

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MAY 25, 2022

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. Hazard	Here (telephoned in)
Mr. Kendzulak, Jr.	Absent
Mr. Mangin	Here
Mr. Reiner	Absent
Mr. Tully	Here

Also present were Regina Nicaretta, RTMUA Executive Secretary; Dan Madden, PE, Johnson, Mirmiran & Thompson; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Preliminary Sewer Service Class II – B, TWA Required, Royal Properties, LLC (Block 36 Lot 13)

5. RESOLUTIONS:

Resolution #2022 - 34 Resolution of Appreciation Pamela A. Struening for
Service to Raritan Township Municipal Utilities
Authority

Mr. Tully – I would like to read the full resolution (reads resolution in its entirety). Thank you very much Mrs. Struening. We also have this plaque for Mrs. Struening. I would like to say personally, having been a commissioner for about ten years total and having been Chairperson the last couple of years, Mrs. Struening's service was beyond reproach. Especially with the budget; I had never been involved with the budget process before, with a budget this big and dealing with all the nuts and bolts of everything and it never would have come off the way it did without Mrs. Struening. That is the one thing I can personally say we worked on together. I don't think it was truly understood actually what you did and how much you did and how well you did it by everyone that is here. Personally, I would like to say thank you and wish you the best in your retirement.

Mr. Watts – I would also like to say how much Mrs. Struening helped me and she would put me on the spot a lot and I would have to do my homework. She kept my feet to the fire, and I appreciate it very much.

Mrs. Struening – Thank you. I appreciate the award and I enjoyed the last fifteen years but its time.

Mr. Madden – I have only been involved for the last few years, but it has been a pleasure working with you Mrs. Struening.

Mr. Mangin made a motion to approve Resolution #2022 – 34, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 35 Approval of Preliminary Sanitary Sewer Service Class II – B, TWA Required, Royal Properties, LLC (Block 36 Lot 13)

Mr. Mangin made a motion to approve Resolution #2022 - 35, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 36 Authorization to Execute Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity with Raritan Valley Habitat for Humanity, Inc. (Block 65 Lots 6.02 and 6.03)

Mr. Hazard made a motion to approve Resolution #2022 - 36, Mr. Mangin seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 37 Authorization to Execute Agreement for Reservation of Wastewater Treatment Capacity Del – Pat Leasing (Block 16.01 Lot 16.05)

Mr. Mangin made a motion to approve Resolution #2022 – 37, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 38 Establishing of Terms for Payment of Delinquent
Sanitary Sewer User Fees Pursuant to New Jersey
Senate Bill 4081

Mr. Hazard made a motion to approve Resolution #2022 – 38, Mr. Mangin
seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 39 Return of L & E

Mr. Mangin made a motion to approve Resolution #2022 – 39, Mr. Hazard
seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 40 Employment of Kristi Gano as Manager of Accounting
Operations and Human Resources Administrator

Mr. Mangin made a motion to approve Resolution #2022 – 40, Mr. Hazard
seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

Resolution #2022 - 41 Appointment of Certifying Officer

Mr. Mangin made a motion to approve Resolution #2022 – 41, Mr. Hazard seconded the motion.

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

6. **Approval of Minutes:** Minutes of April 21, 2022

Mr. Hazard made a motion to approve the minutes from the April 21, 2022 meeting. Mr. Mangin seconded the motion. All were in favor.

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

Mr. Tully - We are looking to approve payment of bills in the amount of \$471,018.32. Mr. Mangin and I were in last week to sign the checks, and everything appeared to be in order. If you go to the last yellow page, we are at 38.46% of the budget used. Last year we were at 38.13%, so we are where we should be.

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

Roll call vote:	Mr. Hazard	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Absent
	Mr. Tully	-	Yes

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

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

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

MAY 25, 2022

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:**

- a) To RTMUA Board of Commissioners from Carol McAllister, CPA RMA of Bowman & Company, LLP regarding Provided Services

Mr. Tully – This is...

Ms. Nicaretta – This is their annual letter that Bowman & Company sends to describe the services that they provide.

3. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden – We are currently out to bid for the sludge holding tank #1 replacement. It was advertised early last week, and we have had several people pick up the plans and specs. That is moving along. We are expecting to have the bid opening on June 9th. Hopefully, there won't be any issues and we can issue a Contract. We have been monitoring flows; there have been a few rain storms. Pump Station #1 is what we keep an eye on. That is kind of following suit with the rainstorms we have been having; nothing crazy out of left field there. We did update the I & I Report and basically what we found was that feeder leg from Johanna is really not an issue as

far as I & I goes. The stuff that is upstream of that is a bigger problem, so we moved the meters downstream to get the different legs coming so we can connect the dots here and finding out stuff. In the interim, the field crews have been out, and they are doing some CCTV inspections and they found something today that could be a potential issue. I want to say it was on Almond Drive in Sun Ridge. They found a drainage grate in the lawn and there is a problem with a sag in our line right there. We don't know if it was damaged when they put this drain in. We can't even see if it is connected.

Mr. Tully – Or if it is connected to the sewer system.

Mr. Madden – That would be the big number we are looking for; that is a pretty big drainage area. We are definitely going to look at that a little closer.

Mr. Tully – Were there any sleeve repairs in the last month?

Mr. Madden – They have a few of them that they are supposed to put in, but I don't think they have done them yet. They did have an outside contractor come in and they repaired a couple of manholes and sealed up some things. The plan is, we have a list of these things, and we will pick them off when we either have money or put a bunch of them out to bid or do as many as we can in house. That is the game plan and see if we can see some reduction in the numbers. I think unless we find a big problem area, it is just a bunch of little things to tighten up. We did finish the collection system O & M Manual that the EPA required. They accepted it and it will help maintain the system. We have added forms to fill out and it will all get entered into the GIS system. I reached out to the paving company that does the reclamation. I talked to the representative from Peckham Industries, and they are interested.

Mr. Tully – The nice thing with that is we have four jobs going on in the Township over the next six months where there is going to be a reclamation project. Depending on who gets it, if you want to get a bid from both, then maybe they will be able to stage it while they are here doing one of our jobs, so they don't have to do the mobilization twice.

Mr. Madden – That would be ideal.

Mr. Tully – I'll get you the information for Asphalt Paving Systems and you can have them come in and look at it too. I will get you the exact contact because they are doing the one we are doing now.

Mr. Madden – Were they awarded the Contract?

Mr. Tully – Yes. They are working with Top Line on Rittenhouse Circle.

Mr. Madden – Last on the list is the generator. We have some missing data that we are still trying to decipher. There are some drawings

missing and things like that. We kind of know where it is, we just have to sit down with the guys down below.

Mr. Tully – Were you guys able to figure out the As-Built conditions when they did the motor control center?

Mr. Madden – There are some breakers down there but some of them aren't being used. We have to see what is connected there. We want to make sure we are not undersized or oversized. Junction Road, that tie in was completed this month.

Mr. Tully – Since you are talking; the I & I Study? We kind of talked about it. Is there anything you want to add?

Mr. Madden – That is really what it was. I know Mr. Kendzulak was asking about it last month so we wanted to update it.

Mr. Tully – I know Mr. Frank is not here the Administrative and Operations report, from what I know, it looked okay.

Ms. Nicaretta – Number nine, the Loss Control Report, ever since Mr. Sciss became maintenance supervisor, I think except for the very first one, we have never had any New Suggestions for Improvement, whereas before him, we used to.

Mr. Tully – That is pretty good. I did speak with Mr. Sciss today, he wanted to let me know that there was an auto accident on Voorhees Corner Road that took out the pole and the power to Sun Ridge Pump Station #1, on Edgewood Terrace. Basically, yanked all the wires out of the pump station on a Sunday. Mr. Sciss and the other guys came in right away, called our supplier who Mr. Sciss has a good relationship with, they went in Sunday night to their facility and got Mr. Sciss what he needed to get it all up and running and they got everything strung and ready to go in the pump station ready to go overnight into Monday. They called our electrical inspector at the Township to do a quick inspection so JCP&L would turn the power back on. Within a sixteen- or seventeen-hour period, they had rewired the entire supply from the pole to the pump station because of the electrician we have working down there. Just so everyone knows, those guys, worked diligently to get it back online because that is a critical pump station at that point in the system. Those guys need some kind of recognition that they did a great job. I think I'm going to send Mr. Sciss an email tomorrow and let him know to let his crew know that we appreciate it and I'll copy Mr. Frank on it so he knows too.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

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

2. Laboratory Summary

3. Maintenance Summary

4. Readington Flows

b) COMMISSIONERS' COMMENTS

7. Discussion:

a) Inflow and Infiltration Study Report: May 2022 Update

Previously discussed.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – I'd like a motion to go into Closed Session for the purpose of discussing potential litigation matters and actual litigation matters with NJDEP, and we do not anticipate any official action will be taken once we come out of Closed Session.

Mr. Mangin made a motion to adjourn into Closed Session for the above stated purpose and Mr. Hazard seconded the motion. Closed Session was from 5:24 pm – 5:31 pm.

9. Adjournment of Work Session:

Mr. Hazard made a motion to adjourn the Work Session. Mr. Mangin seconded the motion. All were in favor. The Meeting ended at 5:32 pm.