

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JANUARY 16, 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 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

Mr. Kendzulak, Jr. – Before we go to resolutions, I'd like to go into Closed Session for purposes of discussing various issues; the C1 Upgrade, the ACO, Contractual Matters with Flemington Borough and our Permit with DEP and we don't anticipate taking any formal action at the conclusion of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Closed Session was from 5:04 pm – 5:19 pm.

5. RESOLUTIONS:

Resolution #2020 - 01 Association of Environmental Authorities Annual
Membership Dues

Mr. Grand made a motion to approve Resolution #2020 - 01, 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 – 02 Authorization to Advertise for and Receive Bids for
Sludge Box Hauling

Mr. Tully made a motion to approve Resolution #2020 - 02, 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 – 03 Employment of JoVonn Quinones as Wastewater
Treatment Operator

Mr. Grand made a motion to approve Resolution #2020 - 03, 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 – 04 Resolution Consenting to the Proposed Upper Raritan Water Quality Management (WQM) Plan Amendment

Mr. Tully made a motion to approve Resolution #2020 - 04, Mr. Grand 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 12, 2019

Mr. Grand made a motion to approve the minutes from the December 12, 2019 meeting. Mr. Tully seconded the motion. All were in favor. Mr. Hazard abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$615,823.77; everything appears to be in order. This is the first month of our Fiscal Year. If you go to the last blue page, you'll see that we're not through the full month of January; we're at 7.2% but a lot of these things, are like the first half of the JIF insurance bill which is a decent chunk of change. Again, we're just getting started here. The audited amount is written below from last year, it's 13.79%, we won't have a better idea until we get further into our year on how we're doing with the budget but certainly I'm comfortable with what I've seen so far this month.

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**

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

JANUARY 16, 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:**
 - a) Robert J. Clerico, PE of Van Cleef Engineering Associates, LLC to John Kendzulak, Jr., Chairman of RTMUA regarding WMP Site Specific Amendment Block 81 Lot 1 (Three Bridges), Township of Readington

Mr. Madden – Mr. Frank and I had met with them a couple months ago and we told them we don't have available capacity at this point; and we don't. This is similar to Ubel as they are putting an application in to DEP to get into the Sewer Service Area (SSA). We should probably respond to them saying "we told you we don't have the available capacity at this point". They talked about doing I & I work and I think we agreed we'd need a long period of time to see that this was actually fruitful; whatever they did to reduce I & I and they're not exceeding their capacity.

Mr. Kendzulak, Jr. – Their flows are over this past month. Just to go back to our conversation here about implementing some kind of penalty when they do go over. There's more to it than their sending us an additional 20,000 gallons per day (gpd). It's the impact that this stuff is having on our capacity; that's just gobbling into whatever reserve we have. It's not cheap to pull I & I out of our system and go and find the holes and the leaks and then go back and fix them. Somehow, we need to come up with a cost to do that and if they're not meeting it, we should be charging them for it. Ultimately, it's having an impact on Raritan Township. It might not be a significant number but it is a number that isn't helping us. It's not flow we can have. Our Agreement with them is for 125,000 gpd and that's it. I don't know where we go now. You're meeting with them, they said they were going to look at fixing holes in their system in Readington and they were going to come back to us?

Mr. Madden – Yes, we told them they'd have to prove to us for a long time that...

Mr. Kendzulak, Jr. – ...How is that going to work when it comes down to our friends at COAH? Are they going to say "tough luck, you have to do it and that's the way it is?" This is 100% affordable housing.

Mr. Watts – They are required to seek capacity; number one they'd love to get it but number two they also need to make the request to show they're doing everything they can do in their power to meet their housing needs. I think we're well within our rights to decline at this time and I'm sure they understand what we need to see from them before we could consider such a request.

Mr. Kendzulak, Jr. – We would write a response to this basically saying "there is no capacity and your flows have exceeded". What's our response going to be?

Mr. Watts – We're unable to grant your request at this time. It's worth noting "you've exceeded your allocated flows..."

Mr. Kendzulak, Jr. - ...on four months or well, over the last several years.

Mr. Grand – Are they still going ahead with their I & I planning?

Mr. Frank – I think they are pursuing their I & I, trying to get their numbers down. They thought that was how they were going to squeeze that 16,000 gpd in. But they were looking at some of their dry weather flows; and some of their wet weather flows and realizing the difference. They said "if we just get rid of some of the I & I, then there's more than enough capacity within that 125,000 gpd". We told them "that's great but we want to see at least a year's history of being under that 125,000 gpd to bring that new 16,000 gpd in."

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney - None

b) Engineer –

Mr. Madden – We're keeping an eye on our flows. This past month we had one heavy rain storm. We always kind of monitor Pump Station #1 because that seems to be the stickler in the system. A second pump came on briefly for a ten

to fifteen-minute period but for the most part we were able to handle that storm with out any real stress on the system. If you look at the Quarterly Capacity Report that was done this past quarter, December was right at 2.8 MGD plus with our reserve we were right at 3.8 MGD that we would have if everyone was connected. I think we're starting to return to a normal period of normal flow of a few years ago like before that period of intense rain. I'm not convinced we're out of the woods yet. I believe we're going to start the metering soon; if the meters came in.

Mr. Frank – The flow meters came in, we set up with Hach to do training on them. I didn't realize we need a lap top to collect all the data etc. so they're pricing out a toughbook.

Mr. Kendzulak, Jr. – You're hopeful that within a month or so we'll have them installed?

Mr. Frank – Yes.

Mr. Madden – I think the first thing to meter, since we don't have the requirements for Flemington yet; I want to look at Johanna to see what's going on around that area.

General consensus.

Mr. Madden – The only other thing is the GIS System; we took that to a point where we have an online cloud-based GIS system that your guys are using and can take out to the field and update the maps and things like that. Not everything is in the system, we got a lot of it in within the budget but there's still some stuff that is in pdf format; it takes longer to do that than an AutoCAD file we can dump quickly. I think we had planned to do more this year if we got authorization and we can upgrade that and bring the system up to speed. I think it's in good shape at this point.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank – To bring everyone up to speed; we're going to use Stonybrook as our primary sludge disposal and ACUA as our backup. We're going to go out for bid on the hauling of the sludge cake to them. We'll be starting grease trap inspections at the end of the month.

Mr. Kendzulak, Jr. – We lost almost \$70,000.00 from 2019 compared to 2018 and a lot of it had to do with ACUA being down. We don't anticipate that with Stonybrook?

Mr. Frank – No. They have two same sized incinerators.

Where ACUA had a larger one and a smaller one, they used the smaller one when the bigger one was shut down and then they had to shut down to us.

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

b) COMMISSIONERS' COMMENTS

None

7. Discussion:

- a) Personnel Policies and Procedures Manual and Employee Handbook – Amendment to Domestic Violence Policy Section

Mr. Watts – This is a policy where the format has been provided to us by JIF; it's basically mandatory that we adopt it. The Authority will have to appoint a primary and secondary Human Resource Officer (HRO) who would do the investigation or would receive complaints. It needs to be an employee, not one of you guys. Probably Mr. Frank and someone else. You need to direct who they will be. We can modify the template that we've been given and vote on it at the next meeting.

Mr. Kendzulak, Jr. – Mrs. Struening takes care of Human Resources, would she be the primary and Mr. Frank be the secondary?

Mr. Frank – Yes.

- b) 4th Quarter 2019 Capacity Evaluation

Previously discussed.

- c) Meeting Dates for 2020

Mr. Kendzulak, Jr. – Basically, it's always the third Thursday of the month except for December which is the second Thursday of the month.

d) RTMUA Commissioner Officer & Committee Appointments

Mr. Kendzulak, Jr. – Our reorganization is next month. We'll discuss this in Closed Session.

e) RTMUA Professional Contracts

Mr. Kendzulak, Jr. – The auditor has kept their same rate.

Ms. Nicaretta – They all stayed the same rate except JMT and Mott MacDonald went up a little and Mr. Watts increased by \$5.00. I put JMT's and Mott MacDonald's rates from last year next to this year's rates.

Mr. Kendzulak, Jr. – Carmeli and Tyler; Mr. Grand, you had brought this up, we should have a discussion on this. We received contracts from both of them, now that they are apart.

Mr. Watts – They are both in proper form and they are going to hold the same rates, even though where Ms. Carmeli is going, the rates are substantially higher. Mr. Tyler's are higher too. I think it would be good to retain both of them though.

Mr. Kendzulak, Jr. – I think with the institutional knowledge and history here, one person may know a little bit more of something than the other person but I think it's a good idea to keep them both on.

General consensus.

Mr. Grand – My only question is, but does having two create where things might fall into the cracks. Is it better to have one and that one sub contracts to the other versus having two and having two contracts? I guess my question is, what makes the Board more or less efficient? I'm not saying we shouldn't have both, I'm just saying do you have one you go to so we don't have duplication?

Mr. Kendzulak, Jr. – That's a good point. Who would be the lead?

Mr. Watts – I would ask them. It's up to them who the primary contact should be. If it's Mr. Tyler he hands it off to Ms. Carmeli or if it's Ms. Carmeli she hands it off to Mr. Tyler.

Mr. Kendzulak, Jr. – Mr. Watts, is that something you could handle for us? I don't know if Mr. Tyler is the point and then he passes it on to Ms. Carmeli if necessary.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Watts – I think it would be appropriate to consider a motion to go into Closed Session for the purpose of discussing 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. Grand seconded the motion. Closed Session was from 5:47 pm – 6:01 pm.

9. Adjournment of Work Session:

Mr. Grand made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 6:02 pm.