

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MAY 19, 2016

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:**

Dr. Buza	Absent
Dr. Dougherty	Here
Mr. Kendzulak, Jr.	Absent
Chair Kinsella	Here
Mr. Tully	Here

Also present were Gregory LaFerla, Chief Operator / Director; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Hatch Mott MacDonald; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Preliminary Sewer Service, Industrial User Class III, Ingerman Construction (Block 16.02 Lot 41)

5. RESOLUTIONS:

Resolution #2016 – 17 Appointment and Award of Professional Contract for Consulting Engineer

Chair Kinsella – As we said last meeting, and as we don't have a full Board here tonight we're going to table it until the next meeting.

TABLED

Resolution #2016 – 40 Approval of Final Sanitary Sewer Service, Class III, Industrial User, Ingerman Construction (Block 16.02 Lot 41)

Dr. Dougherty made a motion to approve Resolution #2016 - 40, Mr. Tully seconded the motion.

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

Resolution #2016 – 41 Amendment of Policy Concerning Minimum Billing

Mr. LaFerla – We were losing approximately \$11,000.00 per quarter because we weren't doing this; now everyone is being treated equally.

Mr. Tully made a motion to approve Resolution #2016 – 41, Dr. Dougherty seconded the motion.

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

Resolution #2016 – 42 Approval of and Authorization to Execute Wastewater Treatment Capacity Transfer Agreement and Agreement for Reservation of Wastewater Treatment Capacity, Flemington Trade Center to Flemington Raritan First Aid and Rescue Squad (Block 36.02 Lot 19)

Chair Kinsella – We'll take care of their correspondence now also. Has everyone read the correspondence?

Dr. Dougherty – Yes and in addition to reading it, I did visit the Rescue Squad; I had some personal questions about their project. I was contacted by the President of the organization, Mr. Huebscher and he was kind enough to give me about a half hour of his time to explain in detail what the future services for the community would be offered by the First Aid Squad; as far as I'm concerned this is a very important community service and I have no objection to the recommendation of the waiver of fees as we have done historically for nonprofit organizations that have benefited the entire community.

Mr. Watts – One thing the Board should keep in mind is that the funds that were previously paid by Flemington Trade Center for the capacity that is being returned to us; those funds revert back to the Authority so we'll be getting money back which can help defray the cost of what you are waiving for the Rescue Squad.

Dr. Dougherty – I endorse it after the thorough explanation and reading the letter.

Chair Kinsella – Mr. Tully?

Mr. Tully – I agree.

Chair Kinsella – You guys do a great job and it's the least we can do for you.

Mr. Huebscher – We all thank you, not just myself as a volunteer but everyone on the squad.

Chair Kinsella – One more question Dr. Dougherty, a one - time donation?

Dr. Dougherty – I don't know about doing a donation basically because I don't know if we can really do that. I'm considering the Connection Fees and quarterly charges. The reason is we serve more than just Flemington Borough and Raritan Township, we serve Readington Township also and we're using funds that come from all of the rate payers and it's not coming from our money.

Mr. Watts – The Authority can take that up at a later date.

Dr. Dougherty – That's what I'd rather do.

Mr. Watts – I think that the Authority should just address whether you want to waive the Connection Fees and / or the ongoing user fees but whatever you decide we'll have a resolution at the next meeting.

Dr. Dougherty – My recommendation is to waive those two fees.

Mr. Tully – Me too.

Chair Kinsella – I agree with that; the donation, I want to think about it a little more.

Mr. Watts – We'll have a resolution at the next meeting to formally waive those two charges.

Mr. Huebscher – Thank you.

Dr. Dougherty made a motion to approve Resolution #2016 – 42, Mr. Tully seconded the motion.

Roll Call Vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 – 43 Return of Wastewater Treatment Capacity,
Flemington Trade Center (Block 36.02 Lot 19)

Mr. Tully made a motion to approve Resolution #2016 – 43, Dr. Dougherty seconded the motion.

Roll Call Vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 – 44 Change Order for Special Counsel

Mr. LaFerla – We originally had \$10,000.00 in the other resolution but we are going to go over that; Ms. Nicaretta spoke with Mr. Kiel and if we stay under \$17,500.00 we don't have to legally notice it. We are changing it to \$16,500.00. If we have to change it again it will go over 17,500.00, then we will legally notice it.

Dr. Dougherty – I think it should be pointed out for the record that this is an essential service, it's very important to this Authority that they are helping us deal with some heavy duty contractual issues between the State and the Authority.

Ms. Nicaretta – That’s why it is higher than initially thought; they’ve been doing more work this year for it than expected.

Chair Kinsella – Basically it’s all Flemington Wet Weather Facility (FWWF) related.

Mr. Tully made a motion to approve Resolution #2016 - 44, Dr. Dougherty seconded the motion.

Roll Call Vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

Resolution #2016 - 45 Authorization to Execute Agreement for Transfer of Wastewater Treatment Capacity and Assignment of Agreement for Wastewater Treatment Capacity, Junction Road Associates, LLC to Flemington Junction, LLC (Block 16.01 Lots 37.01 & 54)

Mr. Tully made a motion to approve Resolution #2016 – 45, Dr. Dougherty seconded the motion.

Roll Call Vote:	Dr. Buza	-	Absent
	Dr. Dougherty	-	Yes
	Mr. Kendzulak, Jr.	-	Absent
	Chair Kinsella	-	Yes
	Mr. Tully	-	Yes

6. **Approval of Minutes:** Minutes of April 21, 2016

Mr. Tully made a motion to approve the minutes from the April 16, 2016 meeting. Chair Kinsella seconded the motion. All were in favor, Dr. Dougherty abstained.

7. Treasurer's Report / Payment of Bills:

Mr. Tully - The bills totaled \$599,311.05. I took a look at them; Dr. Dougherty took a look at them. All appears to be in order. We're at 51% and it doesn't look like anything stands out.

Mr. LaFerla – Last year we were at 48.42% at this time. We're a little high.

Mr. Tully – About 3% higher.

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

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

8. Citizens' Privilege:

None

9. Adjourn into Closed Session by Motion, if Needed

10. Adjournment of Regular Meeting:

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

MAY 19, 2016

365 Old York Road, Flemington, New Jersey
(908) 782-7453 Office (908) 782-7466 Fax

APPROVED

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) Attila Huebscher, President Flemington Raritan First Aid and Rescue Squad to Board of Commissioner's regarding Connection Fees and Quarterly Charges

Previously addressed.
3. **Unfinished Business:**

None
4. **New Business:**

None
5. **Professional Reports:**
 - a) Attorney –
 - b) Engineer –

Mrs. Wohlleb – I do have one update but I don't know if it's for Closed Session. As far as the report itself, I only have one other update on the Motor Control Center Replacement project, the switchgear was tested, it was a preliminary test before electrical loads start moving over; the electrical engineer advised me today in his report that everything looked like it was in good order and that the new switchgear is ready for the next two things to happen which is the utility service installation by JCP&L and also the beginning of the transfer of loads so the idea will be to systematically transfer over the loads so that essentially we'll reach a point where half the plant is on old power and half the

plant is on new power and also with that carrying along that at least half the plant at any given time will be on standby power. Over the next month to five weeks this will be the process and coming out the other end that electrical room will look a lot different than it did going into the project.

Chair Kinsella – The next couple weeks are the key, critical, nervous time.

Mr. LaFerla – Ms. Lynda Hartman from JCP&L was out and looked at everything for the new service. I think they're supposed to start the poles around June 1st.

Mrs. Wohlleb – One more thing, it's not official but until our New Jersey PE Certificate of Authorization number is in place, we'll be transferring over some of the newer looking logo of our Mott MacDonald endeavor.

Dr. Dougherty – Who owns you now?

Mr. Kocsik – Mott MacDonald; we didn't change our ownership.

Mrs. Wohlleb – Mott MacDonald; our true parent company.

Mr. Watts – I have a quick comment from Mrs. Wohlleb's report on the high school sewer line replacement, I received a Draft Agreement from the high school and I've sent it to Mr. LaFerla and Mrs. Wohlleb and we're going to go over it and have a report for you at the next meeting. Obviously it's not in proper form yet. It's very involved; they didn't get into the money stuff which is very important to us but one of the non – starters right off the bat is they want us to give up the existing easement and have the easement only where the pipe is going to be moved too; right now we have a blanket easement over the entire property. I dealt with the business manager and their attorney is a big, expensive law firm, and I said "you guys should be using someone local" so now this report is from a different national firm and this guys' in Philadelphia. So the high school is wasting Board of Education money to use an elephant gun to kill a flea. They shouldn't be spending money on a firm like that for this kind of work; someone should complain.

Dr. Dougherty – How does the public become aware of that?

Mr. Watts – I don't know but I'm very disappointed in that. There are a lot of Hunterdon County attorneys that could handle this just as easily for less money. Anyway, next month you'll have a report from us.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. LaFerla – The only thing in my report; you saw that Mrs. Crown is retiring? I'd like to get permission to start looking to get someone to fill her position.

Dr. Dougherty – You can screen them and then the Personnel sub – committee will look over them.

Chair Kinsella – One thing, this letter from Mr. Diehl...

Mr. LaFerla – About the different stuff they've been doing? All of a sudden I just started getting stuff.

Mr. Tully – Mr. LaFerla, those couple of sections that they did from an I & I standpoint, I know you don't know for sure but do you think that's going to be extremely helpful, mildly helpful or not helpful or it's too hard to tell?

Mr. LaFerla – When we had that first meeting with them, I know Mrs. Wohlleb was there, they talked about replacing pipe and what did they tell us? They told us it helped the dry weather flow but it didn't do anything for the wet weather flow.

Mr. Tully – How is that possible?

Mr. LaFerla – Sump pumps, roof leaders...is it going to help? I doubt it. I think they have an idea of where the I & I is and I think it's the streams just like they do and I think they're finally going to do something.

a) Overtime Recap

b) Septage / Greywater Recap

2. ~~Laboratory Summary~~

3. Maintenance Summary

4. Readington Flows

b) COMMISSIONERS' COMMENTS

None

7. Discussion:

None

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

Chair Kinsella – We will be going into Closed Session to discuss Personnel Matters and Contractual Matters concerning Pulte and we do not anticipate any official action will need to be taken once we come out of Closed Session.

Dr. Dougherty made a motion to adjourn into Closed Session for the above stated purpose and Mr. Tully seconded the motion. Closed Session was from 5:25 pm – 6:10 pm.

9. **Adjournment of Work Session:**

Dr. Dougherty made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 6:11 pm.