

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

SEPTEMBER 21, 2017

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	Here
Mr. Grand	Here
Mr. Kendzulak, Jr.	Here
Chair Kinsella	Absent
Mrs. Robitzski	Here

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

3. **PLEDGE OF ALLEGIANCE**

Dr. Buza – Before we start with the Applications, we have a couple of guests that we'll hear from first and we'll start with Mr. Chris Langhart; if you could remind everybody who you are and what you're here for.

Mr. Langhart – I'm Chris Langhart, I'm with McManimon, Scotland & Baumann, we are the Authority's Bond Counsel. I wanted to come before you because two meetings ago, Commissioner Robitzski had asked if there were any bonds that were outstanding that could be re-funded. You have one series of bonds outstanding from 2010 that we issued for 3.8 million dollars and I called the underwriter, usually the underwriters monitor these for re-funding savings, so I called them and asked them to check on that and I expected them to say "no, there's no savings" but they said "let us look at it" and they came back with the numbers run that do show a savings. I believe you all have a copy

of my handout, I'll direct you to two pages to summarize this and what we would do. Page three is the "Sources and Uses of Funds" page. In the Sources you'll see it says \$2,415,000.00, that's the amount of bonds we've issued to refund the outstanding amount of bonds that are callable in 2020. We'd be doing another 2.4 million; we'd take those proceeds, and it would be like refinancing a mortgage, they'd go into an escrow and they'd pay off the old bonds and we'd pay the new bonds debt service and that provides us with savings because the interest rates are lower. Just looking down the page, we issue 2.4 million, and then that's a premium and that's what the market will pay us for our bonds, an extra \$293,000.00. "Other Sources of Funds", we have money in the debt service reserve, so we end up with "Sources" or "Proceeds" of three million dollars. Three million fourteen and change; all that goes if we spend it as follows: 2.5 million goes into that SLGS Purchases, that means we buy government securities that pays off the old bonds we have to fund our debt service reserve in the amount of \$297,000.00, cost of issuance is \$115,000.00 and we have \$3,000.00 leftover. This is all projected; at the time of pricing it could change but this is their best guesstimate right now. On page ten, that's the savings page. If you look at the "Net PV Savings" the whole overall transaction saves the Authority \$176,318.13 and it gives you the yearly breakdown of savings too which is between fourteen to seventeen thousand dollars per year each year. The Local Finance Board requires us to get a three percent savings and this is well over that and that is shown on page eleven, the second to last line; 7.377%, that's the savings that you will achieve. There's no real reason not to do it; it saves money. You get the same existing obligation except it is cheaper for you. It's up to the Board to decide on but I don't see any reason not to do it. Does anyone have any questions?

Mr. Kendzulak, Jr. – As far as the timeline, as far as refinancing, 2030 will be the last payment?

Mr. Langhart – The debt won't go out any longer than it already is.

Mr. Kendzulak, Jr. – What does it take to get this done?

Mr. Langhart – What I would do is at the next meeting I would provide a Bond Resolution, a Refunding Bond Resolution, and then we publish it twenty days later and we get the thing done probably within sixty days after that. We have to show the Local Finance Board we received the three percent savings and we didn't extend the debt and a couple of other things that arise out of refunding; we file that Certificate and we're good to go. We'll do the resolution at the next meeting, then I'll call RVC, they're the underwriter on the first series of bonds and then we move forward.

Mr. Kendzulak, Jr. – Are we locked in? Is there a chance of these numbers being changed?

Mr. Langhart – Always, absolutely. If the market moves away from us and we don't get three percent savings, we can't do it. As long as we're above that three percent threshold, it makes sense for us to do it; sometimes the number moves forward and we get even more savings so it's a moving target. There's nothing to vote on now; this is just

a presentation for you to consider. You can get back to me to let me know if you want to move forward and if you do I'll have a resolution for the next meeting.

Mr. Watts – You can get a sense of the Board and if you all want to go ahead you can direct Mr. Langhart to have it prepared for the next meeting.

Dr. Buza – I personally think I would like it prepared, it sounds like a good idea to me.

(general consensus)

Dr. Buza – Great, if you could prepare that resolution for us we'd appreciate it.

Mr. Langhart – It's hard to say no to saving money.

Dr. Buza – Next, we have another guest to speak to us, Mr. Cragin.

Mr. Cragin – I'm Mike Cragin from Bowman & Company, your auditor and I'm here to discuss the introduction of the FY 2018 Budget. The Budget proposes a rate increase of about two percent. The user rate would go up twelve dollars a year as a result; about three dollars a quarter. The total expenses would be around 6.4 million dollars and we would obviously propose that revenue be at 6.4 million dollars. It includes the Capital Projects for the high school interceptor and there's no proposed debt service increase during this year but you are issuing 5.4 million dollars of debt closing in May of 2019 through another NJEIT and I believe that is for the clarifiers. With, the debt service amount is projected to increase about \$170,000.00 dollars, for the FY 2019 Budget and then around \$340,000.00 going through 2020 to the end of the Bonds. There was a lot of work on this Budget to try and make sure the rate increase was as minimal as possible so; we went back and forth on numbers several times and there were cuts made on several occasions. There was a lot of diligence done on the Budget and to keep up with expenses the rate increase is necessary.

Mr. Kendzulak, Jr. – Mrs. Robitzski and I were on the subcommittee for the Budget and we worked with Mr. LaFerla and Mrs. Struening as well as Mr. Cragin and we had several meetings on this. Last year we had a seven percent increase and this year we're looking at a two percent increase; some of that has to do with the high school relocating the line there. The cuts that were made and additions that were not made were all realistic, I think they're all achievable, it's not pie in the sky and hopefully we hit that. We did to some degree in revenues, we did not overestimate, which got us into some trouble in the past, we put in conservative numbers in there for Connection Fees and we are fairly confident that we are going to be able to realize those numbers.

Mr. Cragin – Included in the Budget there is about \$50,000.00 dollars in Connection Fees. In the last Audit, you made about \$163,000.00 dollars in Connection Fees; Connection Fees are very hard to predict, it's based on new construction and people connecting into the system. That's why we try to keep those low because construction can be delayed or fall through. Septage was something that we worried about in the prior Budget because another plant had opened up and started taking

some of that money away but some of that money is now starting to come back in so we think that may help increase the revenues moving forward. With the Capital Project with the high school, it's a onetime expense of about \$155,000.00 dollars; that should only be a onetime expenditure.

Mr. Kendzulak, Jr. – The only thing I want to add on top of that is this does not include any provisions for funding the GASB 68 obligation that sometime in the future we're going to be on the hook for.

Mr. Cragin – It's the liability associated with all of the current retirees and everybody who is working at the Authority now who is working towards receiving a pension; that liability continues to be a sore subject for the entire State, the expenses associated with that just doubled last year, they're going to double again this year, it's a significant source of expenditure for the Authority and it's going to continue to be an issue going forward. I'm not aware of any authorities who are setting money aside or anything but it should be in the background of your mind when you're going through it because at some point the State's going to have to set out guidelines. I think we're still in the shock phase of just wrapping your mind around it and stuff like that. I've heard from the Authority head at DLGS that they may start taking a more proactive approach, potentially asking people to start raising the deficit that is related with that, that may be far off in the picture it may be something in the future we'll need to address.

Mr. Kendzulak, Jr. – I had asked Mr. Cragin about this and how does that apply to Municipal Government and are they required to do the same thing.

Mr. Cragin – Every government entity in New Jersey has this liability, the municipalities do not report it on their balance sheet but in the notes on their financial statement they talk about the liability for PERS for their public employees just like we have; they're on a different basis of accounting than authorities and even school districts. Everyone in New Jersey is going to have to address this; it's not just in the State, it's also throughout the country. It's a big liability and it's going to be a big burden on the Authority going forward.

Mrs. Robitzski – We did push hard and the staff did a good job of looking for places to cut back; we tried really hard to have a zero-net effect on our reserves and savings because that funding is needed for projects and last-minute things. GASB is exponentially increasing and there is no way to budget for that.

Mr. Cragin – You're not using any of your net position which is basically your fund balance or savings, the Capital Project is built into your Operating Budget, so you are at least trying to make sure that you're not using that net position because in reality you are going to need it some day for the GASB 68 liability and things like that.

Dr. Buza – Thank you Mrs. Robitzski and Mr. Kendzulak, Jr. for working on the committee and thank you as well Mr. Cragin.

Mr. Cragin – You just have to Introduce the Budget now please.

Resolution #2017 - 52 Introduction of FY 2018 Budget

Mr. Kendzulak, Jr. made a motion to approve Resolution #2017 - 52, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Dr. Buza – We will be going into Closed Session to discuss pending Litigation Matters concerning the Flemington Wet Weather Facility, we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mrs. Robitzski made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:19 pm – 5:48.

4. **APPLICATIONS:**

- a) Application for Sewer Service Class II – A, Johanna Foods, Inc. (New Filling and Raw Milk Processing Unit) (Block 63.14 Lot 32)

5. **RESOLUTIONS:**

Resolution #2017 - 53 Approval of Sanitary Sewer Service, Class II-A, Johanna Foods, Inc. (New Filling and Raw Milk Processing Unit) (Block 16.14 Lot 32)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2017 – 53, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 54 Award of Bid for Commerce Street Sewer Improvements
(Bid Amount = \$54,100.00)

Mr. Grand made a motion to approve Resolution #2017 – 54, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 55 Award of Bid for Flemington Borough Route 31 Interceptor Relocation
(Bid Amount = \$458,241.00)

Mr. Grand made a motion to approve Resolution #2017 – 55, Mr. Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 56 Award of Contract for Purchase of Dry Polymer
(Bid Amount = \$1.49/lb.; \$28,310.00 total bid)

Mr. Grand made a motion to approve Resolution #2017 – 56, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 57 Award of Contract for Purchase of Inorganic Sulfur Dioxide
(Bid Amount = \$0.60/lb.; \$36,000.00 total bid)

Mr. Grand made a motion to approve Resolution #2017 – 57, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 58 Award of Contract for Purchase of Sodium Hypochlorite
(Bid Amount = \$0.903/gal.; \$67,725.00 total bid)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2017 – 58, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 59 Approval of Proposal for Janitorial Services
(Proposal = \$9,780.00 for year)

Mr. Grand made a motion to approve Resolution #2017 – 59, Mr. Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 60 Approval of Proposal for Mowing Services
(Proposal = \$400.00 / cut)

Mr. Grand made a motion to approve Resolution #2017 – 60, Mrs. Robitzski seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 61 Authorization for the Purchase of Electricity Supply
Services for Public Use Utilizing an Online Auction
Website

Mr. Kendzulak, Jr. made a motion to approve Resolution #2017 – 61, Mr. Grand seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

Resolution #2017 - 62 Authorization for the Purchase of Natural Gas Supply
Services for Public Use Utilizing an Online Auction
Website

Mr. Grand made a motion to approve Resolution #2017 – 62, Mr. Kendzulak, Jr. seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

6. **Approval of Minutes:** Minutes of August 17, 2017

Mr. Kendzulak, Jr. made a motion to approve the minutes from the August 17, 2017 meeting. Mr. Grand seconded the motion. All were in favor. Dr. Buza abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$494,238.51; all appears to be in order. If you look at the page at your place, we're at 76.98% through the year and we're not through September yet, but we're almost ten months' through our twelve month budget so that's about 83% so we're fairly below that and the number that Mrs. Struening has written in at the bottom right, 78.62%, that's where we were at this point last year.

Mrs. Robitzski made a motion to approve the payment of bills. Dr. Buza seconded the motion.

Roll call vote:	Dr. Buza	-	Yes
	Mr. Grand	-	Yes
	Mr. Kendzulak, Jr.	-	Yes
	Chair Kinsella	-	Absent
	Mrs. Robitzski	-	Yes

8. **Citizens' Privilege:**

None

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. Kendzulak, Jr. seconded the motion. All were in favor.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

SEPTEMBER 21, 2017

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 – Just one thing from the last meeting we had with the Capacity sub – committee; we were asked to look into metering in the basin near Pump Station #1 because we're having issues there with inflow. There's a company that provides this service through the New Jersey Public Open Contracts so we're recommending in the letter I sent that you have at your places, that you proceed with that. The pricing is quite effective and they will do the installation soup to nuts, they'll provide data that I think up to six people can access it.

Mr. Kendzulak, Jr. – For background; we had a Capacity sub - committee meeting last week, we know we have a problem with Pump Station #1. When it rains, there's a quick reaction to where the flows are at Pump Station #1. The question is where are these flows coming from? We know that we ran into problems with Creekside and the Bushkill Interceptor and we had capacity issues associated with the whole interceptor and what we're trying to do is find where these inflows are getting into our system when it rains and to try to get them fixed. We know we have an area that was just approved tonight, to award the contract

for the relining of the Commerce Street line. That's probably a portion of it but we don't believe that that's going to take care of everything. What we're looking to do is, if you recall, we did do some smoke testing, so what we want to do is to put some flow meters out in further areas to see if we can find where these connections or inflows may be located.

Dr. Madden – It's a systematic approach; we're trying to get chunks to narrow it down.

Mr. Kendzulak, Jr. – This to me is very important, because if we can't find these things, if we have entities that have capacity already at this point we may not be able to let them tie in and we're going to find ourselves in legal hot water.

Dr. Buza – I agree with you Mr. Kendzulak, Jr. but the question is now, if we're agreeing to three months there would be extra fees, in your opinion is that enough time to meter it? Do we have to wait for a snowstorm or a rainstorm?

Mr. Madden – You're hoping to catch the big rainstorms.

Dr. Buza – We want to time it around winter or maybe spring to do this?

Mr. Kendzulak, Jr. – Here's my suggestion, we could put these things in tomorrow and if it rains the day after tomorrow, we hit a home run. We could put them in and if there's a drought you're not going to get any information. In my mind, it's to our advantage to get them in sooner than later and wait until next spring because I'd like to think we're going to get rain here between now and the next month. My only question is do we go for a three-month period or a four-month period. How much a month are they?

Mr. Madden – There's different prices, but if you go for the four months, you're adding about four hundred dollars per meter. That's fourth month is going to be the month of January which is traditionally more snow than rain. It may be a warm winter but you just don't know.

Mr. Kendzulak, Jr. – You've identified the locations where we want to put these things so what we're looking for its delivery for three locations, and we're looking at two thousand dollars per month for three months so that's six thousand dollars per location or eighteen thousand dollars.

Mr. Madden – Correct, plus there's an installation fee.

Ms. Nicaretta – The proposal with the prices are on page two of sixteen.

Mr. Madden – That's where the breakdown in the prices are.

Dr. Buza – When would this start?

Mr. Kendzulak, Jr. – I think it's important for us to get going with this as soon as possible.

Dr. Buza – When would we approve it?

Mr. Kendzulak, Jr. – I would say if we gave them authorization to move today and we can always memorialize it at the next meeting.

Mr. Watts – We're doing this through Mr. Madden's firm?

Mr. Kendzulak, Jr. – No, I think it's State Contract.

Mr. Watts – You can memorialize it with a resolution at next month's meeting.

Dr. Buza – That's the problem, I don't want to wait until then.

Mr. Kendzulak, Jr. – They can move tomorrow if we tell them to go ahead and move forward and we'll just memorialize it next month.

Dr. Buza – I would be okay with starting it now but I don't think we should wait until December to start it. This week, next week, then I'm okay with it but if it's not until December, no.

Mrs. Robitzski – If we get significant rain, can you go and take that information, look at it before the end of the three months and say "hey, here's a section that we have to look at right now".

Mr. Madden – Yes.

Dr. Buza – The actual installation doesn't take much time at all, correct?

Mr. Madden – No, a few days for them to get all three in. They indicated to me, and I'll confirm all of this, that they could get it done within the next few weeks.

Ms. Nicaretta – Since it's State Contract, we don't have to worry about the Bidding Threshold?

Mr. Watts – Correct. If the sense of the Board is directing JMT to go ahead now, the vote will be next month to memorialize it.

Dr. Buza – I would personally authorize it if we know it will get done within the next couple of weeks.

Mr. Kendzulak, Jr. – Here's the thing; we're rolling the dice. If you recall, a couple of weeks ago Mr. Madden, there was a burst of rain, it rained for about an hour around here and I asked Mr. Madden to look at the SCADA data to see what was coming out of Pump Station #1 to see how that thing reacted because in the past when we were doing the whole Creekside study, we didn't know what was going on and we found out that looking at the flow meter that was actually in Pump Station #1 we saw a spike that showed it didn't take that long for that flow to get down there after the rain started. That one-hour rain event where it rained pretty hard, it was confirmed at Pump Station #1 that the spike did occur.

Mr. Madden – The flow went from six hundred gallons to nine hundred gallons a minute over a five-minute period. So that tells us that there is a slug of inflow from somewhere or something.

Mr. Kendzulak, Jr. – Personally, I would roll the dice on this thing because the importance of it. If we push this thing off until April showers, and someone comes knocking on our door and says I want capacity now, it's less time we have for an opportunity to locate the problem and try to get it addressed. Once we narrow the problem down and hopefully we get rain; I'd like to think we'll get rain over the next three to four months and we'll get valuable data that's going to be able to be useful for us to say what's the next step and do smoke testing or whatever

it takes to get into that area to isolate where this problem is coming from.

Mr. Madden – This is to just go out into the system and try to isolate where is this sudden flow coming from. Is it coming from the north section, the west section, or the east? We're just trying to first break it into sections and even that, knowing this portion is only giving us a hundred thousand gallons and the second section is giving us two hundred thousand gallons and the third one is giving us four hundred thousand gallons; then you start weighing how much benefit do you get comparing this versus the four hundred thousand gallon area. That's all weighed in and we look at all the different things and try to give you the best bang for the buck.

Dr. Buza – They won't do two month; only three or four months? Do they want more times for it to rain or would one big rain give you your data? Or do you need several rains to document? I don't understand how that works.

Mr. Madden – The more the better; we like to get at least one but two would be even better. They have these minimum contracts and most are like this because it's too much effort to put it in for just two months.

Mr. Grand – If you get useful data after just two months and we're concerned about the winter time coming, if you do October and November, is that enough data?

Mr. LaFerla – If it rains it is.

Mr. Madden – It comes down to if we get the rain events or not. You can get five pieces of data in the three months or you can get zero.

Mrs. Robitzski – If we know there's a big hit here, can we move it then?

Mr. Kendzulak, Jr. – That's a good point, if we did get two or three rains and we said "yes, we had a reaction at this meter, can we move it upstream", we may have to pay them to move it.

Dr. Buza – We're already at nineteen thousand dollars and if every time we have to move it it's another fourteen hundred dollars, is it included or can we negotiate it?

Mr. Watts – You can't negotiate a State Contract.

Dr. Buza – We have to roll the dice because we are trying to ultimately save money and gain capacity.

Mr. Kendzulak, Jr. – If we can't find the problem, we'll never fix it. We know that based on what we're getting at the flow meter at Pump Station #1, we're getting a very quick reaction and the question is which line is it coming out of?

Mrs. Robitzski – So this will go beyond where you've already made the repairs?

Mr. Kendzulak, Jr. – Yes.

Mrs. Robitzski – If we don't get any rain? What do we do at that point; wait until Spring?

Mr. Kendzulak, Jr. – Hopefully in this three-month period we get a couple of events. Ideally, if it was a nice burst of rain. Last Saturday it poured for close to an hour by me. I'd like you to look at that data too Mr. Madden. I know that other people in the area didn't get anything.

Mr. Madden – The rain patterns are very difficult to track unless you put a series of rain gauges all over the place, it's very difficult to ascertain where it's raining like that.

(many people speaking at one time)

Dr. Buza – Is it worth seeing how the repairs on Commerce Street effect the pump station?

Mr. Kendzulak, Jr. – No, I think it's to our advantage to move on this. You can blame me on this if it doesn't rain but this is something that we really need to move on and try get this thing fixed. If someone comes in looking for capacity, and you've been through the Creekside thing, and being that they were at the very bottom of the Bushkill, we were able to accommodate them, but if Johanna Foods or someone else that's looking for it, the answer is going to be no, we can't give it to you. If there are others who have reserved capacity and say, "I've been paying for reserved capacity and I want to do this" and you tell them they can't do it because the line doesn't have capacity, that's a problem.

Dr. Buza – Well, we have to spend money to save money. Mr. Grand, are you okay with giving authorization now and memorializing it next month? Mrs. Robitzski, are you?

(general consensus)

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

Mr. Kendzulak, Jr. – As far as with the clarifiers, if you recall, basically, the plans and specifications are complete by Mott MacDonald, that's my understanding. The next step required by the NJEIT, is we look to secure a construction inspection contract so what we need to do is advertise a request for qualifications. Mr. Coppola is working on the request for qualifications, he dropped it off with Ms. Nicaretta, and I have that here so what I want to do is go through and take a look at it and if we need to clean things up, we'll clean them up and then we'll look to have Ms. Nicaretta advertise it in the paper so we can request qualifications for construction and inspection services for the clarifiers, pick a consultant and negotiate a proposal. Ideally, we'd like to get this thing in the paper next week; the plans and specifications are going to be here and available for the engineering consultants to come and review and one thing that's left blank is what is an appropriate amount of time, by the time it's advertised, maybe give them two weeks, to get here and look at the plans and specifications and put together a qualification statement. Those get submitted here, get reviewed by the engineering sub-committee, similar to the process that was followed a year plus ago when we were looking for an Authority engineer.

7. **Discussion:**

a) Refinancing of 2010 Bonds

Previously discussed.

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

Dr. Buza – We will be going into Closed Session to discuss Personnel Matters and Contractual Matters regarding the Union Contract Negotiations; we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mrs. Robitzski made a motion to adjourn into Closed Session for the above stated purpose and Mr. Grand seconded the motion. Closed Session was from 6:25 pm – 7:04.

9. Adjournment of Work Session:

Mr. Grand made a motion to adjourn the Work Session. Mr. Kendzulak, Jr. seconded the motion. All were in favor. The Meeting ended at 7:05pm.

RARITAN TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
HUNTERDON COUNTY, NEW JERSEY
365 Old York Road
Flemington, NJ 08822

R.T.M.U.A. Overtime Breakdown

Week	8/28-9/3	9/4-9/10	9/11-9/17	9/18-9/24	9/25-10/1	Total
Operations						
O/T	48 hrs.	16 hrs.	16 hrs.	8 hrs.	24 hrs.	112 hrs.
Comp	0 hrs.	0 hrs.	0 hrs.	0 hrs.	0 hrs.	0 hrs.
Flem.	0 hrs.	0 hrs.	0 hrs.	0 hr.	0 hrs.	0 hrs.
Maintenance						
O/T	0 hrs.	0 hrs.	4 hrs.	0 hrs.	0 hrs.	4 hrs.
Comp.	0 hrs.	0 hrs.	0 hrs.	0 hrs.	0 hrs.	0 hrs.
Line crew						
O/T	2 hrs.	12 hrs.	0 hrs.	4 hrs.	0 hrs.	18 hrs.
Comp	0 hrs.	0 hrs.	4 hrs.	4 hrs.	0 hrs.	8 hrs.
TOTAL	50 hrs.	28 hrs.	24 hrs.	16 hrs.	24 hrs.	142 hrs.

Average hrs. per week Operation 22.4 hrs.

Average hrs. per week Maintenance 0.80 hrs.

Average hrs. per week Line crew 5.2 hrs.

Average hrs. per week Flem. Plant 0 hrs.

Average hrs. per week Total 28.4 hrs.