

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JUNE 18, 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	Here
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:**

5. **RESOLUTIONS:**

Resolution #2020 - 39 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment Capacity Agreement Flemington 202 Properties, LLC (Block 72.23 Lot 31.01)

Mr. Tully made a motion to approve Resolution #2020 – 39, Mrs. Robitzski seconded the motion.

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

Resolution #2020 – 40 Authorization to Advertise and Receive Bids for the Resurfacing and Repairing of the Operations Building Roof

Mr. Grand made a motion to approve Resolution #2020 – 40, Mr. Tully seconded the motion.

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

Resolution #2020 – 41 Authorization to Advertise for Chemicals and Receive
Bids for the Purchase of Chemicals

Mr. Tully made a motion to approve Resolution #2020 – 41, Mrs. Robitzski seconded the motion.

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

6. **Approval of Minutes:** Minutes of May 21, 2020

Mr. Tully made a motion to approve the minutes from the May 21, 2020 meeting. Mr. Hazard seconded the motion. All were in favor. Mr. Grand and Mrs. Robitzski abstained.

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

Chair Kendzulak, Jr. - The bills totaled \$576,549.64; everything appears to be in order. On the last gold page; if you look where we were last year at this time, we were 45% through our budget and conservatively if we said we were five months through our year, through the end of May, we'd be at 42% so we're in pretty good shape recognizing we've paid some bills up front for the year, pension payments, insurance.

Mr. Grand made a motion to approve the payment of bills. Mrs. Robitzski seconded the motion.

Roll call vote:	Mr. Grand	-	Yes
	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Mrs. Robitzski	-	Yes
	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. Mrs. Robitzski seconded the motion. All were in favor.

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JUNE 18, 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:**

None

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

None

b) Engineer –

Mr. Madden – They're moving pretty well on the clarifiers down there, they're working on the third clarifier which is clarifier number four. They'll be finished coating next week and will start reassembling after that and be online a couple weeks after that and then start on the last one. They're doing a lot better timing wise than they did last year. We also continue to look for I & I.

Mr. Kendzulak, Jr. – I know things have gotten derailed a bit with staffing but since we're getting back to some kind of normality, as far as data coming in from the flow meters, where do we stand with that? What are we finding, are we smoke testing, what are our plans moving forward?

Mr. Madden – The first batch we had was from Johanna Farms, we got it this week so we're processing it. We're not seeing big jumps in the rain events. We captured the one rain event and didn't see a big spike but there is some question about what the actual number of the flow coming out of their plant is.

Mr. Kendzulak, Jr. – We have three flow meters out there?

Mr. Madden – Just two.

Mr. Frank – The third one is going to be installed or is installed on the new development on Route 12, Mountain View. They pulled some manholes to do inspections and noticed a significant amount of flow, so I said, “let’s throw a flow meter in there and try to gauge it.”

Mr. Kendzulak, Jr. – Mr. Madden, I noticed the system capacity we were at in April was 73.5%. When you factor in all the paper capacity, where does that put us? When we looked at the last quarterly report, we were at 75%?

Mr. Madden – This is actual flow. The paper flow is probably 900 so we’re still below the total when you factor everything in; we’re still under the 3.8.

Mr. Kendzulak, Jr. – My question is, how far under the 3.8?

Mr. Madden – Probably 100 to 150,000 under. I recommend you maintain only allocating one EDU. It’s been a very dry period. It’s better to be cautious.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – I brought everyone back to the normal schedule starting on Monday. Things are transitioning back to normal with the new normal being masking and everything else; other than that, it’s been a normal week and month.

Mr. Kendzulak, Jr. – One other thing, the status for the camera, when can we expect to get that?

Mr. Frank – We were just talking to the manufacturer. They’re scheduled to take it the end of next week. By the next meeting we should have the new camera.

Mr. Kendzulak, Jr. – There’s training involved with that?

Mr. Frank – Yes, they’re going to come out and do training. The loaner they’re going to give us will mimic our new camera system so as the guys use the loaner...

Mr. Kendzulak, Jr. – ...What do you mean loaner?

Mr. Frank – They’re loaning us a truck to use while they take our truck. The system that they’re loaning us is the same system we’re going to get.

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

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

Mr. Kendzulak, Jr. – With the exceedances; we talked about what we were going to do at the last meeting.

Mr. Watts – Mr. Madden, Mr. Frank and I have talked about that and we'll have a proposal to give you next month. Part of it will probably be to send a termination notice to show them we're serious and they need to sit down and negotiate with us. We'll have that for you next month.

Mr. Kendzulak, Jr. – Mr. Madden, you were going to look into that USDA Rural Development thing; is there any opportunity in there for RTMUA?

Mr. Madden – I spoke to the Program Director and she said for RTMUA, there's probably not much there. She said Flemington would be a prime candidate. She's working with them and they're aware of the program.

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

None

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

Mr. Kendzulak, Jr. – I'd like a motion to go into a brief Closed Session for the purpose of discussing litigation 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 Mrs. Robitzski seconded the motion. Closed Session was from 5:11 pm – 5:14 pm.

9. **Adjournment of Work Session:**

Mr. Tully made a motion to adjourn the Work Session. Mr. Hazard seconded the motion. All were in favor. The Meeting ended at 5:15 pm.