

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

SEPTEMBER 29, 2021

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. Kendzulak, Jr.	Here
Mr. Mangin	Here
Mr. Reiner	Absent
Mrs. Robitzski	Absent
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**

4. **APPLICATIONS:**

- a) Application for Final Sewer Service Class I – B, TWA Required, Enclave at Raritan, LLC (Block 9 Lot 17.02)

5. RESOLUTIONS:

Resolution #2021 - 51 Approval of Final Sanitary Sewer Service Class I-B,
TWA Required, Enclave at Raritan, LLC (Block 9 Lot
17.02)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2021 – 51, Mr.
Mangin seconded the motion.

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

Resolution #2021 - 52 Acceptance of Performance Guarantee and
Authorization to Sign Development Agreement,
Enclave at Raritan, LLC (Block 9 Lot 17.02)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2021 – 52, Mr.
Mangin seconded the motion.

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

Resolution #2021 - 53 Award of Contract for Purchase of Dry Polymer
(Bid Amount = \$2.08 / lb.; \$39,520.00 total bid)

Mr. Mangin made a motion to approve Resolution #2021 – 53, Mr.
Kendzulak, Jr. seconded the motion.

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

Resolution #2021 - 54 Award of Contract for Purchase of Inorganic Sulfur Dioxide
(Bid Amount = \$0.675 / lb.; \$40,500.00 total bid)

Mr. Mangin made a motion to approve Resolution #2021 – 54, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2021 - 55 Award of Contract for Purchase of Sodium Hypochlorite
(Bid Amount = \$1.065 / gal.; \$79,875.00 total bid)

Mr. Mangin made a motion to approve Resolution #2021 – 55, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2021 - 56 Approval of Proposal for Janitorial Services
(Proposal = \$10,300.00 for year)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2021 – 56, Mr. Mangin seconded the motion.

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

Resolution #2021 - 57 Approval of Proposal for Mowing Services
(Proposal = \$550.00 / cut)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2021 – 57,
Mr. Mangin seconded the motion.

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

Resolution #2021- 58 Approval of Contract Modification #1 and Payment
Application No. 17 (Final Payment and Retainage) and
Acceptance of Maintenance Bond Final Clarifiers
Refurbishment

Mr. Mangin made a motion to approve Resolution #2021 – 58, Mr.
Kendzulak, Jr. seconded the motion.

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

Resolution #2021 - 59 Revision of Personnel Policies and Procedures Manual
and Handbook

Mr. Kendzulak, Jr. made a motion to approve Resolution #2021 – 59,
Mr. Mangin seconded the motion.

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

Resolution #2021 - 60 Authorization for Execution of Agreement Concerning
Extension of Warranty Clarifier Rehabilitation Project

Mr. Mangin made a motion to approve Resolution #2021 – 60, Mr. Kendzulak, Jr. seconded the motion.

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

6. **Approval of Minutes:** Minutes of August 19, 2021

Mr. Kendzulak, Jr. made a motion to approve the minutes from the August 19, 2021 meeting. Mr. Mangin seconded the motion.

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

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

Mr. Kendzulak, Jr. - The bills totaled \$506,823.81; all appears to be in order. Go to the last aqua color page and you will see that, conservatively, we are eight months through the year because we have not completed the month of September and we have paid some of our bills in September. We are pretty much right on budget, so I am comfortable with where we are at this point.

Mr. Mangin made a motion to approve the payment of bills. Mr. Kendzulak, Jr. seconded the motion.

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

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

SEPTEMBER 29, 2021

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 – We are continuing with the I & I stuff. We had the meters, there was an issue, we pulled them out they are sending one back to the company for repair, because of the sensors. Hopefully, they will have a quick turnaround. The capacity, we are tracking similar to where we have been consistently. I'll let Mr. Frank talk about the storm we had. The clarifiers, that project is finished. We have been doing other updates on the GIS maps to make them more compatible with your equipment. There was an EPA inspection, that is kind of a new thing. We have never really seen that too much. They went through the system with Mr. Frank. They are looking at the collection system more than the treatment plant. There are a few things that have to be done so we are working with Mr. Frank; some manual procedures. I have been in contact with some of the SCADA people. We have one, possibly two coming in next week, I will coordinate that with Mr. Frank for the times and things like that. We are moving forward with that. Mr. Frank is going to do some cores out in the parking lot so we

can get the paving done but we don't think we will get it done this year. I did provide you with some of those cost updates that you wanted.

Mr. Tully – I see Junction Road finished the road work.

Mr. Madden – I am confident with what they put in. They will still have to do the final test; we will have to come back out. They still have to pressure test and mandrel test it. I am assuming they will put all the pipe in and do it all in one shot.

Mr. Tully – Your inspector was really on them; she was not letting anything get by.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – I am pretty sure everyone knows about the rain event we had. The monthly Maintenance Report has some pictures and a small scenario that our Maintenance Supervisor, Mr. Sciss, provided. I ask you to take the time to go through it and look at some of the pictures and realize how close we were to losing that station. As a result of that, we are going to purchase two new motors to keep on stand-by. We have never had rain like that before and we have never had that kind of flooding impact in this station. It was a real eye – opener and we don't want to get caught like that again. If those pumps did go down, we would lose that whole pump station and the turnaround time for trying to send stuff out to get repaired, rebuilt, replaced is just ridiculous right now. Everybody else is in that same position. We are going to buy two spares, keep them here at the plant and then if we do have a situation similar to that again, if one goes down or two go down, we have spares. The pumps themselves are rebuildable, we can do that in house, but it is the electric motors that drive the pumps that we are subject to sending out; either get rewound, re-baked if they do get wet. Hopefully we don't get into that situation again but if we do I want to be prepared.

Mr. Tully – It was in a Budget Meeting, right after that, that Mr. Sciss gave a little more detail on the pump station. The last picture, the one with the pump actually spinning, in the wet well. It looks like the pump is pumping water out of the side of it, actually, the water level was so close to the pump, that the turbulence was caused by the air from the pump spinning. The water was about an inch from

destroying that pump. That is when we decided that having two pumps that could be dropped into a pump station, should something go horribly wrong, for the amount of money it was. I think it came out to about thirty thousand for two.

Mr. Kendzulak, Jr. – If we can buy it this year, lets buy it. Or buy one this year, if there is money in the budget. Just buy them in advance and get them on the shelf.

Mr. Tully – Yes. The water was like four feet deep around the pump station.

Mr. Madden – Those pumps are on the intermediate level. The middle level, so there is shafting between the pump and the motor.

Mr. Frank – Water got into the electrical cabinets on the first floor, that shut everything down. The maintenance crew had to wade through water that was waist deep to get to the station to investigate what was going on and fortunately the water receded somewhat in that room, so they were only going into about a foot of water but doing electrical work while you are standing in water, not the best thing in the world. They were able to get everything started and like I said, it was within inches of major catastrophe.

Mr. Tully – I know Mr. Sciss came from Pennsylvania and it took him about three hours to get here.

Mr. Kendzulak, Jr. – I want to acknowledge what they did, it was the heat of battle here, pretty crazy and if you saw some of those pictures by the CVS and Shop Rite and the stuff that was going on, that was all in the heat of this battle.

Mr. Frank – They also sacrificed their own personal things, to come to work and stay at work because most of them worked doubles.

Mr. Kendzulak, Jr. – We should acknowledge their efforts here for sure, in doing what they did to keep it going.

Mr. Tully – Yes. What else is there Mr. Frank.

Mr. Frank – We did have the EPA inspection of just the collection system. I've never had that before. I think we came through it pretty well, the only thing we didn't have was, which I was completely unaware of, was they want an O & M Manual for the collection system. We are looking at putting that together. Everything else she asked for, we were able to come up with. Johanna's flows are up as usual. They are maxing out; they are well over what they should be doing, and this is the highest to date so far this year.

Mr. Tully – I wonder if it has to do anything with the rain?

Mr. Frank – I doubt it.

Mr. Tully – It's coincidental?

Mr. Madden – Actually, the flows were down last week.

Mr. Tully – Their lagoons had to be impacted by the flooding.

Mr. Madden – Maybe they had stopped production?

Mr. Frank – Greywater was up significantly because of a break at ExxonMobil, they had a pipe burst and flooded one of their lower levels, so they pumped it all out and it came to us. We took in a boatload of greywater.

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

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

a) General Fund and Renew & Replacement CD's

Mr. Frank – The Renew and Replacement is at \$600,000.00 and we had talked about pushing it up to \$750,000.00. We are going to pull the money from the operating account to boost that account.

Mr. Tully – That is the one Mr. Cragin suggests we up the amount.

Mr. Frank – Yes.

Mr. Tully – We talked about that at the last budget meeting.

Mr. Kendzulak, Jr. – There is also a recommendation to bring the General Fund up to \$600,000.00.

Mr. Tully – Yes.

Mr. Kendzulak, Jr. – The Renewal and Replacement CD, up to \$750,00.00, is that where we wanted to get it ultimately? Do we need more in it?

Mr. Tully – I think Mr. Cragin wants more in there. We can ask him, but he wanted to do it incrementally.

b) Final Draft of Budget

Mr. Tully – I've been working with Mr. Frank, Mrs. Struening and Mr. Sciss, to get the Budget in order. Mrs. Struening is still waiting for a final number for something.

Mr. Kendzulak, Jr. – Yes, I think Mr. Cragin will touch on this, there are a couple of blanks in here. They are actually big-ticket items. He gave her some direction on what to put into the Budget for them. The other question is, the Capital Budget. What we want to do, and the big-ticket item and you must have talked about this, is the Sludge Holding Tank.

Mr. Frank – To replace the original one. We do not have a choice in that matter; the tank has holes in it. We are not comfortable in using it at all.

Mr. Kendzulak, Jr. – How involved is that? Mr. Madden, plans need to be done?

Mr. Madden – We would have to get plans together, bid it. The design part won't be too intense. We can move it fairly quickly. We can get it done in a couple of months.

Mr. Tully – You will notice that is the big difference between last year's budget allocation was and this year's budget. The other difference is, we carried over a couple of projects and the cost went up on some of them.

8. Adjourn into Closed Session by Motion, if Needed

Chair Tully – We will be going into Closed Session to discuss Contractual Matters, as well as Pending Litigation Matters with NJDEP, and Personnel Matters; we do not anticipate any official action will need to 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. Kendzulak, Jr. seconded the motion. Closed Session was from 5:25 pm – 6:18 pm.

9. Adjournment of Work Session:

Mr. Mangin made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The meeting ended at 6:19 pm.