

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JANUARY 21, 2016

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:

Dr. Buza	Here
Dr. Dougherty	Here
Mr. Kendzulak, Jr.	Here
Chair Kinsella	Here
Mr. Tully	Here

Also present were Greg LaFerla, RTMUA Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Hatch Mott MacDonald; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

None

5. RESOLUTIONS:

Resolution #2016 - 01 Association of Environmental Authorities Annual Membership Dues

Dr. Dougherty made a motion to approve Resolution #2016 - 01, Dr. Buza seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 02 Authorization for Payment to Bruce P. Miller for Accumulated Unused Sick Leave

Dr. Dougherty made a motion to approve Resolution #2016 - 02, Dr. Buza seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 03 Authorization to Accept Proposal for Professional Engineering Services from Hatch Mott MacDonald for Final Clarifiers Refurbishment

Dr. Dougherty made a motion to approve Resolution #2016 - 03, Dr. Buza seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 04 Acceptance of Proposal of Hatch Mott MacDonald for Professional Services Concerning Asbestos – Containing Material in NJDOT Sewer Lines

Mr. Kendzulak, Jr. made a motion to approve Resolution #2016 - 04, Mr. Tully seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

6. Approval of Minutes: Minutes of December 17, 2015

Mr. Kendzulak, Jr. made a motion to approve the minutes from the December 17, 2015 meeting. Dr. Buza seconded the motion. All were in favor. Dr. Dougherty and Mr. Tully abstained.

7. Treasurer's Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$723,279.16; one of the things that is a bit unique that we were speaking about is on the third page, Atlantic County Utilities Authority (ACUA), in speaking with Mr. LaFerla, there was an error in ACUA's billing through last year that we have to make up to the tune of \$123,000.00 that they didn't bill us and they just let us know. Mr. LaFerla, you confirmed that these numbers are correct?

Mr. LaFerla – Yes, me and Mrs. Struening checked the numbers and we also had Mr. Kiel check them.

Mr. Kendzulak, Jr. – So what will happen, when you and I talked earlier, Mr. Kiel will apply this to last years, 2015 FY Budget. If you look at the last light blue page we're 14.61% through the budget year; one month is about 12% and a lot of this stuff is up - front payments like insurance so we are kind of on budget.

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

Roll call vote:	Dr. Buza	-	Yes
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

8. Citizens' Privilege:

Mr. Watts – I suggested that we speak with Mr. Dilts at this point with regard to Pulte Homes in regard to Linque who is here tonight with regard to the connection of their project to our system. As the Board is well aware, we had a meeting about a month ago to discuss the areas where this project would connect into the Authority's main sewer line because the Authority had uncovered capacity conveyance issues with that pipe and the Authority was then of the opinion that it would be difficult to accept the flows from this project as the tentative plans had been shown by the developer. Our engineer then set to work and prepared a report which we received approximately a week ago, which the members have and we've also received a proposal from Mr. Dilts with regard to his client, with regard to making a contribution to lining the eighteen inch pipe. This afternoon, right before this meeting; and this is unusual, we would normally have the Sub – Committee make a report to the full Board and then we would meet with you but we understand that time is of the essence so the other three members of the Board other than Mr. Kendzulak, Jr. and Mr. Tully really don't know much about what I'm going to say. Mr. Kendzulak, Jr., Mr. Tully, Mrs. Wohlleb, Mr. LaFerla and I met and reviewed the report that Mrs. Wohlleb had prepared which I gave Mr. Dilts just a few minutes ago. It will be the recommendation of the Engineering Sub – Committee that even with lining the eighteen inch pipe; it would still not give sufficient capacity to that pipe to accept the flows at the three connection points for this development. What makes the most sense to the Engineering Sub – Committee would be to have the developer connect at the low point of the property into the twenty – four inch interceptor which would have to be done by way of an on – site pump station; that can be done right away, plans could be submitted to that effect, the Authority would sign the TWA. That would be the only way to get it done quickly because all other ways of increasing flow for other connections would take a tremendous amount of time and as you will see from Mrs. Wohlleb's report, they are extremely expensive and the Authority has no treatment capacity now; we have it for your project but not for other projects so we can't invest ten or twelve million dollars into a pipe replacement project without knowing we're going to have other people coming on to help defray those costs. So it makes the most sense to the Sub – Committee, maybe not to you guys, to let you go right away, connect at the low point which would have to be done by way of an on – site pump station. The engineers can discuss the engineering but that's sort of the sum and substance of what came out of the Sub – Committee meeting.

Mr. Dilts – We appreciate your prompt response, obviously we have not yet had a chance to fully digest this and our engineer is not here.

Mr. Watts – We are willing to have a technical meeting with you as soon as you want to go over the report and to talk about these things.

Mr. Dilts – You already articulated the fact that time is of the essence, we are ready to put a spade in the ground and we can't do that without that TWA.

Unidentified man – I thought I remembered from when we had our work meeting, that there was some kind of physical issue regarding the elevation of the site or something with taking advantage of the twenty – four inch line.

Mrs. Wohlleb – What Mr. Watts is indicating based on our meeting that we had this afternoon based on my firm's review of capacity in both the eighteen inch line and the twenty – four inch line which are proposed points of connection for your project, is that if you look at that twenty – four inch line, you can look at it as sort of the sum of two parts. There's a lower portion of it that is crossing the south branch of the Raritan River, and a little leg of it that goes under River Road, right at that intersection of River Road, Case Boulevard and Pennsylvania Avenue. That has a substantial amount more capacity than the second component of this twenty – four inch line in the upper reach which is very capacity deficient. The thought is that you are already showing a point of connection for the affordable housing units at this very downstream location before the crossing of the south branch of the Raritan River, you're showing a gravity connection from that point up to your site and I think up a portion of Case Boulevard. What we are suggesting is that if you're able to push gravity as far as you can but that your connection point be singular and that it be at that downstream location so you avoid connecting in the upper reaches of the pipe that are capacity deficient; but based on our review of the plans that were submitted back in March and the discussions with your engineer, your site topography is such that I don't believe you can still have your entire on – site sewer system composed as entirely gravity. I think the implication would be to get to that very downstream point, you would need to build an on – site pump station and have all of your on – site flows either entirely by the pump station or a combination with what you proposed now as a gravity line coming to the COAH units as bringing all of your development flows there essentially bypassing these constrained upstream reaches. You have a ridge line on your property so to overcome that it would appear a pump station is necessary but I would leave it to Pulte's engineers who know the site a lot better but that seems to be the case. I did, subsequent to the meeting in December, I sent on the pump station details and standards and the overall construction standards to your engineer, so they should have that information.

Unidentified man – This would be in lieu of any other improvements to the line?

Mrs. Wohlleb – Right, so you would do this and then any capital improvements to the line to gain capacity would not be your issue at that point; it wouldn't be a cost sharing factor.

Mr. Dilts – I appreciate it, we'll be back to you, Mrs. Wohlleb, very quickly.

Mr. Kinsella – Mr. Chen, let me introduce you, this is Mr. Richard Chen a member of the Township Committee and he's our 2016 liaison.

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. Dr. Dougherty seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JANUARY 21, 2016

365 Old York Road, Flemington, New Jersey
(908) 782-7453 Office

(908) 782-7466 Fax

APPROVED

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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 –

Mrs. Wohlleb – I do have one very late addition to the Engineer's Report I conveyed it to the Authority this afternoon once I had the information I needed. I think Ms. Nicaretta circulated an email from me and this relates to the Motor Control Center (MCC) Project which as I mentioned in the Engineer's Report, demolition in the portion of the building where the new electrical switch gear and other HVAC and building improvements are going which is in the overall operations building which also houses the sludge pressing operations of the plant; the contractor has started the demolition work and as with any demolition he found some surprises. So as not to delay, I wanted to present these to the Authority because these are unforeseen items which innumerate to three items. The first item relates to, many, many years ago, there were huge window openings to the press room, they were covered up by drywall, and we found them when the drywall was demolished. The openings can't stay, that wall space is going to be occupied with electrical components so we've asked the contractor to provide a quotation to block up the masonry wall; the RTMUA staff doesn't

have the resources to do the work themselves so the only other logical person to do it is the contractor. They have provided their pricing for equipment, labor and materials; he was originally at a price closer to \$9,000.00 but we reviewed his hours and what he was including in blocking up the wall and his price was reduced to \$7,000.00. The second item is that there are three existing roof fans for this building and they each have motor starters that tie into one common circuit breaker in the MCC. A change order or contract modification is requested to move these motor starters away from the new entry door to provide for a convenient access point and also to tie the new motor starters in with individual circuit breakers. This will offer the operators the opportunity to not have to shut all the fans off to do any maintenance on any individual one. The Authority staff doesn't have a licensed electrician to perform the work so the contractor has provided a price of \$5,107.45 to perform the work. The third item relates to, when doing demolish in the building, they uncovered an old wire trough, again, RTMUA doesn't have the qualified electrician to trace the wires so the contractor is proposing his electrical foreman and he has provided a time and material labor cost and he provided the hourly rate based on the prevailing wage rates that are in the contract. As part of a funded project and a publicly bid project in New Jersey, those requirements require that the first electrician be at the foreman rate and since he needs a second electrician it can be a lower paid electrician. Based upon those rates and the assumption of one day, and if more than one day was required we'd come back to this Board to seek additional approval, but no more than one day based on these hourly rates would equate to approximately \$2,144.45. So based upon this, the total of one, two and three, again depending on whether it is between one and eight hours tracing these wires that require the contractors services, you're looking at a contract modification that would be anywhere between \$12,375.63 to 14,251.90. The Contractor is requesting authorization to proceed as soon as possible, he's very anxious to proceed with this project, he's on site and ready to go so I did request that Mr. LaFerla let me speak tonight on this so if there was concurrence by the Board, I could authorize the contractor to proceed and we could then submit this to the NJEIT so that they could offer approval and once we have their approval we can formally authorize the contractor to go.

Mr. Kinsella – It's got to be done and we can't hold everything up and hopefully there won't be too many other issues. How do we do this?

Mr. Watts – You just need to direct her to do it and it will be a resolution at the next meeting.

Mrs. Wohlleb – I'd like to get concurrence from the State too; if the State for some reason would disagree I wouldn't authorize the Contractor to go ahead, I'd come back to you.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. LaFerla – We supply work phones to the line crew and the maintenance guys. They have just the regular little flip phones but the problem now is they have their own phones from home with the family and are having the company phones forwarded from their company phone to their personal cell phone. So we're spending money for nothing. What I'd like to do is give them the money for the phones, so they can use their phones out there, we'll still be spending the same amount we're spending.

Mr. Kendzulak, Jr. – So whatever we pay for their flip phone that's what we would pay them?

Mr. LaFerla – Yes.

General consensus.

Ms. Nicaretta – Should that have a resolution next month?

Mr. Watts – Yes, because the Authority will be spending money.

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

b) COMMISSIONERS' COMMENTS

None

7. Discussion:

a) 4th Quarter 2015 Capacity Evaluation

Mrs. Wohlleb – The report summarizes where we stand relating to our reporting to the State in terms of our quarterly flows where again, by submission of the third page of this report, the WQM-007, we show a present, three month, thirty day average flow of 2.58 MGD. We expect by nature of the unconnected TWA's about another 126,000 gpd. Therefore our total committed flow in the eyes of the DEP is 2.71 MGD and when you compare that to our Treatment Plant capacity of 3.8 MGD we show a remaining capacity of 1.09 MGD. In DEP's

eyes, everything is good and clearly the existing plant flows reflect continued dry weather. As you continue on in the report, the Authority, by tracking all of its commitments, all of its allocations, even the ones that don't have TWA's and other commitments such as the Flemington Borough Agreement, the Readington Township Agreement and the remainder of the Linque Agreement that remains on what we call the old Lipton Tea property, our actual, total allocations are about 867,000 gpd and when you add that to our present, three month, thirty day average flow of 2.58 MGD we actually have a committed flow of 3.45 MGD. Again, comparing this to our Treatment Plant capacity of 3.8 MGD, we are reflecting a 353,000 gpd capacity surplus. I do caution with each quarter that when we flow dry this continues to be the situation of showing a capacity surplus but when we have our heavier wet weather flows, the picture can be different and can easily show a capacity deficit.

b) Lawn Mowing Proposals

Ms. Nicaretta – I always mail out to seven mowing companies; we got two responses back. Leoni had the lowest proposal; he has currently been doing it and his proposal went up twenty dollars for this year. The one thing I do want to mention is we are trying to get the lawn mowing proposals in time for when the budget is being worked on so you will see this again in the summer because we want to have more accurate numbers for the next FY by the September before it. The contract will be for the same time frame, April to November, we'll just be getting proposals way ahead of time. This will be a resolution at the February meeting.

c) Meeting Dates for 2016

Mr. Kinsella – Still the third Thursday of every month.

d) RTMUA Commissioner Officer & Committee Appointments

Mr. Kinsella – We'll nominate at the next meeting?

Mr. Watts – Yes, and there will be resolutions. This is who is what now.

Ms. Nicaretta – You discuss it amongst yourselves before the next meeting.

e) RTMUA Professional Contracts

Mr. Watts – Again, these are subject to resolutions at the next meeting.

Ms. Nicaretta – I put last year's rates at your places for comparison; I apologize for not putting them in the packets ahead of time.

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 Contractual 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 Dr. Dougherty seconded the motion. Closed Session was from 6:00 pm – 6:50 pm.

9. Adjournment of Work Session:

Mr. Tully made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The Meeting ended at 6:51 pm.