
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MAY 15, 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. – I'd like to adjust the Agenda a bit. We have an item on the Work Session that I'd like to move up. It's a modification of a Reservation Agreement for Lexington Square Partners.

Mr. Nagle – I'm the owner of the parcel and I also operate Independence Manor at Hunterdon. There's a letter here that Mr. Dilts wrote asking for an amendment to the Reservation Agreement to include a different type of Assisted Living; we're calling it Assisted Living Lite. I have a definition in the packet I submitted. (Mr. Nagle reads description provided to Board of Commissioners). It's very similar to the Assisted Living at Independence Manor that we are currently running although this is a step up from that, there isn't as much care in it but there is definitely some care in it that we are going to give to the residents. We're asking to amend the Reservation Agreement to include this type of facility.

Mr. Kendzulak, Jr. – Are there any questions from the commissioners?

Mr. Watts – It's a minor change. In my opinion it's something, when I spoke to Mr. Dilts, it's something that you could really disregard but I don't want somebody doing anything in the future and saying you changed theirs so I suggested they come in and get the okay from the Authority.

Mrs. Robitzski – Is there a change in the amount of capacity?

Mr. Tully – No, it's just the verbiage.

Mr. Kendzulak, Jr. – No, it's the same amount of capacity. I think I'm capturing it from Mr. Dilts' letter; "it is respectfully requested that the reference to the proposed development read 'an assisted living facility, and Alzheimer facility and / or an assisted living lite facility or a combination thereof' ".

Mr. Watts – If the Authority wants, we can simply direct that a resolution be prepared for the next meeting make that change so you wouldn't take any action tonight. There will be a resolution at the next meeting.

4. APPLICATIONS:

None

5. RESOLUTIONS:

Resolution #2019 - 41 Authorizing the Raritan Township Municipal Utilities Authority to Revert to a Calendar Year from the Current Fiscal Year

Mr. Tully made a motion to approve Resolution #2019 – 41, Mr. Hazard seconded the motion.

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

Resolution #2019 - 42 Authorization to Accept Proposal for Professional Services from Mott MacDonald for Survey Work Flemington Borough Route 31 Interceptor Sewer Relocation Contract 16 - 2

(Not to Exceed \$6,500.00)

Mr. Watts – Just to be clear, the Shared Services Agreement says that it is our expense, it's not to be shared with the high school.

Mr. Tully made a motion to approve Resolution #2019 - 42, 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 - 43 Authorization to Accept Proposal for Design Services from JMT for Flemington Wet Weather Facility Equalization Tank Rehabilitation

(Not to Exceed \$30,000.00)

Mrs. Robitzski made a motion to approve Resolution #2019 - 42, Mr. Tully seconded the motion.

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

Resolution #2019 - 44 Approval of and Authorization to Sign Renewal of Reservation of Wastewater Treatment capacity Agreement National Mosaic Company, LLC (Block 63.01 Lot 5.01)

Mrs. Robitzski made a motion to approve Resolution #2019 – 44, 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 - 45 Authorization for the Purchase of Energy Generation Services for Public Use Utilizing an Online Auction Website

Mrs. Robitzski made a motion to approve Resolution #2019 - 45, 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 April 18, 2019

Mr. Tully made a motion to approve the minutes from the April 18, 2019 meeting. Mrs. Robitzski seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. - The bills totaled \$459,648.34; everything appears to be in order. On the last yellow sheet of paper at the bottom, we're about 44% through the budget; conservatively, if you say through April 30th, that's about five months, that's about 42% so we're pretty much right on budget recognizing we've already made some payments such as the pension and insurance which are big dollar amounts. I'm comfortable with where we are. At this time last year, we were at 50% through our budget.

Mr. Tully made a motion to approve the payment of bills, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Grand	-	Absent
	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**

Chair Kendzulak, Jr. – We will be going into Closed Session for purposes of discussing ongoing matters with NJDEP regarding stream re-designation and Contractual matters resulting from the proposed stream re-designation. We don't anticipate taking any formal action at the conclusion 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 5:16 pm – 6:53 pm.

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

MAY 15, 2019

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:**

- a) Dan Madden, PE to Board of Commissioners regarding Budget Planning / Funding Collection System Improvements

Mr. Madden – Mr. Frank and I discussed this. Relevant to the collection system side, not the plant side. The guys are having some problems with the closed-circuit TV camera and they'd like to upgrade that equipment. The other thing is the GIS mapping. We're going to need to start looking at that seriously because the DEP is now talking about having an asset management requirement for MUA's and this would be the first phase of what we would need to have. This would be your platform to build your asset management on. It needs to get budgeted so we can get ahead of it before you get slammed.

Mr. Kendzulak, Jr. – We have \$10,000.00 in there for this year. Mr. Frank, you and I had talked briefly about this, as far as there are areas that we don't even have mapped.

Mr. Frank – Newer developments, newer lines.

Mr. Kendzulak, Jr. – What you were proposing was to utilize our forces to go out with hand held GPS and locate the manholes and get what we don't have.

Mr. Frank – When we go and videotape something it's not accurate.

Mr. Kendzulak, Jr. – I don't have a problem with adding this to the budget this year. As far as the camera goes, the same thing. The camera is ten years old and it's down quite a bit and every time it's down we're paying to get it fixed. We need to investigate purchasing it through State Contract. If in fact as we go through the year here, if we find we have some money left over, maybe we can facilitate moving to purchase it this year. The research has to be done on it first.

Mr. Madden – We would set up the platform and then your guys can go out and document the rest.

- b) John Kendzulak, Jr., RTMUA Chairperson to Marc Saluk, HC Economic Development Director regarding Change of Scope

Not discussed.

- c) George Dilts, Esquire to Board of Commissioners regarding Slight Modification of Use Block 16 Lot 14.02

Previously discussed.

3. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden – Nothing we haven't really already discussed.

6. **RTMUA REPORTS:**

- a) ADMINISTRATIVE / OPERATIONS REPORT

- 1. Chief Operator / Director's Report

Mr. Frank – ACUA finally opened up.

Mr. Kendzulak, Jr. – I see the hit we took on our revenue.

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

b) COMMISSIONERS' COMMENTS

Mr. Kendzulak, Jr. – The only other thing I wanted to talk about that was in our packet was this settlement thing with DEP. There was an incident that happened back in October of 2017. Where we didn't meet a parameter, we exceeded a parameter. This was a settlement in the amount of \$1,000.00.

Mr. Frank – That's the lowest fine they can give.

Mr. Kendzulak, Jr. – I'd like to know how many fines we've had in the past. I don't believe there's a lot but I know this isn't the only one we've ever had.

7. **Discussion:**

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.