
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

AUGUST 20, 2015

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

(908) 782-7466 Fax

APPROVED

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.	Here
Chair Kinsella	Here
Mr. Tully	Here

Also present were Greg LaFerla, RTMUA Chief Operator; Regina Nicaretta, RTMUA Executive Secretary; Nancy Wohlleb, PE, Hatch Mott MacDonald.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

- a) Application for Final Sewer Service Class – IIB, TWA Required, Angelo & Pasquale Baldacchino (Block 36.04 Lots 76.02 & 76.03)
 - b) Application for Final Sewer Service Class III, NJDOT (Block 29 Lot 2)
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5. **RESOLUTIONS:**

Resolution #2015 - 45 Return of Legal & Engineering and Inspection Escrow Deposits

Dr. Dougherty made a motion to approve Resolution #2015 - 45, Mr. Tully seconded the motion.

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

Resolution #2015 - 46 Approval of Final Sanitary Sewer Service Class II-B, Angelo & Pasquale Baldacchino (Block 36.04 Lots 76.02 & 76.03)

Mr. Tully made a motion to approve Resolution #2015 - 46, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2015 - 47 Acceptance of Performance Guarantee and Authorization to Sign Development Agreement Angelo & Pasquale Baldacchino (Block 36.04 Lots 76.02 & 76.03)

Dr. Dougherty made a motion to approve Resolution #2015 - 47, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2015 - 48 Approval of Final Sanitary Sewer Service, Class III,
Industrial User, NJDOT (Block 29 Lot 2)

Mr. Tully made a motion to approve Resolution #2015 - 48, Mr.
Kendzulak, Jr. seconded the motion.

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

Resolution #2015 - 49 Authorization for Execution of Second Amendment to
Development Agreement, Toll Brothers, Inc., Mt. View
@ Hunterdon (Block 44 Lot 24)

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 49,
Mr. Tully seconded the motion.

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

Resolution #2015 - 50 Resolution Appointing Fund Commissioner

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 50,
Dr. Dougherty seconded the motion.

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

Resolution #2015 - 51 Authorization to Renew Membership in the New Jersey Utility Authorities Joint Insurance Fund

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 51, Mr. Tully seconded the motion.

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

Resolution #2015 - 52 Amending the Approved Sewer Budget

Mr. Kendzulak, Jr. made a motion to approve Resolution #2015 - 52, Mr. Tully seconded the motion.

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

Resolution #2015 - 53 Employment of Charlie Stone

Mr. Kinsella – The Grievance Procedure Step Three?

Mr. LaFerla – That is when Mr. Stone meets with the Personnel Committee. Mr. Stone was sent a letter explaining that at the time the two Commissioners' on the Personnel Committee were on vacation as well as our attorney and that he will be contacted at the beginning of September with a date of the meeting. The grievance is independent of his employment status.

Dr. Dougherty made a motion to approve Resolution #2015 - 53, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of July 16, 2015

Mr. Kendzulak, Jr. made a motion to approve the minutes from the July 16, 2015 meeting. Mr. Tully seconded the motion.

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

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

Mr. Kendzulak, Jr. - The bills totaled \$528,519.60 and all appears to be in order. If you look at the last orange page, you can see in the lower right corner we have expended 66.72%; last year at this time, we had expended 71% of our budget. Just doing the math, assuming that we went through the end of July; we did pay some bills already for August; for the end of July it'd be about 58%, we're a little over budget but we did pay some bills for the first half of August so we are kind of right on budget.

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

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

8. **Citizens' Privilege:**

Mr. Mangin – A quick question, Baldacchino, is that the residential homes that are on the corner of Case Boulevard?

Mr. Kinsella – Yes, on the same side as the ice rink.

Mr. Mangin – Is that four lots?

Ms. Nicaretta – It's actually five lots.

Mr. Mangin – Five lots; but there are only two.

Ms. Nicaretta – He is subdividing the lots; there will be proposed lots 72, 73, 74, 75 and 76.

Mr. Mangin – Okay; and they had a reservation for capacity prior?

Ms. Nicaretta – Yes.

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. Tully seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

AUGUST 20, 2015

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

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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) Kenneth Diehl, Licensed Operator of Flemington Borough to Gregory LaFerla, Chief Operator of RTMUA re Capacity Assurance Program

Ms. Nicaretta – This was to let the Commissioner’s know that the Borough is interested in receiving a copy of the quarterly WQM – 007 Forms.

Mrs. Wohlleb – The Borough is correct in what they have stated in terms of their current Flemington Service Agreement and recognizing the 1.08 Million Gallons per Day (MGD) which is what Flemington Borough contractually can flow at to the RTMUA Main Treatment Plant. Because they are currently flowing less than that right now, they feel that as we record our quarterly flows we should recognize that since that Service Agreement is now in place, we should show the difference between what they are currently flowing and that 1.08 MGD that they are entitled to flow at. So moving forward on the next quarterly report it was decided that we would show that since it is a legal obligation. I think it was recognized though in practicality that it would be quite an achievement for Flemington to basically garner the need for about 300,000 gallons per day (gpd) of capacity and it would certainly need to be demonstrated through some sort of build out computation like we would do for a Wastewater Management Plan (WMP).

Mr. Kendzulak, Jr. – Did they do their own WMP or was it in ours?

Mrs. Wohlleb – They have their own Chapter. Every municipality has their own Chapter.

Mr. Kendzulak, Jr. – Do we have any idea of what is in their Chapter?

Mrs. Wohlleb – When we had last obtained information from Mr. Bogen, which was at least four to five years ago; it was only going to be 14,000 gpd. The basis for that was a projection, not looking at available land or under developed properties; the rules require you look at population and employment projections for what is considered an urbanized municipality where you are more than ninety percent already built out. They do consider Flemington Borough that so I have never seen the built out computations from Mr. Bogen for what he used but the County’s projection suggested 14,000 gpd more above what they are doing.

Dr. Dougherty – A lot of changes are going on in Flemington Borough. The Mueller's property where they are putting up all those condos, is that already spoken for?

Mrs. Wohlleb – That I don't know. I don't know if the two have met; that's going back to 2010. In reality, your Service Agreement is that legal, binding document but because we are producing this report, they want the follow through.

3. Unfinished Business:

None

4. New Business:

None

5. Professional Reports:

a) Attorney - none

b) Engineer –

Mrs. Wohlleb – Nothing much to report besides what is on here. We had two Sub – Committee meetings, I just met with Mr. Tully and we talked a little bit about some of the inflow and infiltration needs and looking at the Bushkill Metering, we got some pretty good dry weather data but we hope to meter some more because we hope to capture some more wet weather events so we can see what's going on with the system. As far as the Main Treatment Plant Motor Control Center Replacement, there is an update. This morning JCP & L came out and met with the contractor and Mr. LaFerla and I have to review this more with my electrical guy but essentially there is a pretty good chance that they will look to relocate the electric service that's coming to the Main Plant in from the road through the Skolits's property which is overhead and has been problematic to rerouting it away from there so it's running through our property and it seems like it would be done at no cost to the Authority.

Mr. LaFerla – JCP & L said they would eat the cost to run it down to the plant.

6. RTMUA Reports:

a) Operations Report

1. Chief Operator's Report – ok

Mr. LaFerla – The only thing I have is to ask if I may start the process to hire a new guy to replace Mr. Stone?

Mr. Kinsella – Yes.

Mr. LaFerla – Thank you.

i) Overtime Recap - ok

ii) Septage / Greywater Recap - ok

2. Laboratory Summary - ok

3. Maintenance Summary - ok

4. Readington Flows - ok

b) Commissioner's Comments:

7. Discussion:

a) Chemical Bid Results

Mr. LaFerla – They were all basically the same.

Ms. Nicaretta – I'll have a resolution for this at the next meeting.

b) Janitorial Proposals

Ms. Nicaretta – The gentleman we have now who is doing the cleaning, he had the lowest proposal and we have been very happy with him. This will also be a resolution next month.

c) Final Draft of Budget

Dr. Dougherty – Mr. LaFerla, the budget you completed, that's the entire budget, you worked on it?

Mr. LaFerla – Yes.

Dr. Dougherty – So you have a handle on what's going on here with the entire budget. Mr. Kiel came in and reviewed it with you and proved it?

Mr. LaFerla – Yes.

Dr. Dougherty – Good; good job.

Mr. Kinsella – So more on the budget?

Mr. LaFerla – Mrs. Struening and I did the budget, we had Mr. Kiel come in and in front of your places there should be a sheet from last year. Last year we were looking at a seven and a half percent rate increase; the way the budget sits right now you are right at the seven and a half percent and depending on whether anything goes down in the budget, we could be at a five percent increase. Seven and a half percent would be about a \$13.00 per quarter increase in the rate.

Mr. Kinsella – This sheet projected everything out until about 2018 for rate increases.

Mr. Kendzulak, Jr. – Mr. LaFerla and I had talked and in going through and looking at the budget, if you look all the way down at the bottom and you look at the 2015 budget allocation of \$5,748,648.00 and the proposed budget of \$5,944,279.00, it's a little better than a three point four percent increase. Some of the questions are why did we go up about 200,000.00? Some of the things we did put extra money in for like engineering associated with evaluating capacity issues and along those lines and a lot of these other increases are tied to pension or medical and just normal annual increases like insurance and stuff like that. The one thing that's in here though is funding the full Administrator's

Salary, it's in there like last year and the question is, if that was not in there, would we have the seven and a half percent rate increase that Mr. Kiel might be basing on that.

Mr. LaFerla – If you took that salary out, the rate increase might go down to about five percent.

Mr. Kinsella – But that would be without any other compensation for any other employees, is that correct?

Mr. Kendzulak, Jr. – Yes, that would be correct. What is the timeline on this budget as far as introducing it?

Mr. LaFerla – Mr. Kiel will be here next month to discuss it.

Ms. Nicaretta – There will be a resolution next month to introduce it.

Mr. Kendzulak, Jr. – So if there's going to be any changes to that, I think if anything the one line item that possibly may change would be that top line item depending on what happens with the Administrator. In going through and looking at this, to me, I think it's reasonable. The one other thing I'd like to talk about that was in our packets is this New Jersey Environmental Infrastructure Trust (NJEIT); I think it's interesting to know, the highlighted portion of this, "This letter confirms that Raritan Township MUA currently satisfies the Program's credit worthiness requirements given Raritan Township's rating(s) of" by Moody's Aa2 and Standard & Poor's AA. Does Mr. Kiel have this?

Mr. LaFerla – Yes.

Mr. Kendzulak, Jr. – I see Mr. Langhart was also sent this.

Dr. Dougherty – Does the Township Committee have this? I think it should be forwarded it them.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Kinsella – We will be going into Closed Session to discuss Personnel Matters and we do not anticipate any action once we come out of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Dr. Dougherty seconded the motion. Closed Session was from 5:50 pm – 6:26pm.

9. Adjournment of Work Session:

Mr. Tully made a motion to adjourn the Work Session. Dr. Dougherty seconded the motion. All were in favor. The Meeting ended at 6:27 pm.