

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

AUGUST 20, 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	Here
Mr. Hazard	Here
Mr. Kendzulak, Jr.	Here
Mrs. Robitzski	Absent
Mr. Tully	Here

Also present were Raymond Frank, RTMUA Chief Operator, Dan Madden, PE, Johnson, Mirmiran & Thompson; C. Gregory Watts, Esquire, Watts, Tice & Skowronek.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. **RESOLUTIONS:**

Resolution #2020 - 44      Authorizing Payments to Vendors without the Necessity of Claimant Certifications Pursuant to N.J.A.C. 5:31-4.1 Under Certain Conditions

Mr. Hazard made a motion to approve Resolution #2020 - 44, Mr. Tully seconded the motion.

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

Resolution #2020 – 45      Employment of Frank Janiec as Wastewater Treatment Operator

Mr. Hazard made motion to approve Resolution #2020 – 45, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:**      Minutes of July 16, 2020

Mr. Hazard made a motion to approve the minutes from the July 16, 2020 meeting. Mr. Tully seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. –The bills totaled \$829,324.77 and all appears to be in order. A significant portion of this, almost \$300,000.00 of this is associated with payment to JEV Construction, for the clarifier project. If you go to the last yellow or gold page, you'll see that we are about 58% through the year, we'll just assume seven months through the end of July, that's about 58% so we're right on budget. A lot of these things we've already paid up front, insurance and pension and things like that. At this point, we're pretty good. Mr. Frank, I guess the payment for the emergency repairs made to Harrington Construction is in here?

Mr. Frank – Only part of it. We haven't gotten the pumping part of it but the bulk of it is in there.

Mr. Kendzulak, Jr. – That was an unanticipated expense.

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

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

8. **Citizens' Privilege:**

None

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

None

10. **Adjournment of Regular Meeting:**

Mr. Hazard 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

AUGUST 20, 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:**

- a) Correspondence to Mr. Frank, RTMUA Chief Operator from Mr. Watts, Esq., Watts Tice & Skowronek regarding Flemington Industrial Park (Block 27 Lot 34)

Mr. Watts – This came about as a request from Flemington Industrial Park to me, to see about getting some concessions on the amount of money that is owed which is north of \$100,000.00. The position of the Authority at this point, is until they put in proper metering, that we're not going to talk to them about any forgiveness and if we ever do get to that point, it will have to be in terms of, hopefully, a return of some capacity that they don't need. There is no action that needs to be taken, just information for the Board.

Mr. Kendzulak, Jr. – Do we see them moving?

Mr. Frank – I have been contacted by their newest engineering firm to kind of get approval for the flow meter. Like I had said, they wanted to "Mickey Mouse" it and give me a pump and pump run times and discharge capacity and I was supposed to figure out the flows from that. I told them that was unacceptable and to put actual flow meters in. They were supposed to get back to me with what they proposed to put in.

- b) Memo to RTMUA board of Commissioners from Ray Frank, RTMUA Chief Operator regarding Emergency Force Main Repairs

Mr. Kendzulak, Jr. – If you want to briefly go over what happened.

Mr. Frank – On that Monday morning, we had our line crew guys go out and one of them found a broken force main, leading from Pump Station #1, which is our biggest station. It was basically behind Home Depot, in that wooded area, parallel to Commerce Street. We found it about 8:00 am and we contacted a pumping services and a construction outfit, and they showed up around noon. Trucks got on site and we started digging about 2:00 pm and the repair was completely finished by 6:00 pm. We did a temporary, mobile by – pass where we had Russell Reid come in with their

pump trucks, hauling waste from Pump Station #1 and dumping it further down in the collection system into one of our gravity lines so we kept those guys running until about 6:30 pm just to give everything a chance to settle in. Before we backfilled, we confirmed that everything was watertight and good, so we went ahead and backfilled and knock on wood, everything is good.

Mr. Hazard – How old is the pipe?

Mr. Frank – The pipe is approximately fifty – three years old. It was put in around 1971.

Mr. Hazard – Are we going to analyze it?

Mr. Frank – We're going to look into what can be done. The interior of the pipe actually looked pretty good. The coating was intact but when we did break into the pipe, water was flowing back from both directions; I'm assuming that was the lowest point in the pipe, and it was just a stress crack.

Mr. Tully – What if the analysis of the rest of the line shows the same thing? We need to know.

Mr. Kendzulak, Jr. – Pretty impressive though on how quickly we were able to take care of it. To get someone to get in there and deal with it that quickly.

Mr. Tully – From noticing it to getting it repaired in ten hours is ridiculous. That is crazy fast.

Mr. Kendzulak, Jr. – They're out of Chester; I don't know where they mobilized from, whether they came out of Chester or somewhere else.

Mr. Tully – Mr. Frank, how did you notice it was leaking?

Mr. Frank – The operators' kind of noticed it Friday night; they saw a drop in the flows. They kind of watched it over the weekend and flows stayed down so Monday morning when the line crew came back in, we thought there was something going on and had the line crew check around and found it bubbling out of the ground in the wooded area in a little bit of a clearing about twenty feet in. We didn't have to knock trees down or really do anything. It could have been a lot worse.

3. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –  
  
None
- b) Engineer –

Mr. Madden – The clarifier project is continuing; they're working on the fourth clarifier, the third one is up and running. They might be finished by the end of September.

6. **RTMUA Reports:**

- a) ADMINISTRATIVE / OPERATIONS REPORT
  - 1. Chief Operator / Director's Report – Okay
    - a) Overtime Recap
    - b) Septage / Greywater Recap
  - 2. Laboratory Summary - Okay
  - 3. Maintenance Summary - Okay
  - 4. Readington Flows
- b) Commissioner's Comments:

7. **Discussion:**

- a) Board of Commissioners Authorization for Mr. Frank to Attend the Tentative AEA Annual Meeting and Conference in Atlantic City (November 17 – 18, 2020)

General consensus was given.

- b) Block 16.01 Lot 69.01; 6 Minneakoning Road; Subdivision

Mr. Watts – This is a proposed sub – division on Minneakoning Road, it's currently one lot with two buildings on it, which is not preferred. The owner has an Application pending before the Raritan Township Planning Board to sub – divide the property. In looking at the allocation of wastewater

flows, we wanted to divide the capacity between the two buildings as needed. We learned from looking at it that the original allocation of capacity was based upon proposed development, not actual. There's roughly eighteen EDUs assigned to it, but they only need eight or nine EDUs, I don't have the exact figure in front of me. So, the developer requests a letter for the Planning Board from the Authority to say there is sufficient capacity to serve both buildings. There's plenty, but I have also told the attorney that once this is done, some will be allocated to the old lot, some to the new and the balance will revert back to the Authority. I didn't get any push back from that. I just need your blessing to send a letter to the Planning Board saying, "this is the capacity for this, this is the capacity for that and there's enough."

General consensus was given.

Mr. Kendzulak, Jr. – I see it's 5:15 pm. We'll move to go into Closed Session. Mr. Watts, can you get Mr. Tyler and Ms. Carmeli on the line.

(Discussion Section of Agenda was interrupted by call in with Ms. Carmeli and Mr. Tyler for Closed Session. Discussion Section of Agenda resumed after Closed Session)

c) Block 27 Lot 22; 66 Junction Road (Affordable Housing Project)

Mr. Frank – Dynamic Engineering is proposing an Application for an Affordable Housing project. Basically, they haven't met our requirements, they're trying to move along without going through the proper procedures. They were short on escrow fees, to my knowledge, they still haven't dropped off all of the fees to come before the Board to get approvals and we told them "no, get your Application fees and your escrow fees and everything else and then we'll see you next month."

Mr. Tully – They're trying to do that because they're going in front of the Planning Board.

Mr. Frank – Yes, that and the TWA; they're just not following the procedure and they were told well in advance of what our procedures were. It's not their first time through here.

Mr. Kendzulak, Jr. – So, the ball is in their court.

d) Chemical Bid Results

Mr. Kendzulak, Jr. – I went through them, it looked like prices came down a bit?

Mr. Frank – All but one.

Mr. Kendzulak, Jr. – We'll have resolutions for them next month.

e) Operation Building Roof Bid Results

Mr. Kendzulak, Jr. – I guess this is something we're looking to award to Munn Roofing. Did anyone look into them to see if there have been any issues with them?

Mr. Watts – The bid documents were all in order, the references were good.

Mr. Frank – It was a little bit higher than what we actually budgeted for, by approximately \$8,000.00.

Mr. Kendzulak, Jr. – Bottom line if you look at the bids and where they came from, I'd say that's the real number.

Mr. Frank – It's a lot cheaper than replacing the entire roof.

f) Janitorial Proposals

Mr. Kendzulak, Jr. – It's Seghal, they're the only one that bid it. We're happy with them?

Mr. Frank – Yes.

g) Mowing Proposals

Mr. Frank – Same thing, they're the only one who bid on it this year.

Mr. Kendzulak, Jr. – A little bit more money this year.

h) Draft of Budget

Mr. Kendzulak, Jr. – Mr. Tully, I know you've been involved.

Mr. Tully – Both Mr. Hazard and I have been involved.

Mr. Kendzulak, Jr. – One of the things that I'd like to add, and I've talked to Mr. Tully about this before; we're in the 21<sup>st</sup> century here and we need to look forward on where we are as far as SCADA and more automation and I'd like to see some type of engineering study, have someone evaluate, how we run here. That was one of the things we had talked about with AEA with what we do here and all of that and it got derailed with the C – 1 waterway and further derailed again with the COVID stuff. We need to get someone who is versed in that to come in evaluate our system and I'd like to put that in the Budget. Mr. Tully, you were going to reach out to the AEA?

Mr. Tully – I was going to reach out to Ms. Gallos and see if there was someone, she would recommend getting a ballpark number from.



Mr. Kendzulak, Jr. – Okay, get a number and put it into our Budget for FY 2021.

i) Establishment of Administrative Salaries

Mr. Kendzulak, Jr. – The Administrative Salaries, two percent; I asked Mr. Tully what the Township was getting, he said two percent. I'm okay with two percent. The only thing I would like to see here, is Mrs. Struening usually populates this here, the estimated table here, projected through but I guess we're still waiting to get information. She's just starting here. As we progress, that is something I'd like to see. There was also information in our Packet with regards to the Audit which was done. There's a little brief in there on that. Mr. Frank has the Audit, but Mr. Cragin from Bowman is coming next month so I told him to hold off on it and that will get distributed like it normally does at the next meeting. If we get it today, I'll tell you what's going to happen, it's going to sit in my car and I'm going to forget about it and then try to find it right before the meeting. It will go out with our Packet next month and Mr. Cragin will come here and talk about what are we doing about rates going into next year, how are we looking, what do we need to do. We'll go over any kind of Budget questions we may have. My understanding is that there wasn't anything of substance found in regards to the Audit.

Mr. Tully – We had the Exit Interview right after our last budget meeting and it was relatively quick because there really was nothing. There were two minor things only.

Mr. Kendzulak, Jr. – Two very minor things so everything looks good with regards to that, so we'll look to deal with the Audit at next month's meeting. I guess Mr. Cragin should come somewhat prepared to talk a little about the Budget though. I don't think there was anything else other than Mr. Madden, we had the discussion that we installed flow meters.

Mr. Madden – We have three flow meters, we installed two at Johanna Farms.

Mr. Kendzulak, Jr. – If you could go through and explain. I know we had wet weather, I know there were issues with regards to the data and trying to recalibrate the data.

Mr. Madden – We figured out the problem, we were able to go back retroactively and we corrected that. We had a couple of nice storms. What we found; we have a meter in manhole eight and ten. Johanna Farms connects into manhole number nine, right in between the two other manholes. So, during these rain events, we're monitoring upstream and downstream. Johanna Farms, in dry weather, is usually about 300,000

gallons per day. My report that I did yesterday, says the average is about 250,000 but I got some updated data from Mr. Frank today and in July and August their numbers go up so their right about at 300,000. During those rain events, we had instantaneous flows, differentials, between the up and down, of one and a half million gallons. One and a half million gallons per day. So, there is a spike. That's a fifteen-minute interval. It built up, it went from about .91, 1.2, so then we had this big jump up.

Mr. Kendzulak, Jr. – Over what period of time? Did it plateau and then come down?

Mr. Madden – Yes, but it takes a while for it to fully recover because that's indicative of two issues. There's the inflow and then there's some infiltration and that takes longer to come back and settle out. But we're getting a big hit right there.

Mr. Kendzulak, Jr. – What's the difference between the upstream of Johanna Foods and then downstream of Johanna Farms?

Mr. Madden – Maybe three hundred to four or five hundred feet.

Mr. Kendzulak, Jr. – What goes in from Johanna Farms outside of the plant and all that? Is there anything else?

Mr. Madden – The bottom line is we either have a major defect in our line between those two points and I don't know if that's the case. Nothing has indicated that yet.

Mr. Kendzulak, Jr. – Can we inspect that segment between those two manholes?

Mr. Frank – It's iffy because of access. Getting to the manholes, they are in the right of way, not easily accessible, there's a stream right there. We would either have to go from Johanna's side in and let them know what we're doing and if we go from the other side, it's very dicey, very swampy, trying to get our equipment back there is a problem.

Mr. Kendzulak, Jr. – Let me ask you this, is there a consultant or an entity that does this kind of stuff? We have our equipment and wheels and stuff; you just have to get it in. If we were to sub it out, and have someone come in who does it in these remote areas, can we get them to go in there and TV it and inspect it and see what the line looks like?

Mr. Madden – Yes, there are people who have off road stuff.

Mr. Kendzulak, Jr. – Would that be an appropriate thing to do if we can't do it?

(many voices speaking at once)

Mr. Madden – I'll find somebody who can get in there and do that and if your guys can't, I'll find a company that can.

Mr. Kendzulak, Jr. – You're saying there's a stream there.

Mr. Frank – It's part of the Neshanic River.

Mr. Madden – Our interceptor runs along it, parallel to it.

Mr. Kendzulak, Jr. – Runs parallel to it. Could there be any other manholes that we're not aware of that the covers blew off? Can we walk that? If you're saying five hundred feet, between manholes, five hundred feet could be...

(many voices speaking at once)

Mr. Madden – It may not be five hundred feet. The average between manholes is usually about four hundred feet but if you're doing changes in directions, it's going to be shorter.

Mr. Kendzulak, Jr. – I'm just wondering if there's another manhole out there that we're not aware of and the line surcharged and blew the lid off and now when the river comes up and it flows into there and everything's dumping into the manhole. Is it worth just trying to walk it first?

Mr. Frank – This is just coming to light, so we have to look into this.

Mr. Kendzulak, Jr. – If we find nothing like that, get an outside entity to come in and let them TV and inspect that thing there and see what it looks like.

Mr. Madden – So the point is, if it's not our line, that leaves only one other source.

Mr. Kendzulak, Jr. – That would be coming from inside Johanna's place.

Mr. Frank – Or a cross connection where their parking lot drain is dumping into our line.

Mr. Madden – If there is a good thing, we've narrowed sixty – two miles down to five hundred feet. Over the course of the twenty – four hours it comes out to an average of 400,000 gallons but for that instantaneous peak, that's a lot of flow.

Mr. Kendzulak, Jr. – Which is what we saw at the pump station.

Mr. Madden – It's the very severe storms that we're seeing it with.

Mr. Kendzulak, Jr. – I'm not familiar with the site at all, I don't know what the did and I don't know how long this has been a problem but we've noticed the problem at the pump station with the initial thing. Maybe it's with a recent project that they did?

Mr. Tully – You can look at new structures around when it starts.

Mr. Kendzulak, Jr. – You may want to look at the plans and say "here's the sanitary sewer here, and here's the storm sewer. Did they tie that into the sanitary sewer?"

Mr. Madden – Like I was saying, at least we're narrowing it down and zeroing in on something that is a major thing.

Mr. Kendzulak, Jr. – And consistently with the major storms that we're having. I don't know if you guys go to the field and try to walk it and

see if there's an unknown manhole there and then obviously if we have a new piece of equipment we don't need to be dragging it back in there and messing it up so maybe it's best to get someone from the outside to come in and TV it and inspect it if we don't find any obvious things.

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

Mr. Kendzulak, Jr. – We will be going into Closed Session to discuss pending litigation matters involving the Flemington Wet Weather Facility, the C-1 stream appeal and the fee appeal regarding the Flemington Wet Weather Facility; and we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Closed Session was from 5:17 pm – 6:04 pm.

**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 6:20 pm.