

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

JANUARY 19, 2017

365 Old York Road, Flemington, New Jersey  
(908) 782-7453 Office (908) 782-7466 Fax

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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
Mr. Kendzulak, Jr.	Here
Chair Kinsella	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None





8. **Citizens' Privilege:**
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. Buza seconded the motion. All were in favor.



RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES

APPROVED

JANUARY 19, 2017

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:**

a) Email from Ralph a. Runge, PE of Hunterdon County to Gregory A. LaFerla, Chief Operator / Director regarding Capacity for Office Space

Mr. LaFerla – This is an email I received from the County saying they want 5,000 gallons per day of capacity, they want to put more offices in there.

Chair Kinsella – So we're aware of what their plans are; they estimate to be complete in a two to three year time frame.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

Mr. Watts – Dr. Buza would you like to talk about the tuition reimbursement for Ms. Loudon at this time?

Dr. Buza – Yes; we previously passed a resolution and Mr. Watts drafted a Contract.

Mr. Watts – I did draft the Agreement which Dr. Buza looked at and is okay with, which embodies what was discussed at the last several meetings. We don't really need to take any official action other than submitting it for signature by Ms. Loudon and Chair Kinsella.

Dr. Buza – The document basically stated what Dr. Dougherty and I had discussed and presented to the Board a few months ago. The Resolution itself was vague so that each time this may occur with any employee the Authority could...

Mr. Watts – The Authority if you choose not to do it, if you choose to do it, we'll have an individual Agreement each time.

Dr. Buza – So with this specific person, what we agreed to was fifty percent reimbursement if she got a B or better or a Pass in a Pass / Fail option. Logistically when she would be reimbursed and other requirements like it has to be reviewed by the Board and can be terminated at any time and each year it's re-evaluated and those terms are in the Contract that Mr. Watts prepared for this employee. So I don't think we need a separate resolution because the resolution that was passed gave the authority to do this for any employee.

Mr. Watts – Correct.

Mr. Kinsella – So Ms. Loudon asked if she could see the Document tomorrow after tonight's meeting.

Mr. Watts – Yes, of course.

Dr. Buza – Mr. Watts had to draft it to get the Board's approval and it looks good to us and it's a Contract between us and Ms. Loudon; we have certain obligations and she has certain obligations in order for her to receive the money she has to do certain things. She has to get pre-approval before she takes the courses.

Mr. Watts – I'd encourage her to take it home over the weekend and look it over and have anyone else she needs to look it over too.

b) Engineer - ok

## 6. RTMUA REPORTS:

### a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report
  - a) Overtime Recap
  - b) Septage / Greywater Recap

Mr. Kendzulak, Jr. – One thing to note, this past year's septage, we brought in \$193,428.00 versus 2015 where we brought in \$309,936.00. That was a pretty substantial hit in revenue. My understanding is in Phillipsburg a place opened up for septage.

Mr. LaFerla – Yes, I think they started at two cents they are up to four cents; so they're on their way up. We charge six cents for septage and three and a half cents for greywater. They were trying to draw in business but their prices are going up.

Mr. Kinsella – The calls about the bills?

Mr. LaFerla – Ms. Nicaretta, Mrs. Hallinger and I have gotten phone calls about the bills and the amount they've gone up; once you explain to the people why they've gone up, they seem to be okay with it. We're working on a letter to send out next year once it's decided what the increase will be, we'll send out a letter. We did put up a little blurb about it on the website.

Mr. Kinsella – I think the ratepayer should have an explanation and let them know we're real people here, we live in the same place they do.

Dr. Buza – Is this letter going to include the other idea we had a couple of months ago?

Mr. LaFerla – No, that would be separate.

Dr. Buza – When will that one go out? Why do two; do one and save money.

Mr. LaFerla – We could.

Dr. Buza – Why spend money twice, just put it all in there.

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

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) 4<sup>th</sup> Quarter 2016 Capacity Evaluation

Mrs. Wohlleb – It's a similar analysis that we do each quarter. If you have questions, I can take them but the report is pretty straight forward.

Mr. Kendzulak, Jr. – I have one question, out of Flemington's capacity, 1.08, their current quarterly flow as measured is, what's attributed to Flemington is, .467 MGD.

Mrs. Wohlleb – Yes and that's low.

Mr. Kendzulak, Jr. – The difference is actually, .6 MGD, that they're not sending to us but they have reserved.

Mrs. Wohlleb – Right.

Mr. Kendzulak, Jr. – The capacity at the plant is, the surplus capacity at the plant is .367?

Mrs. Wohlleb – Yes.

Mr. Kendzulak, Jr. – So if Flemington used everything they had we'd actually be in the hole.

Mrs. Wohlleb – Yes, you would be in that scenario, that is correct.



- b) Notice for Billing Increase

Previously discussed.

- c) Board of Commissioner's Authorization for Mr. LaFerla to Attend AEA Utility Management Conference, March 14 – 15, 2017 in Atlantic City

Dr. Buza – I was going to look into it, if I can get off of work I'll do it.  
Mr. Kendzulak, Jr. – I have no problem with this.  
Mr. Kinsella – Me either.

- d) Meeting Dates for Year 2017

Mr. Kinsella – They are what they are.

- c) RTMUA Commissioner Officer & Committee Appointments

Chair Kinsella – We'll discuss this in Closed Session.

- d) RTMUA Professional Contracts

Chair Kinsella – We'll discuss this in Closed Session.

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

Chair Kinsella – We will be going into Closed Session for purposes of discussing litigation matters involving the Wet Weather Facility, and Contractual Matters concerning Pact Two, and Personnel Matter and we don't anticipate taking any formal action at the conclusion of Closed Session.

Dr. Buza made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:36 pm – 7:06 pm.

9. **Adjournment of Work Session:**

Dr. Buza made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The Meeting ended at 7:07 pm.