

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

NOVEMBER 21, 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	Here
Mr. Hazard	Absent
Mr. Kendzulak, Jr.	Absent
Mrs. Robitzski	Here
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2019 - 78 Appointment of Risk Management Consultant

Mr. Grand made a motion to approve Resolution #2019 – 78, Mr. Tully seconded the motion.

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

Resolution #2019 - 79 Authorization for Return of Deposit Toward Connection Charges FBS PRT III, LP (Block 71.02 Lot 21)

Mr. Grand made a motion to approve Resolution #2019 – 79, Mr. Tully seconded the motion.

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

Resolution #2019 - 80 Authorization to Accept Proposal for Flow Meters from Hach Company (NJ State Contract)
(Proposal = \$20,528.70)

Mr. Grand made a motion to approve Resolution #2019 – 80, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of October 17, 2019

Mr. Tully made a motion to approve the minutes from the October 17, 2019 meeting. Mr. Grand seconded the motion. All were in favor. Mrs. Robitzski abstained.

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

Mr. Grand - The bills totaled \$635,881.42; everything appears to be in order. Mr. Kendzulak, Jr. usually mentions the year to date spending against last year but I didn't see it on here.

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

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

8. **Citizens' Privilege:**

Mr. Watts – Mr. McDade is a new Township Committee person, just elected in November.

Mr. McDade – I have been the liaison for the Planning Board for the year.

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

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

NOVEMBER 21, 2019

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:**

None
3. **Unfinished Business:**

None
4. **New Business:**

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

Mr. Madden – The second clarifier was put back on line, so we have two running, two to go and they're taking a break until the Spring. Warmer temperatures are needed for the coatings. Same for the Flemington Wet Weather Facility (FWWF). We're cleaning up some of the loose ends in the specifications and we'll put it out to bid probably near the beginning of the year. We continue to track the capacity with the previous issues we've had the last couple of years with flows. I'm pleased to report that flows are down again for the month. We're showing the running average is about 85% of full capacity, when we were pushing close to 94%. I expect it will go down more because last November we were averaging 4.6 MGD and that was well over plant capacity and I don't think we're anywhere near that this year.

Mrs. Robitzski – Does it put us out of any kind of fine or monitoring?

Mr. Madden – Yes, it keeps us well under the reporting percentage which is 95%, we were getting very close, so it takes some of the pressure off. We still need to go in and get rid of I & I. The metering; once you get those and you set them up, we'll hopefully find some low hanging fruit.

Mr. Tully – Where are you going to set up the meters?

Mr. Madden – We have a couple of ideas but we have to see where we are with the ACO because if we have to do the metering in the Flemington section first, we'd do that. If we don't have that ACO, we'd probably start around Dayton Road. Lastly, on the GIS, we've been working on creating a new database and we also met with your new CCTV camera truck vendor, trying to integrate their software with our GIS so everything meshes together.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Mr. Madden and I went to Readington and talked to representatives from there. They're looking to put in affordable housing and I told them we don't have any capacity to offer them. They were still going to try to shoe horn it in, by reducing their I & I to stay under their 125,000 gpd. Their flows have dropped significantly from wet weather to dry weather and they're thinking if they can get a handle on their I & I, they can squeeze in the 15,000 gpd that they are looking for.

a) Overtime Recap

b) Septage / Greywater Recap

2. Laboratory Summary - ok

3. Maintenance Summary - ok

4. Readington Flows

b) COMMISSIONERS' COMMENTS

7. Discussion:

a) Establishment of Administrative Salaries

Mrs. Robitzski – These have been approved with the budget.

b) Agreed Upon Procedures Report – Connection Fee

Mr. Watts – This is a report from our auditors, it shows the statutory calculation for what the Connection Fee will be in the upcoming year. If you look at Schedule A, it shows the new Connection Fee will be \$3,965.00. There's a mathematical equation you have to go through and it has to be reset every year.

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

None

9. **Adjournment of Work Session:**

Mr. Grand made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 5:25 pm.