

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

MARCH 19, 2020

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:**

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**

4. **APPLICATIONS:**

None

**5. RESOLUTIONS:**

Resolution #2020 - 25      Resolution of Appreciation Raymond Frank for 25 Years of Service to Raritan Township Municipal Utilities Authority

Mr. Kendzulak, Jr. – Congratulations. I'd like to read the full resolution (reads resolution in its entirety). With this, also comes a plaque. I've enjoyed working with you and we appreciate your work.

Mr. Hazard made a motion to approve Resolution #2020 – 25, Mrs. Robitzski seconded the motion. All were in favor.

Resolution #2020 - 26      Resolution Authorizing Raritan Township Municipal Utilities Authority to Become a Member of the Houston – Galveston Area Council Cooperative Purchasing Program HGAC Buy, a National Cooperative Contracting Entity and Authorizing Execution of a Membership Agreement

Mr. Tully made a motion to approve Resolution #2020 - 26, 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 #2020 - 27      Award of Contract to Peirce – Eagle Equipment Company for the Purchase of Rausch Multi – Conductor TV Pipe Inspection System with Lateral Launch System (Houston – Galveston Cooperative Purchasing Agreement)  
(Price = \$226,731.50)

Mr. Tully made a motion to approve Resolution #2020 - 27, 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 #2020 - 28      Award of Contract for Sludge Box Hauling  
(\$365.00 per trip)

Mr. Tully made a motion to approve Resolution #2020 - 28, 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 #2020 - 29      Authorization to Purchase Ford Duty F-250 Regular Cab Truck with 8' Bed  
(NJ State Contract - \$37,180.50)

Mr. Tully made a motion to approve Resolution #2019 - 29, 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 #2020 - 30      Authorization to Purchase 2020 Ford Escape SE 4WD  
(NJ State Contract - \$25,031.31)

Mr. Tully made a motion to approve Resolution #2020 - 30, 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 #2020 - 31      Raritan Headwaters Association 2020 Membership  
(Membership = \$250.00)

Mr. Tully made a motion to approve Resolution #2020 – 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

6.      **Approval of Minutes:**      Minutes of February 20, 2020

Mr. Tully made a motion to approve the minutes from the February 20, 2020 meeting. Mr. Hazard seconded the motion. All were in favor. Mrs. Robitzski abstained.

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

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

Mr. Kendzulak, Jr. - The bills totaled \$693,509.34; all appears to be in order. If you look at the last light green color page, we're at 24% through the budget; we've made some substantial payments, one being the pension payment to the state. 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:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES

APPROVED

MARCH 19, 2020

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

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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 –

Mr. Kendzulak, Jr. – Briefly, the three flow meters have been installed.

Mr. Madden – There are two installed, one will be installed shortly.

Mr. Tully – I had a comment for Mr. Madden; I used the GIS system you guys put together and it's fantastic. Mr. Frank sent me the link, we were doing a road job and it showed the inverts and the manhole locations, it's beautiful.

Mr. Madden – It does need more updating. I'll pass that on.

Mr. Kendzulak, Jr. – Obviously, the thrust is to find this I & I and try to remove it.

Mr. Madden – We want to capture some storms. We had one last night that was pretty decent, if we get another couple, it'd be good. We try to capture as many as we can before we shift them.

Mr. Kendzulak, Jr. – Mr. Frank is saying the FWWF is online which indicates we got a good shot of rain.

Mr. Madden – Just really quick, I did talk to Mr. Watts about Readington Flows.

Mr. Kendzulak, Jr. – Yes, I saw they were up again.

Mr. Madden – We're trying to find out how we can surcharge them for the extra flows.

**6. RTMUA REPORTS:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – I'm trying to put out fires with all this virus stuff. We've spent about \$6,000.00 in PPE. We purchased a washer and dryer for the guys to use so they don't transport their work clothes home and contaminate their families. We bought masks and instituted policies for anybody who's out near anything that is aerated or anything that has the potential for exposure, they wear full face respirators with cartridges, gloves, glasses.

Mr. Kendzulak, Jr. – The employees are as comfortable as they can be, recognizing this is a fluid situation that is constantly changing?

Mr. Frank – Yes. As I get information, I'm posting it down there; they're informed, I've had meetings with shifts, explained what we're doing and why we're doing it and how important it is that we have their cooperation in all of this. I've answered any questions they've had and at this point I think we're as fairly comfortable as we can be.

Mrs. Robitzski – Do you have a system for if they're quarantined or sick?

Mr. Frank – Yes and I've told them if they're sick at all, stay home, don't come in, regardless of what kind of sick time you have, you'll be compensated. We need you to stay home without infecting the rest of the crew.

Mr. Kendzulak, Jr. – I see here you have the guidelines or policy adopted by the Township of Raritan; as I go through it, I see it's very similar to what Somerset County did so it must be some kind of boiler plate.

Mr. Hazard – Hunterdon County has the same thing.

Mr. Frank – It's similar to us but a little bit different because we are 24/7.

Mr. Kendzulak, Jr. – How is that memorialized?

Mr. Frank – With the safety policies, I'm putting memos out, with the one I put out today, I'm having the guys sign it and hand it back to me but they have an additional copy for their reference. They have mostly been about PPE.

Mr. Kendzulak, Jr. – As far as time off and policies with that?

Mr. Frank – No, I haven't gotten to that point yet.

Mr. Kendzulak, Jr. – Have you reviewed the Township’s one?

Mr. Frank – Yes, I did. I wanted to talk to the Board to see if we were going to install something similar; or I was going to come up with something and pitch it to you. I was looking for guidance on how exactly you want to handle it.

Mr. Kendzulak, Jr. – If this is a standard thing, I don’t have a problem with it if the rest of the commissioners don’t have a problem with it. Obviously, our operation is a bit different, though the Township has the same thing with the police force.

Mr. Hazard – Do you want me to get a copy of that one for you?

Mr. Kendzulak, Jr. – The police have their own separate thing? That would be ideal for us, it would be the best fit. I would say this is for the Personnel Committee, Mrs. Robitzski and Mr. Grand. I’m okay with it.

Mr. Hazard – Is this something we can vote on ahead of time since it’s an emergency?

Mr. Watts – You can adopt a resolution stating that once the policy has been reviewed and approved by the Personnel Committee...

Mr. Kendzulak, Jr. – I think that works, if the Personnel Committee and the attorney review it and accept it. We’ll just memorialize it. Is it okay even though we’re in Work Session?

Mr. Watts – In these circumstances? Yes, we just need a vote.

Mr. Kendzulak, Jr. – Is there a motion to approve the Adoption of the Policy in Regards to the COVID-19 that specifically says it will be developed with consultation and approval of the Personnel Committee as well as review by our attorney and our Chief Operator?

Mr. Tully – Moved.

Mrs. Robitzski – Second.

Mr. Kendzulak, Jr. – All in favor?

A general consensus was given.

Mr. Hazard – I’ll get the police one for you tonight, Mr. Frank.

Mr. Kendzulak, Jr. – Anything else, Mr. Frank?

Mr. Frank – I had a little discussion with Flemington Industrial Park, Mr. Patel came in and I had a meeting with him. Things seem to be coming where something needs to be done so we might get what we’re looking for.

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

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) Diamond Nation, LLC – Comfort Station Capacity

Mr. Frank – They put in an application for 1 EDU for the residence on River Road which will be used for coaches or umpires. There is a comfort station planned on the other lot but because it's two separate properties and two separate blocks and lots, they can put in an application for each one.

Mrs. Robitzski – They're both septic now?

Mr. Frank – The house is on septic and the comfort station hasn't been built yet.

Mrs. Robitzski – So what are we doing about this? One of them is not a residence, it's commercial.

Mr. Watts – The policy says we can only give out 1 EDU but it doesn't have to be a residence.

b) Board of Commissioner's Authorization for Mr. Frank, Mr. Sciss and Ms. Loudon to Attend 2020 NJWEA 105<sup>th</sup> Annual Conference & Exposition in Atlantic City May 11 – 15, 2020

Mr. Kendzulak, Jr. – I have no problem with that whenever it ends up being. Is everyone else okay with that?

General consensus.

Mr. Kendzulak, Jr. – The last thing is there's going to be a teleconference with NJDEP to go over the ACO. So, we'll do that out of here on the 23<sup>rd</sup> assuming it still continues.

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

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.