
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APPROVED

JANUARY 21, 2021

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 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 #2021 - 01 Resolution of Appreciation to Lawrence N. Grand for Service to Raritan Township Municipal Utilities Authority

Mr. Kendzulak, Jr. – I would like to read the full resolution (reads resolution in its entirety). We've got a plaque for you also. Mr. Grand, I want to thank you, it has been a real pleasure working with you. I think the words "sincere dedication and honesty" and all that really rang a bell with what is in the Resolution. We are going to miss you.

Mr. Grand – I enjoyed working with everyone, thank you so much.

Mr. Hazard made a motion to approve Resolution #2021 - 01, Mr. Tully seconded the motion.

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

Resolution #2021 - 02 Association of Environmental Authorities Annual Membership Dues

Mr. Tully made a motion to approve Resolution #2021 - 02, Mr. Hazard seconded the motion.

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

Resolution #2021 – 03 Endorsing Modifications to Renewal and Replacement Reserve Fund

Mr. Tully made a motion to approve Resolution #2021 - 03, Mr. Hazard seconded the motion.

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

Resolution #2021 – 04 Employment of Brenda Karcher as Maintenance Mechanic

Mr. Hazard made a motion to approve Resolution #2021 - 04, 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 #2021 – 05 Authorization to Execute Agreement for Transfer of Wastewater Treatment Capacity, Raritan Township Fire Company to Raritan Valley Habitat for Humanity

Mr. Hazard made a motion to approve Resolution #2021 - 05, 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 #2021 – 06 Return of L & E

Mr. Hazard made a motion to approve Resolution #2021 - 06, Mr. Tully 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 December 10, 2020

Mr. Hazard made a motion to approve the minutes from the December 10, 2020 meeting. Mr. Tully seconded the motion.

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

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

Mr. Kendzulak, Jr. - The bills totaled \$639,587.10; everything appears to be in order. Basically, there are two sections that we did. We finished out for the most part, the 2020 year, and once they do the Audit, there is going to be an adjustment. In looking at where we are, and this number, it is going to go up, we are at 85% and change of where our budget was but again, once the Audit adjustments are made, that will be modified. We came in under budget and I am comfortable with that number. The other page that we have, is, we have January of 2021. We didn't pay all of January yet and we are at about 6% of the budget but some of that had the insurance bill, we pay up front; everything here looks good so far.

Mr. Hazard 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	-	Absent
	Mr. Tully	-	Yes

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

Mr. Hazard 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

APPROVED

JANUARY 21, 2021

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 –

Mr. Watts - What I have is for the Closed Session.

b) Engineer –

Mr. Madden – I did the capacity report for the fourth quarter of last year. The flows are a little higher than normal which is pretty standard for that quarter historically. That is why the number shows a negative and being over capacity if you would. There were some rain events in that quarter. Nothing new on the clarifiers. We got a lot of the mapping updated this year so that is looking good and it will help Mr. Frank's crew with their daily activities. We continue to monitor and assess conditions out in the field.

Mr. Kendzulak, Jr. – Johanna, what is going on with that and where we are and what we are finding? We did have a couple of rainfall events.

Mr. Madden – We didn't see any exaggerated flows from those rainfall events, we saw some bumps but nothing like we had seen prior back in the summer.

Mr. Kendzulak, Jr. – Any idea of what was creating these problems in the summer? First, did we get that issue resolved with the calibration of the flow meters?

Mr. Madden – We did to the extent we could, given the hydraulic conditions. There is always going to be a little bit of inaccuracy with those because of the way the pipeline is situated. In other words, you want to have as many straight through runs as you can. We would have to go so far upstream to get a straight through run to get a real accurate flow, we couldn't do it. They are decent conditions, so we have decent numbers.

Mr. Kendzulak, Jr. – I & I issues, any hopeful areas? I know we were talking about the Neshanic River.

Mr. Madden – We are looking to take the meters and move them upstream.

Mr. Kendzulak, Jr. – Are we using all three of our meters now?

Mr. Madden – Yes.

Mr. Kendzulak, Jr. – At what point do we feel we have enough information with Johanna and that area?

Mr. Madden – I think we are good in that area, we have enough data to make decisions. I think the next phase is to either move them upstream there or possibly Woodside because Mr. Frank said there might be some issues over at Woodside and it might be beneficial to put them over there.

Mr. Kendzulak, Jr. – My recollection is the Neshanic, that was the biggest area where we were noting the most. I am looking for; ideally, I would like to see a home run, that we find something. I think our best chance for a home run or even singles, doubles and triples are in that watershed.

Mr. Madden – We will continue up the Neshanic then.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank – I have been trying to stay up with the Zoom meetings put out by the AEA. We had a safety inspection through the JIF, and everything came out great. They checked most of our pump stations. We had our quarterly safety meeting and I met with Mr. Kimmick of Summit Spray Dry in Flemington Industrial Park. Both flow meters were installed, and I verified that. I met with the property manager at Concord Ridge about a tree issue and just the

Pre – Con meeting today with the 66 Junction Road project people.
Mr. Hazard – What brought Summit around all of a sudden?
Mr. Frank – DEP. It was funny that Summit Custom Spray
Dry paid for both installations.

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

b) COMMISSIONERS' COMMENTS

Mr. Hazard – Mr. Hutchins is retiring; so, Ms. Karen Gilbert was named as the Township Administrator and she started yesterday. Mr. Hutchins will be there until the end of February.

7. **Discussion:**

- a) Mr. Christopher Langhart, Bond Counsel regarding Long Term Financing through the New Jersey Infrastructure Bank

Mr. Langhart – We have been contacted by the IBank to inform us that our clarifier project, which we have an IBank loan out for, for about 3.9 million, is now ready to go into permanent financing. What that usually means is the project is nearly done and I think that is what Mr. Madden had said. Now that we know the final cost, it rolls into permanent financing. There is a choice of whether we want to go or to delay it. I don't think there is any reason to delay it, we are ready to go. Interest rates are very low right now, every financial advisor in the world will tell you to go for long term financing if you can. I think it's a no brainer for us to tell them "yes". I am trying to confirm it, but I am pretty sure we get 75% at zero percent interest and if we round it up to a four-million-dollar loan, we get three-million-dollar loan at zero percent interest. I think the market rate is at three percent so one million dollars at three percent. You blend it together and the whole thing would be something like 1.2% interest; it would be lower than 1.5%.

Mr. Kendzulak, Jr. – It sounds like a plan.

Mr. Langhart – DEP had contacted us, they contacted Mrs. Struening so I will tell her to go ahead.

Mr. Kendzulak, Jr. – Are the other commissioners on board with that?
General consensus.

b) 4th Quarter 2019 Capacity Evaluation

Mr. Kendzulak, Jr. – Mr. Madden you briefly touched on this before in your Engineer's Report.

Mr. Madden –The number moves every quarter and right now our total committed flow if everything were online, we would be over four and our capacity is 3.8.

Mr. Kendzulak, Jr. – It's just a snapshot. Ideally, we are close, but we are still over. It is the result of rain and whatever.

Mr. Madden – The actual flows are seventy five percent.

Mr. Kendzulak, Jr. – Yes, but if you take all the paper capacity, Flemington's capacity, Readington's allocated capacity, and our developed capacity.

c) Meeting Dates for 2021

Mr. Kendzulak, Jr. – Typically, they are always the third Thursday of the month.

Mr. Frank – This year, December is too.

d) RTMUA Commissioner Officer & Committee Appointments

Mr. Kendzulak, Jr. – We will discuss this in Closed Session along with the RTMUA Professional Contracts.

e) RTMUA Professional Contracts

8. Adjourn into Closed Session by Motion, if Needed

Mr. Kendzulak, Jr. – What I would like to do now is go into Closed Session for the purpose of discussing the ongoing litigation matters with DEP, contractual matters with Flemington Borough and Personnel Matters and we do not anticipate any official action will be taken once we come out 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 5:23 pm – 6:10 pm.

9. Adjournment of Work Session:

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