

APPROVED

**RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES**

MARCH 21, 2019

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	Absent
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

Mr. Kendzulak, Jr. – At this point, I'd like to rearrange the Agenda a bit and go into Closed Session for purposes of discussing Contractual Matters and we don't anticipate taking any formal action at the conclusion of Closed Session.

Mrs. Robitzski made a motion to adjourn into Closed Session for the above stated purpose and Mr. Hazard seconded the motion. Closed Session was from 5:02 pm – 6:39 pm.

Mr. Kendzulak, Jr. – What we'd like to do now that we are out of Closed Session, is to have another resolution.

Mr. Watts – This resolution would be numbered 2019 – 37, and this would be a resolution that would authorize the Chairman to enter into a Professional Services Contract with Kleinfelder to do the necessary work to challenge the proposed rulemaking of NJDEP that is directly impacting RTMUA and so long as the cost in the Agreement for Professional Services will not exceed \$25,000.00.

Mr. Hazard made a motion to approve Resolution #2019 – 37, Mr. Tully seconded the motion.

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

4. APPLICATIONS:

- a) Application for Sanitary Sewer Service Class I – B, TWA Required, Enclave at Raritan, LLC (Block 9 Lot 17.02)
- b) Application for Sanitary Sewer Service Class II - A, Kozicki Foundry, LLC (Block 27 Lot 8)

5. RESOLUTIONS:

Resolution #2019 - 31 Approval of Sanitary Sewer Service Class I – B, TWA Required, Enclave at Raritan, LLC (Block 9 Lot 17.02)

Mr. Tully made a motion to approve Resolution #2019 – 31, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 32 Approval of Sanitary Sewer Service, Class II – A, Kozicki Foundry, LLC (Block 27 Lot 8)

Mr. Tully made a motion to approve Resolution #2019 - 32, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 33 Authorization to Accept Quote for Cyber Security from
Look First
(Proposal = \$2,125.44)

Mr. Tully made a motion to approve Resolution #2019 - 33, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2019 - 34 Raritan Headwaters Association Membership
(Membership = \$250.00)

Mr. Tully made a motion to approve Resolution #2019 - 34, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2019 - 35 Return of L & E

Mr. Hazard made a motion to approve Resolution #2019 - 35, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 36 Employment of Erica Potomic as Part – Time Office Assistant

Mrs. Robitzski made a motion to approve Resolution #2019 - 36, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of February 21, 2019

Mr. Tully made a motion to approve the minutes from the February 21, 2019 meeting. Mr. Hazard seconded the motion. All were in favor. Mrs. Robitzski abstained.

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

Previously addressed.

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

Mr. Kendzulak, Jr. - The bills totaled \$623,373.05; all appears to be in order. If you look at the last light green color page, we're at 29.31%, as of this time last year we were at 34% of our budget. We're 25% through the year and we're already into March, recognizing that a lot of these bills we pay up front, such as insurance and stuff like that so I feel comfortable with where we are today.

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

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

9. **Citizens' Privilege:**

None

10. **Adjournment of Regular Meeting:**

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

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

MARCH 21, 2019

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 – Obviously the Category One issue is big and we've just spent quite a bit of time talking about it. We've gone ahead with the clarifier refurbishment; they're still in the process of submitting shop drawings and we're reviewing them as they come in. It looks like they're going to try to get going out there in May, provided the weather holds up.

Mr. Kendzulak, Jr. – Their goal before winter is to have how many done?

Mr. Madden – I think they want to try to have two done.

Mr. Frank – That's the plan.

Mr. Kendzulak, Jr. – There's a history with this contractor; a positive history?

Mr. Madden – Yes, from what I'm told, I don't know personally but so far, he seems very good.

Mr. Frank – They've done a couple of jobs here and we have a very good working relationship with them, they're very good.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Toll Brothers; the Mountain View at Hunterdon development is done. The last two Certificates of Compliance went out on the 19th of this month. We just completed our audit today; the auditors are recommending that we switch the contracts for our professional services to our fiscal year. Now, if anything overlaps, they have to do an accrual into the next year. It'll take a couple years to implement it; next year we'll have the contracts go from February to November then have them go December 1 to November 30.

Mrs. Robitzski – Why can't we change our Fiscal Year to a regular calendar year?

Mr. Kendzulak, Jr. – Yes, why? Can we?

Mr. Watts – It doesn't have to be the way it is. It was something that was elected by the Authority years ago.

Mr. Kendzulak, Jr. – So, there's no reason we can't change it. Why don't we look into changing it?

Mrs. Robitzski – Why don't we do that, change it to a calendar year instead of the other way.

Mr. Tully – Yes, exactly.

Mr. Watts – Check with the auditor but I don't know of any reason why you can't change it to what you want.

Mr. Kendzulak, Jr. – Ms. Nicaretta, can you ask the auditor?

Ms. Nicaretta – I know it's been brought up before. You want me to ask what is involved specifically?

Mr. Kendzulak, Jr. – Yes.

Mr. Frank – One other thing; the Flemington Wet Weather Facility (FWWF) Tank Rehabilitation; we're having an issue with it. We were supposed to go out to bid for the repair of the settling tanks. I spoke to Mrs. Wohlleb; she didn't want to give us the documents JMT needs to put this out to bid. There were some issues that went back to when Mr. LaFerla was involved, they had initially done an evaluation on the tanks, it was brought up during a DEP inspection that there were cracks in the tanks. In addition to those plans, there was an issue brought in about the influent and effluent flow meters and the scope of the project grew. They were looking at the way we track our flows, on the dry weather side, it's simple, it goes through the flow meter and goes out and we monitor that. On the wet

weather side, when we start to fill those tanks, the flow meter is on the effluent discharge side, so we have that whole tank volume that we're not charging for. We had chemicals to separate the water from the solids, we treat the water, the solids are held in the tank. When we shut down, we're pumping that thickened waste back into the system for treatment. She said on a normal year it's fine, it goes on maybe five or six times a year. When you start doing it three or four times a month over the course of a year, that volume is sizeable and we're not charging for it. That was supposed to be looked at. Then the issue of terminating Mott MacDonald and moving onto JMT, things got put by the wayside and it's been dormant for a year or two.

Mr. Tully – That's our work product that we paid for, so we're entitled to it.

Mr. Watts – We had a meeting ahead of time and I'm certain our contract says it but if we pay for the work, they have to give us the work that they performed. We're entitled to whatever we paid for.

Mr. Tully – It should be in any format, if it's a word document, we should get the electronic files so someone isn't retyping the whole thing.

Mr. Kendzulak, Jr. – How close was it to going out to bid?

Mr. Frank – I'm not 100% sure on that.

Mr. Madden – I thought they were very close, maybe 90 – 95%? It was maybe from four years ago? Things may have changed since then though.

Mr. Kendzulak, Jr. – Is that something that JMT can take on and wrap up?

Mr. Madden – We'll have to reinspect the FWWF.

Mr. Kendzulak, Jr. – Mott MacDonald didn't want to move forward with this thing?

Mr. Frank – They didn't feel comfortable moving with it, they didn't feel comfortable with the fact that they had done the initial work and they were going to pass it on to JMT. It got to be an issue so I just said okay.

Mr. Watts – My thought is, a lot of the work would have to be done to go back to redo it, even if it was Mott MacDonald. I don't think it's a good idea to have Mott MacDonald do it or try to persuade them to do it when I don't think they want to do it. I think whatever work product we have in our possession, that we paid for, JMT should have access to, to help them do whatever work they need to do. If we paid for work that we don't have possession of, we should ask Mott MacDonald for that.

Mr. Kendzulak, Jr. – Mr. Madden, obviously we'll need a proposal and we'll go from there.

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

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

- a) Board of Commissioner's Authorization for Mr. Frank, Mr. Sciss and Ms. Loudon to Attend 2019 NJWEA Annual Conference & Exposition in Atlantic City May 6 – 10, 2019

General consensus.

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

9. **Adjournment of Work Session:**

Mr. Tully made a motion to adjourn the Work Session. Mrs. Robitzski seconded the motion. All were in favor. The Meeting ended at 7:00 pm.