
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APPROVED

MARCH 19, 2015

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:**

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|--------------------|------|
| Dr. Buza | Here |
| Dr. Dougherty | Here |
| Mr. Kendzulak, Jr. | Here |
| Chairman Kinsella | Here |
| Mr. Tully | Here |

Also present were Bruce Miller, RTMUA Executive Director; Greg LaFerla, RTMUA Chief Operator; Regina Nicaretta, RTMUA Executive Secretary; Peter Kocsik, PE, Hatch Mott MacDonald; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Sanitary Sewer Service Class II-A, Colucci Shooting Range (Block 16.01 Lot 16.07)
- b) Application for Sanitary Sewer Service Class II-A, Good News Home for Women (Block 9 Lot 18; Bldg. A – Barn)

5. **RESOLUTIONS:**

Resolution #2015 - 18 Resolution of Appreciation to Michael Del Vecchio for Service to Raritan Township Municipal Utilities Authority

Mr. Kinsella – This is a resolution of appreciation to Mr. Del Vecchio for his long years of service here. (Mr. Kinsella reads resolution in its entirety to the audience)

Mr. Kendzulak, Jr. – It's been a pleasure Mr. Del Vecchio, all these years, really. Speaking on behalf of RTMUA and as a commissioner, we appreciate your service; I think the resolution was well written with everything it said.

Dr. Dougherty – I think the resolution really expresses the sentiment of the entire organization; you've given a lot and you're well respected in the field, not only here but throughout the nation for the kind of work you do which is very closely associated with what you did here. Your expertise has really taught me a lot; thank you so much.

Mr. Tully – Mr. Del Vecchio; I haven't known you as long as these guys have but I definitely benefitted from your knowledge and experience in the last few years and I will miss you.

Mr. Kinsella – I would just like to say, Mr. Del Vecchio, you've set a pretty high bar over here and that's one thing we all appreciate and I know for myself, I always learn something and always saw a person who was professional and did the best they could; looked out for everybody and looked out for the Authority. We really appreciate what you've done and we will miss you around here.

Dr. Dougherty made a motion to approve Resolution #2015 - 18, Mr. Tully seconded the motion. All were in favor.

Mr. Kinsella – We have a plaque for you to show our appreciation; thank you very much. There's one more thing, this is from us to you and your wife.

Mr. Del Vecchio – I appreciate that. I'm going to miss all of you; I hope the things we have been able to do keep going. Thank you, it's been an honor to serve with all of you and it's been a lot of fun and I hope things keep going well.

Resolution #2015-06 Appointment of Assistant Secretary / Assistant Treasurer (previously tabled)

Mr. Kinsella – This is the appointment of our Assistant Secretary and Assistant Treasurer, Dr. Lori Buza. She comes well recommended; she knows what she's doing. I think she's going to be a plus to the Board; a fresh perspective never hurts and we look forward to it Dr. Buza.

Dr. Buza – Thank you and I look forward to it as well.

Mr. Tully made a motion to approve Resolution #2015 - 06, Mr. Kendzulak, Jr. seconded the motion. All were in favor. Dr. Buza abstained.

Resolution #2014 - 19 Approval of Sanitary Sewer Service, Class II-A, Colucci Shooting Range (Block 16.01 Lot 16.07)

Mr. Tully made a motion to approve Resolution #2014 - 19, Mr. Kendzulak, Jr. seconded the motion. All were in favor.

Resolution #2014 - 20 Approval of Sanitary Sewer Service, Class II-A, Good News Home for Women (Block 9 Lot 18; Bldg. A - Barn)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2014 – 20, Mr. Tully seconded the motion. All were in favor.

Resolution #2015-21 Amendment to Agreement for Professional Engineering Services Hatch Mott MacDonald

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 21, Mr. Tully seconded the motion. All were in favor.

Resolution #2015-22 Raritan Headwaters Association Membership

Dr. Dougherty made a motion to approve Resolution #2015 - 22, Mr. Tully seconded the motion.

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

Resolution #2015-23 Authorization to Amend 2014 and 2013 Tax Records
for Employee Health Insurance Waiver Payments

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 23,
Mr. Tully seconded the motion.

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

Resolution #2015-24 Authorization to Close the Bond and Coupon Account

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 24,
Dr. Dougherty seconded the motion.

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

Mr. Kinsella – At this time we are going into Closed Session.

Mr. Watts – The Authority should consider a motion to go into Closed Session for the purpose of discussing litigation matters; specifically the litigation involving NJDEP for the permits for the Main Plant and the Flemington Wet Weather Facility (FWWF). It is not anticipated that any action will be taken at the conclusion.

Mr. Kendzulak, Jr. made a motion to adjourn into Closed Session for the above stated purpose and Mr. Tully seconded the motion. Closed Session was from 5:27 pm – 6:16 pm.

6. **Approval of Minutes:** Minutes of February 19, 2015

Dr. Dougherty made a motion to approve the minutes from the February 19, 2015 meeting. Mr. Tully seconded the motion. All were in favor. Dr. Buza abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$605,940.22. We're about 31% expended in our budget through the year. We're pretty close to budget; some of bills we've paid, the insurance and some of the other ones are front loaded. Right now I'm comfortable with where we are at. The other thing that I asked Mrs. Struening to do has to do with our bonds. She put together a memo for the commissioners and it has to do with our 2010 Revenue bonds; I'll read this out loud "Please be advised as of February 28th, the Series 2010 Revenue Bonds Construction Fund Account has been closed and you can refer to my Treasurer's Report Excel Sheet" and that is in the back. It shows the various expenditures; the Capital Improvements that we made. So right now, the account was originally set up in September of 2010 for project funds totaling \$3,700,000.00 and change. The last hit against these bonds was done at the end of February.

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

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

8. **Citizens' Privilege:**

None

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

Held previously.

10. **Adjournment of Regular Meeting:**

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

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

MARCH 19, 2015

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. Kocsik – There hasn't been a lot of developer activity since last month. This past month we did receive an Application for Creekside at Hunterdon on the Linque property. The Application just came in last Tuesday or Wednesday. It's on Case Boulevard and opposite Ridge Road, about 296 units are being proposed. They do have an allocation of 73,000 gallons per day (gpd). It's largely an age – restricted community of town houses and single homes and affordable housing. The initial flow the Application has is 67 or 68,000 gallons. There are a lot of details we are looking at right now. There does seem to be an opportunity that this development is going to tie into the Bushkill Interceptor and could have benefits to other developments such as Baldacchino on Ridge Road and Case Boulevard. We discussed last month about those pumps for those homes, the 18 homes on Ridge Road; if we can convince this developer to put his sewer three hundred feet further off his property and bring a

manhole out to the intersection of Ridge Road and Case Boulevard, all of Ridge Road could then go gravity sewer. We're going through the review right now, but I think there may be potential, if we can get the developer to build the sewers in a certain manner and a certain direction that this could be a stepping stone for two or three other areas to tie in by gravity in the future versus pumping where pumping doesn't seem necessary. So we are reviewing the Application right now and we'll have a draft letter to Mr. Miller in the next few weeks. I don't know where it stands with the Planning Board right now.

Mr. Kinsella – Probably preliminary. If they go gravity on Ridge Road, then what is Baldacchino's responsibility?

Mr. Kocsik – I think we need to approach Baldacchino, he's broken some ground out there but I don't think he's done anything with pipes in the ground so far. This development could be two to three years away; I don't know what they'll have with getting Planning Board approval and ground breaking and where Baldacchino would fit in. I think we'd have to let him proceed with his five units but maybe the money he was going to put aside for Ridge Road; no sense putting a two inch pump connection pipe line in when you can go gravity. We probably need to have a discussion with Baldacchino. It does open a new Pandora's Box with opportunities that weren't there before and at the least we owe him a phone call and say this is an opportunity, how do you want to address it?

Mr. Kendzulak, Jr. – Who actually owns the property now? Pulte or Linque? Pulte homes purchased the site? Who owns the property? Did Pulte purchase it from Linque?

Mr. Watts – They haven't come to us for a Transfer Agreement which they are required to do before they sell.

Mr. Kendzulak, Jr. – Unless there's some type of Developer Agreement and Pulte says this is what we're going to do.

Mr. Watts – It could be under contract and depending upon approvals, then they would complete the purchase. That's probably where it is I'd guess because they haven't come to us for a Transfer Agreement.

Mr. Kocsik – What I want to do is go through the Application, present to you what the benefits are and how we could proceed forward.

Mr. Miller – This is a little off topic; we are having our Exit Interview with the Auditor on either March 27, 30 or 31, Thursday, Friday or the 31st sometime after 10am and we need one Board Member to attend, are there any volunteers.

Mr. Kinsella – Mr. Kiel does this? How long does the meeting take?

Mr. Miller – I guess an hour, an hour and a half?

Mr. Kendzulak, Jr. – When is this again? What time?

Mr. Miller – March 27th, 30th or 31st; Friday, Monday or Tuesday, not before 10 am.

Mr. Kendzulak, Jr. – Is there a way it could be in the afternoon? I can do the 27th or the 30th if we could have it as late in the afternoon as possible.

Mr. Kocsik – There are two other engineering items I wanted to bring to your attention. The Hunterdon Central Regional High School (HCRHS); we had met with them back in February. We, after months meeting, in one week we were able to send in an application to NJEIT; it got out on time so we are in the system now. We sent in some preliminary drawings and specifications and the application forms, we got them in on time online; we submitted that day electronically to NJEIT so there is a request for funding to the Trust to fund the 30 yard line sewer reroute, around the field and under the stands. We have not proceeded any further on design pending a legal agreement.

Mr. Watts – We are preparing an agreement to be entered into between the Board of Education and RTMUA regarding rights and responsibilities. Now that it's around the field and not through the field, there are no time limits. We can do it pretty much whenever after football season.

Mr. Kocsik – We are aiming for December, January or February of next year; a three or four month window that we're shooting for. The point being that eventually we'll need to move forward on designs, get permits, go out to bid and have a contract on board by November so there is some timeline to be thought about in moving forward with this. Lastly, we did receive bids on February 25th for the Main Treatment Plant Motor Control Center (MCC); the bid report is the last document under Discussion. DeMaio Electrical Company was the low bidder with a bid of \$1,048,000.00 which is below the estimate we had. We had five bids and they were within \$200,000.00 which is a pretty good mix. The next step here is an Intent to Award Resolution, then we give it to the Trust and the Trust has to approve the Intent to Award for us to be able to Award. We need some action tonight that the Board does intend to make an award to DeMaio; we need to ask DEP to approve the award to DeMaio.

Mr. Watts – I think you should authorize Mr. Kocsik to submit the bid results to NJEIT unless you have already?

Mr. Kocsik – We have not; we need some kind of a motion or resolution that you have an intent to award.

Mr. Watts – We are out of Regular Session so that resolution can't be adopted until next month so can it be submitted with a resolution to follow?

Mr. Kocsik – We can try.

Ms. Nicaretta – I have the letter that Mr. Wohlleb asked me to send to them after this meeting if the Board was going to award it in April and the letter said there would be a resolution awarding it at the next meeting if we got permission from the State.

Mr. Watts – I don't think we need a resolution but if it's the sense of the Board with the intent to award you should direct Mr. Kocsik to get the appropriate letter and bid results to NJEIT.

Mr. Kinsella – Consider yourself so directed.

Mr. Kocsik – Okay. The Bid only holds for sixty days, this bid award might happen after April 25th and if that comes up I'm going to have to ask DeMaio to hold his bid for a longer time. We can do that extension if we have to at the next meeting.

6. **RTMUA Reports:**

- a) Administrative Report – ok
- b) Operations Report
 - 1. Chief Operator's Report - ok
 - i) Overtime Recap - ok
 - ii) Septage / Greywater Recap – ok
 - 2. Laboratory Summary - ok
 - 3. Maintenance Summary - ok
 - 4. Readington Flows - ok
- c) Commissioner's Comments:
None

7. **Discussion:**

- a) Board of Commissioner's Authorization for Mr. LaFerla, Ms. Loudon, Mr. Miller and Mr. Schneider to Attend 2015 NJWEA Annual Conference in Atlantic City May 11 – 15, 2015

Mr. Miller – Well, there's two of them. May 11th through the 15th in Atlantic City (AC) and there's the WEFTEC in Chicago this year, September 26th through the 30th. The question really is, is it okay to go?

Mr. Kendzulak, Jr. – Well, I'm going to speak my mind, I don't have a problem going to Atlantic City but I have a problem putting people on a plane and flying them out to Chicago.

Mr. Kinsella – What do we gain by Chicago?

Mr. Miller – It is the premier water event of the year. Everything is there, if you're looking for something...in fact when we did the WEFTEC in Florida, we went through every one of the filter systems in the morning with Mr. Coe. The classes, the workshops on Saturday and Sunday are really worthwhile. I didn't go to New Orleans last year. The one at Bally's is also good, it's a big trade show and everyone we deal with here is exhibiting down there and you can learn a lot, they have good classes.

Mr. Kendzulak, Jr. – Mr. Kocsik, is Hatch Mott MacDonald (HMM) going?

Mr. Miller – Yes, they are going.

Mr. Kocsik – We go to both.

Mr. Kendzulak, Jr. – To me, if HMM is going to go, they can report back to us on anything we might need to know.

Mr. Kinsella – Are we looking for any equipment or anything, Mr. LaFerla?

Mr. Miller – Yes, we are.

Mr. LaFerla – Yes, we are looking for bar screens.

Mr. Miller – And that's where you'll find them.

Mr. Kinsella – You can find them in Chicago but you don't find them in AC?

Mr. Miller – Yes. You'll find one or two in Atlantic City I think but boy when you get to Chicago, they set up big time.

Mr. Kinsella – What's the allotted money for this, for Chicago.

Mr. Miller – I don't know.

Mr. Kinsella – What is \$20,000.00 for the year for all these types of things?

Mr. Miller – I don't know. Here, it is, Conferences and Seminars, \$7,000.00

Mr. Kinsella – How many people are going to go to Chicago?

Mr. Miller – If I don't go, three.

Mr. LaFerla – Yes, three.

Mr. Kinsella – It's a three day event?

Mr. Miller – No, it's longer than that. If you go for the weekend, they have workshops on Saturday and Sunday. We used to go out on Friday and come back on Wednesday? If you look at it, it will say the show really starts on Monday and runs through Friday or Saturday but the workshops are the two days before and they are literally 8am to 5pm and they are intensive.

Mr. Kinsella – If we're not really looking for something, I mean really hot for something; maybe every other year.

Mr. Miller – But they have courses too.

Mr. Kinsella – You guys take courses when you go to AC all the time, right? Maybe go every other year, I don't think things change that much in one year. If Mr. Kocsik's firm is going, like Mr. Kendzulak, Jr. says, their obligation is to pick up information for us and I'm sure they'll give it to us. Any other thoughts on this?

Dr. Dougherty – I'm kind of mixed on this. I'm concerned about the money like everybody else. I think we'd be hard pressed this year if we spend \$7 – 8,000.00 to send people to a conference when we are again raising our rates. People will be looking at us pretty carefully and they should. Send one person if it's really necessary; it depends. I've never gone to one of the big conferences, I've gone to Atlantic City a number of times and gained some things from it. I'm mixed on it; if we have employees who can make a case that it's really important and it's something that can really benefit the Authority, and it's cost effective, fine. If they can't do that I think we should table it.

Mr. Miller – Well the one person who should go to WEFTEC in Chicago, I can probably get what I need from somewhere else, is Ms. Loudon because she's not only involved with this, she's involved with the Young Professionals and involved in five or six things. I don't know specifically what she does at WEFTEC but the last time we were in Chicago, she never had any meals with us because she was off doing this or doing that with the Young Professionals.

Dr. Dougherty – Mr. LaFerla, she requested to go?

Mr. Miller – Yes, she did.

Mr. LaFerla – Yes.

Dr. Dougherty – I have no problem with that.

Mr. Kendzulak, Jr. – I think just Atlantic City.

Mr. Kinsella – I think I agree with Mr. Kendzulak, Jr. on this one.

Mr. Miller – I think some of the Commissioner's should go down there.

Dr. Buza – I'm actually going to be down there; the Lawyer's Convention is I think May 15th. I'm down for that one so maybe I'll go down a couple of days early if I can get off of work. I will definitely find out by the next meeting.

Mr. Miller – I'll get you an agenda of what is on there.

Dr. Dougherty – We don't have the agenda so we don't know what's really going on at either of these. Get back with that and supporting documents and then we can make a decision.

Mr. Kinsella – So that's what we'll do, we'll wait until next meeting? Is everyone okay with that? (general consent was given)

- b) Board of Commissioner's Authorization for Mr. LaFerla, Ms. Loudon and Mr. Schneider to Attend 2015 WEFTEC Annual Conference in Chicago, September 26 – September 30, 2015
- c) Main Treatment Plant Motor Control Center Replacement Bid Results

Previously discussed.

Mr. Kinsella – Anything else?

Mr. Tully – AFLAC?

Mr. Miller – If you folks have no problem, we have four people who signed up for it and I gave you a little blurb on it. The people who actually did call me back and I actually go to talk to; all liked it and said it was wonderful and from a personal standpoint when they had to use it. They said setting it up was relatively simple. Ms. Gaudy was going to show up on the 24th to help Mrs. Struening but they're going to a seminar so it'll be another time and she's going to help her set up the payroll and once it's done it's just write a check every month.

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. Kendzulak, Jr. seconded the motion. All were in favor. The meeting ended at 6:45 pm.