – 01 Raymond S. Frank Salary

Mr. Watts – There will be a slight change to this. I had drafted the resolution and it is not in accordance with the Closed Session Minutes. I recommend that you adopt it with the change. In the third "Whereas" clause, where I said "Ray Frank would no longer hold the position of Director", he will continue to hold the joint title of Chief Operator / Director. Other than that, I believe it is in proper form.

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 01; Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

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 #2022-06 Appointment of Chairperson

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

Resolution #2022-07 Appointment of Vice-Chairperson

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

Resolution #2022-08 Appointment of Secretary

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

Resolution #2022-09 Appointment of Treasurer

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

Resolution #2022-10 Appointment of Assistant Secretary / Assistant
Treasurer

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

Resolution #2022 – 11 Establishment of Meeting Dates

Mr. Hazard made a motion to approve Resolution #2022 – 11, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 12 Designation of Depositories

Mr. Hazard made a motion to approve Resolution #2022 – 12, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022-13 Authorization of Signatories

Mr. Hazard made a motion to approve Resolution #2022-13, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 14 Designation of Official / Legal Newspapers

Mr. Hazard made a motion to approve Resolution #2022 – 14, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 15 Appointment of Certifying Officer

Mr. Hazard made a motion to approve Resolution #2022 – 15, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Appointment of Professionals

Resolution #2022 – 16 Appointment of Auditor
(Contract not to Exceed \$50,000.00)

Mr. Hazard made a motion to approve Resolution #2022 – 16, Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 17 Appointment of Bond Counsel
(Contract not to Exceed \$10,000.00)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 17, Mr. Hazard seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 18 Appointment of Legal Counsel
(Contract not to Exceed \$42,500.00)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 – 18, Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	No
	Mr. Tully	-	Yes

Resolution #2022 – 19 Appointment of Special Counsel
(Individual Contracts not to Exceed \$19,100.00)

Mr. Hazard made a motion to approve Resolution #2022 – 19, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 20 Appointment of Consulting Engineer
(Contract not to Exceed \$258,500.00)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 – 20, Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2021 – 21 Appointment of Special Projects Engineer
(Contract not to Exceed \$10,000.00)

Mr. Hazard made a motion to approve Resolution #2022 – 21, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

END OF REORGANIZATION

Resolution #2022 – 22 Amendment of Personnel Policies and Procedures
Manual and Employee Handbook

Mr. Hazard made a motion to approve Resolution #2022 - 22, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 23 Employment of Chris Karcher as Wastewater
Treatment Operator

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 23, Mr. Hazard seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 24 Approval of Emergency Fire Suppression System for
Pump Station #1
(Price = \$34,036.67)

Mr. Hazard made a motion to approve Resolution #2022 - 24, Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 25 Authorization to Purchase Submersible Pumps for Sun Ridge Pump Station #1 and Sun Ridge Pump Station #2 (NJCPS)
(Price not to Exceed \$44,500.00)

Mr. Hazard made a motion to approve Resolution #2022 - 25, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 26 Authorization to Purchase Aeration Tank Probes (NJ State Contract)
(Price = \$38,411.00)

Mr. Hazard made a motion to approve Resolution #2022 - 26, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2022 – 27 Return of L & E

Mr. Hazard made a motion to approve Resolution #2022 - 27, Mr. Kendzulak, Jr. seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

6. **Approval of Minutes:** Minutes of January 20, 2022

Mr. Kendzulak, Jr. made a motion to approve the minutes from the January 20, 2022 meeting. Mr. Mangin seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Abstain
	Mr. Kendzulak, Jr.	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Abstain
	Mr. Tully	-	Yes

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

Mr. Kendzulak, Jr. – The bills totaled \$608,356.17. All appears to be in order. If you look at the last pink page, you will see that we are around 13%, conservatively, if you said we went through the month of January, that is one twelfth, or 8.3%; I'm fine with this, this is early in the game. Plus, we pay, for instance, insurance up front, which is a decent chunk of change, so I am comfortable at where we are.

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

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

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

FEBRUARY 17, 2022

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 –

Mr. Madden – We put out the Request for Qualifications for the SCADA out to three firms and we got two responses. Both companies that responded are more than qualified, and are very comparable. Mr. Tully and I will discuss this and have a recommendation for awarding the Contract to one of them at the next meeting. I don't think you could go wrong with either of them; both came recommended by AEA. The third one was also but they declined because they weren't in a position at this time to do it. Mr. Frank and I met a couple of days ago to review some things we are doing within the system to start to get rid of some the I & I. We ordered some sleeves, and we are waiting for those to come in. He is going to issue a contract to a vendor to do some grouting to seal up some of our manholes and one of the wet wells at a pump station. All to keep extraneous flow out. We keep an eye on capacity; we are at about 73% of permitted capacity at this point through December 2021 but with our committed flows, we are always right against our number. We did a little bit of GIS upgrades to our mapping system. We got a request from the State for Route 31, so we verified all the locations of the manholes out there and walked the line with Mr. Frank's crew to verify where they

were because there was some conflicting information on the old map, so we got that straightened out. We are currently working on a few projects; one is preparing the O & M Collection System Manual that was requested by the EPA. We are also doing the design for the pavement of the parking lot and the access road at the plant here because that pavement is failing and we are doing the specs for the sludge holding tank, we have had meetings with the vendor, and we have all the things we need to put it out to bid. All of those will be coming up in the next couple of months, we will have them ready to go with bids. One thing I will point out is Johanna's flows are up again; they were down for a while, but they have jumped back up. As far as the I & I, we still have the flow meters out there and we are still tracking those things.

Mr. Tully – For the flow meters, can we maybe get an update for the next meeting?

Mr. Madden – Yes.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Flemington went on line once last month. I attended the Capacity Committee meeting, and my AEA check-ins which is every other week. There was a pre-con for Flemington Junction Industrial Park and Zoom calls with FEMA trying to get all that squared away so we can get reimbursed for all the damages we incurred.

- a) Overtime Recap
- b) Septage / Greywater Recap

- 2. Laboratory Summary
- 3. Maintenance Summary
- 4. Readington Flows

b) COMMISSIONERS' COMMENTS

7. Discussion:

- a) SCADA System – Request for Qualifications – Proposal Review

Previously discussed.

- b) RTMUA Commissioner Officer & Committee Assignments

To be discussed in Closed Session.

- c) Signing of Documents

8. Adjourn into Closed Session by Motion, if Needed

Mr. Watts – We will be going into Closed Session for the purpose of discussing the Contractual Matters regarding excess flows, and the Linque / Lipton Site capacity 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. Hazard seconded the motion. Closed Session was from 5:21 pm – 6:06 pm.

9. Adjournment of Work Session:

Mr. Kendzulak, Jr. made a motion to adjourn the Work Session. Mr. Hazard seconded the motion. All were in favor. The Meeting ended at 6:07 pm.