
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JANUARY 17, 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.	Here
Mrs. Robitzski	Here
Mr. Tully	Here

Also present were Ray 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 Preliminary Sewer Service Class I-B, TWA Required, Raritan Town Square Holdings, LLC (Block 16.01 Lots 35 & 36)

5. RESOLUTIONS:

Resolution #2019 - 01 Association of Environmental Authorities Annual
Membership Dues
(Membership Dues = \$4,500.00)

Mr. Kendzulak, Jr. – The membership amount is based on our budget minus our debt amount. We've been members of the AEA for quite some time. It's always been an excellent resource.

Mr. Grand made a motion to approve Resolution #2019 – 01, Mrs. Robitzski seconded the motion.

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

Resolution #2019 - 02	Approval of Preliminary Sanitary Sewer Services Class I – B, TWA Required, Raritan Town Square Holdings, LLC (Block 16.01 Lots 35 & 36)
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Mr. Tully made a motion to approve Resolution #2019 – 02, Mr. Grand seconded the motion.

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

Resolution #2019 - 03 Appointment of Raymond Frank as Chief Operator

Mrs. Robitzski made a motion to approve Resolution #2019 – 03, Mr. Tully seconded the motion.

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

Resolution #2019 - 04 Authorization to Sign Documents

Mr. Grand made a motion to approve Resolution #2019 – 04, Mrs. Robitzski, seconded the motion.

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

Resolution #2019 - 05 Authorizing Raymond Frank to Execute Treatment Works Approvals

Mrs. Robitzski made a motion to approve Resolution #2019 – 05, Mr. Tully seconded the motion.

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

Resolution #2019 - 06 Authorization of Signatories

Mr. Grand made a motion to approve Resolution #2019 – 06, Mrs. Robitzski, seconded the motion.

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

Resolution #2019 - 07 Appointment of Fund Commissioner

Mr. Tully made a motion to approve Resolution #2019 – 07, Mrs. Robitzski, seconded the motion.

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

Resolution #2019 - 08 Amendment of Resolution #2018 – 90 Approval of and Authorization to Execute Wastewater Treatment Capacity Agreement and Agreement for Reservation of Wastewater Treatment Capacity among Emerald Sky, LLC, Enclave at Raritan, LLC and Raritan Township Municipal Utilities Authority (Block 9 Lot 17.02)

Mr. Grand made a motion to approve Resolution #2019 – 08, Mrs. Robitzski, seconded the motion.

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

Resolution #2019 - 09 Approval and Authorization to Sign Reservation of Wastewater Treatment Capacity Agreement 263 Route 202, LLC (Block 66 Lot 1)

Mr. Grand made a motion to approve Resolution #2019 – 09, Mr. Tully seconded the motion.

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

Resolution #2019 - 10 Approval and Authorization to Execute Agreement for Transfer of Wastewater Treatment Capacity and Assignment of Agreement for Reservation of Wastewater Treatment Capacity, Hauck Properties, LLC to W. Brands, LLC (Block 16.01 Lot 37.04)

Mr. Grand made a motion to approve Resolution #2019 – 10, Mr. Tully seconded the motion.

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

Resolution #2019 - 11 Authorization to Purchase Ford F – 250 Regular Cab 8' Bed (NJ State Contract)
(\$36,760.50)

Mr. Tully made a motion to approve Resolution #2019 – 11, Mr. Grand seconded the motion.

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

6. **Approval of Minutes:** Minutes of November 15, 2018
 Minutes of December 13, 2018

Mrs. Robitzski made a motion to approve the minutes from the November 15, 2018 meeting. Mr. Grand seconded the motion. All were in favor. Mr. Tully abstained.

Mr. Tully made a motion to approve the minutes from the December 13, 2018 meeting. Mr. Grand seconded the motion. All were in favor. Mrs. Robitzski abstained.

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

Mr. Kendzulak, Jr. - The bills totaled \$418,153.11; all appears to be in order. If you go to the last light blue page, you'll see we're 12.65% through the year, which isn't too bad, recognizing we pay some bills upfront like insurance. This time last year we were at roughly 14%; I'm comfortable where we are with our expenditures so far. Our fiscal calendar begins December 1st so we're roughly two months into our year.

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.	-	Yes
	Mrs. Robitzski	-	Yes
	Mr. Tully	-	Yes

8. **Citizens' Privilege:**

Mr. Kendzulak, Jr. – There are no citizens. Ms. Gallos, thank you for coming, we've had discussions at this Board here about transition, things are changing here with the retirement of our Chief Operator / Director. I thank you for the assistance that we got; I think I made a call to you around October and you stepped up and pointed me in the right direction with contacts and I had several conversations with Mr. Ruppel, and he and Mr. Bateman did come up and we had further discussions with them and Mr. Ruppel had said that one of the things that AEA offers is an assessment. In past discussions I've had with all of the members of the Board, we're all looking forward to having this happen, we think it's an

excellent time for us to find out what we're doing right and find out where there's room for improvement somewhere. I'd like you to go over the letter I sent, what we had asked for and anything else that the AEA might have recommendations on that we may not have asked for. I know that you've done this at a few other places.

Ms. Gallos – I'd like to give you an overview of some of the things we do and are doing. I know some of the Commissioners are new.

Mr. Kendzulak, Jr. – That's a good point.

Ms. Gallos – AEA is almost fifty years old. We're the authority equivalent to what the League of Municipalities is to municipalities and the School Boards Association is for school boards except I think at least one of those is statutorily created, in other words, you have to belong to them, but that's not the case with us. So, I'm very grateful for your membership. I also want to note that your membership is organizational; you're all members, all of the staff are members. We have a lot of committees, Mrs. Struening participates in our Human Resources Committee, we have a Legislative Committee, we have a Water Committee for drinking water, we have a NJPDES Committee, an IT Committee, and an Energy Committee. These tend to vary a little bit but they work in groups and they talk about shared problems, sometimes they'll organize a workshop or something like that and sometimes they'll have presentations. They tend to be a very good resource for folks who are staff members who participate. I encourage you to be aware of that. Sometimes we get suggestions for a new committee; the IT Committee is relatively new, it's about four or five years old. I also want to tell you about some of the other things we do before I get to the topics Mr. Kendzulak, Jr. asked me to address. We do a lot of legislative monitoring and where necessary, advocacy. Today, I was at the Senate Community and Urban Affairs Committee because there is a bill in there, it doesn't affect you, because it's focused on drinking water agencies but it would basically allow an agency to employ people within its service area. Of course, our concern about it is that as the one attorney said, "by allowing that, it could somehow be interpreted as barring the other which is to employ people outside of the service area." That would be something that would be a big problem for anyone who has someone working outside of the service area. That is something I testified on today and there are all sorts of issues that come up that take us to legislature, sometimes to support, sometimes to oppose sometimes just to pay attention to what is going on. We follow probably about a couple of hundred bills, most of them don't go anywhere, they get introduced and then they just sit. That was one thing I was doing today and that is a typical kind of service. The other thing I did today after that was, I went to the DEP where they had a stakeholders meeting about surface water quality rules. In this context, RTMUA particularly came up because, and I don't know what this means for you yet, they want to reclassify some of the streams and water bodies

in the state from Category Two to Category One and they are reclassifying approximately five hundred miles of streams and rivers in the state to a more stringent category. They didn't have a list of the water bodies on the slide presentation but they had a map and I took a couple of pictures of the map so I can show that to you if you'd like me to but they said that they did put a list up of the municipalities that would be affected and the treatment plants that would be affected and RTMUA was one of the ones. What they said was that unless you are seeking to expand your treatment plant, it shouldn't have any impact. I asked what happens when you renew your permit. They said since you're already treating to meet the standards they're setting in your permit, you won't be incurring additional impact. That's what they said but we don't know, the devil is in the details. That just came up today so I'm passing that along to you. They say they will be reaching out to individual municipalities; they didn't say authorities but they already know that you for example are affected so I'm going to assume they are including reaching out you. Again, I can certainly follow up and send you an email with a link to the presentation that they did. Those are two great examples of what we're doing. In fact, next week, I'm going to be on a panel with Senate President Sweeney and somebody from DEP and a bunch of different people at the NJ Planners Association Conference. That's to discuss this Water Quality Accountability Act which affects drinking water providers but maybe a precursor of what is also coming down the pike for wastewater utilities as well. That is another aspect of what I do, is to participate in these kinds of public forums to try to educate other people within the public policy realm, and the public about what you do and why it's important and that type of thing. The other item that comes up on an as needed basis is the kind of thing that Mr. Kendzulak, Jr. and I have discussed which is that on a number of occasions over the last few years, we have had discussions with different systems about issues that they have or have done a sort of kind of consultation. Everyone was a little bit different so I'll just tell you about them and what we do in relation to RTMUA will probably be significantly different because you don't have the same kind of challenges or situations that some of these folks have. We were contacted by Lower Township down in Cape May and they were in a discussion with the Town about dissolving the Authority. We were contacted because we sometimes advise members when they're in that situation about how to make the case that the Authority Model of delivering drinking water, wastewater and in some cases, solid waste services, that the Authority Model is a viable model for delivering the service and is worthwhile. In the case of Lower Township, they hadn't been very active, so they contacted us and Mr. Ruppel who was then on our Board and Mr. Dovey who is the President of Atlantic County Utilities Authority and I think Ms. Carolan from Mount Laurel Utilities Authority, the four of us, met with them, had a conversation about the situation, we talked in terms of what kinds of questions they

could ask, what kinds of information they might want to share with the Town, just that kind of thing. Later, several of us went back, and we had a drinking water person with us, Mr. Harpell from Jackson Township Municipal Utilities Authority and they took them on a tour of the facility and then they got some feedback from them about how it looked to them and the kinds of things they thought might be useful, very kind of low key and given in a supportive spirit, not in a critical way. Another time we got called by the Town of Roosevelt which is near Hightstown, East Windsor, a very, very tiny town. An aging system, a small population, so all sorts of issues with economies of scale, trying to run a system with a small community and we did something similar in their case they had an engineering report that had been done and one of the things we did was they looked at the list, got a tour and they looked at the report and they kind of just helped them create some priorities on the list. This item would be at the top of the list, these other items are less important, if you address this I & I issue, you'll save operating costs and that will help you cover other Capital costs. So, just conversations like that. We did that with Roosevelt and Roosevelt wasn't even a member. Those are the two that I think are the best examples of what we do. It's kind of going to be maybe more of an official program in the sense that it's very much what the EPA is looking across the country for utilities to do, to help each other. Mr. Kricun who is the Executive Director down in Camden, had asked AEA and had talked to the DEP about starting some kind of peer to peer program. I think effectively we're talking about where a utility has a need for some kind of information or advice and they get matched with another utility or a person at a utility who might be able to give them some answers. It's kind of what AEA does on an informal basis; not just in that kind of context but we get calls all the time from someone and it runs the gamut, "I have an employee who wants to put his wife on the health benefits" to "has anybody used this kind of piece of equipment, can you tell us if you have information on this". In those types of cases, we'll send out an email saying "this person is interested in anyone who has any information on this". In your case, the kinds of things you're asking for, as I said to you in the letter, we would probably approach it like we did in the cases I told you about and we'd have a couple of people, Mr. Ruppel would be one of them if he's available, where we would have them come and really talk to you about what Mr. Frank and the rest of you might want to talk about and that can be any of those topics, it can be telling you how they do things, how they create their asset management plans.

Mr. Kendzulak, Jr. – I know a lot of the Commissioners had questions with regards to this. You have the list of things in the letter but basically, we're looking for a checkup if you will. We haven't been to the doctor in quite some time, how are we doing, where can we improve. We talked about the organizational structure and now that things have changed, maybe our structure is appropriate or maybe there's a hybrid or maybe there's benefits or disadvantages to what we had. Even

internally in the office, how are we doing, can we do things better, maybe we're outstanding and you'll take this back and say "this is the model to follow" but it's something the Commissioners want to see, how are we doing? I think we all believe there's room for improvement here.

Ms. Gallos – I want to also stress that they're just conversations and I think that in both the cases I related to you, what really came out of it was, you are really doing a good job, don't worry so much, you're doing okay. We would suggest that you spend a little more time thinking about this or that. It wasn't a review of how we can rearrange your staff or anything like that.

Mr. Kendzulak, Jr. – I think we provide an excellent service here and in talking with our auditor, our rates are not out of line, they're fairly comparable to what other authorities are charging.

Ms. Gallos – One of the things I like to talk about is the relative cost of public provision of the services versus provision of investment of utilities. We do this out of concern to of supporting public agencies and helping them do the best job they can and provide the best service.

Mr. Kendzulak, Jr. – In your letter you said "we'd like to meet with you at the initial visit" and you were going to bring three other people, Mr. Schilling from Musconetcong, the AEA President, Mr. Harpell from Jackson Township MUA and then Mr. Brach from Manasquan.

Ms. Gallos – I think he may have worked with RTMUA because he's on our Board and he's the Executive Director of Manasquan River Sewage Authority but I think he used to work for Mott MacDonald so he has some familiarity with RTMUA.

Mr. Kendzulak, Jr. – Mr. Ruppel has been a world of knowledge, at least to me and some of the things we need to be looking at so I'd be very happy if Mr. Ruppel was part of the team. My understanding from the conversations that I had with Mr. Ruppel was you'd come up and focus on different things; the finances, how are we doing, what do we look like, does everything look fine? The operations; what are we doing operationally, what can we do better operationally? Organizational structures; now we're in a change, what do we do, what's the appropriate model that we should have? Do we keep the same model that we had in the past or do we do something different? We obviously have capacity issues here; whatever words of wisdom or ideas that other Authorities are doing that maybe beneficial for us to take a closer look at. What I'd like to do is to open it up to some of the other Commissioner's here because I know they had a lot of questions on how is this thing going to go and then we can talk about the mechanism. I think you and I had talked and you were going to give me a few dates here and come up.

Mr. Grand – I appreciate this, I think it's a great thing. It's always a little intimidating; I guess this is not an inspection?

Ms. Gallos – Correct.

Mr. Grand – It's more consultative and educative so that it's an opportunity to identify those things that we can improve as an agency, that's really the objective. I just have one general question for you, do you go really wide or really shallow? When you do these reviews, are they more in depth and how long do these things take?

Ms. Gallos – There isn't really a formula for it. This is kind of bubbled up as something that was a need that we responded to. We had folks reach out to us and say "we need help for this reason or that reason" and so we kind of handled it in similar ways with Lower and Roosevelt but it can really be anything. I said to Mr. Kendzulak, Jr. when we were talking on the phone, just even having people who know about this stuff can tell a lot just by looking at budgets and audits. Do you have a Renewal and Replacement Fund? Are you calculating how much you should be investing in your system every year? Those kinds of things. It might be a first good step.

Mr. Kendzulak, Jr. – I know that Mr. Ruppel, before he came here, he was looking into stuff, he came here knowing stuff, he looked at our website, he didn't come in here blind. The first fellow you put me in contact with Mr. Bujak from South Monmouth Regional Sewage Authority, the finance guy, and they were talking about touching on some of the things you were just talking about, funding and being prepared for the future.

Ms. Gallos – The context for this, at the state level, a lot of what is going on, is there's a focus on Asset Management and Mr. Frank, every conference you've ever been to and every training, there's always presentations on this stuff but there's been more attention the last few years on aging infrastructure. It's kind of a time of life we're all at with our systems because so many of our systems in our state, at least in this area were built in the seventies, eighties, in the post Clean Water Act, the Safe Drinking Water Act era when the Federal Government was giving out grants and New Jersey was giving out grants and everybody was trying to go to secondary treatment and then everybody built these plants. That bill is coming due so to speak in a lot of communities now where the systems have been maintained and in some places better than others and the State is starting to say "you're not going to get IBank funding, which is now what they call the Environmental Infrastructure Trust, it's now called the IBank, you're not going to get IBank funding unless you demonstrate some effort to do some long term Asset Management Planning."

Mr. Kendzulak, Jr. – We've been aggressive in making improvements to pump stations and doing stuff down at the plant as far as clarifiers and stuff like that but are we appropriate? Over the past year or two, because of our capacity issues, we've become more aggressive in attacking I & I in here. Are we on the

right track here? It would be nice to have someone look at that. I guess this could be as in depth as we would want it to be.

Mrs. Robitzski – Once there's an overview, can we come back and ask some questions? I feel like this is a process audit, how do we start and where do we end up in providing services?

Ms. Gallos – It would be a conversation first to tell us about your system.

Mr. Kendzulak, Jr. – When I met with Mr. Bateman and Mr. Ruppel, there was almost a hundred years of experience in the room, that's how much knowledge was in that room. I think they're going to know where to focus on pretty quickly.

Ms. Gallos – It really is just a conversation and it's probably going to just reassure you more than anything else.

Mr. Kendzulak, Jr. – When this group comes out, are they going to do the mile high to get these things we asked for, is that the first step they would do?

Ms. Gallos – Automatically if whoever is coming, I think they would go online and look at your budgets so they had some orientation that way and then what we did in the past is we sat down and had an initial conversation where folks kind of shared the big questions they had, the concerns they had and then we did tours and then after that they came back and sat down and they had some of those conversations with whoever did that tour. It can happen organically.

Mr. Kendzulak, Jr. – The first thing would be to have that discussion. Who would be appropriate to have on our end? Obviously, Mr. Frank.

Ms. Gallos – I think your staff, whichever of your professionals, they're the people who know you.

Mr. Grand – We may want to do it in tiers because different constituencies make up different areas they will want to focus on. Maybe when a group comes out it may be the Commissioners have a chance to chat, then you have a chance to talk to the staff, so within a session, you break it into different groups.

Mr. Kendzulak, Jr. – We highlighted in this letter what our request is and I think ideally one commissioner if not two commissioners would be here for the initial meeting to just go over it and then open it up to the staff.

Ms. Gallos – They're all executive directors so they have expertise in all of that. You can do it in whatever way is comfortable but what I would say is that I would definitely want them to do a tour. If we could do something with a tour right away with the initial conversation because they are coming from far away.

Mr. Kendzulak, Jr. – So, the next step would be to get back to you with some dates on that so you can come in and have the initial meeting, have the tour so they have an appreciation of our facilities and then we would take it from there.

Ms. Gallos – Mr. Ruppel is continuing to stay involved in the Environmental Professional Development Academy we started a few years ago even though he retired.

Mr. Kendzulak, Jr. – Mr. Frank is your newest member of the Academy.

Ms. Gallos – It's one of these experiences where the participants worry that it's so much time away from their job but they come away from it so motivated and because we do it on a cohort basis; the group is the same group all the way through, they get to know each other, talk about their problems, they're people from different functions within the systems so they're meeting different types of people. How often would an HR person have a conversation with an operator? That cross pollination seems to be a great thing. So, what it is, what we do, the Academy is a four-track course; it's not a typical operator continuing education thing. It's a group of fifteen to twenty – five that gets together; the first track is Operations, the second track is Administration, the third track is Finance and the fourth track is HR. They're all about four to six weeks long, one day a week. They do a great deal of discussion, they have presenters from all of those areas of expertise, we have attorneys, auditors, executive directors, operators, all sorts of people come in and do presentations and then they do a capstone where they have a problem and have to work together in small groups to solve it. They try to give them real life kind of problem solving to do and it's been a very successful program.

Mr. Kendzulak, Jr. – Thank you very much for coming.

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

JANUARY 17, 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:**

- a) Ms. Peggy Gallos, Executive Director of AEA to Mr. John Kendzulak, Jr. Chairperson of RTMUA regarding Plant Assessment

Previously addressed.

- b) Ms. Jen Ubel to Mr. Kendzulak, Jr. Chairperson of RTMUA regarding Sewer Service / Sewer Service Area

Mr. Kendzulak, Jr. – It looks like you're outside the sewer service area and you're requesting to be connected.

Mr. Ubel – I know we've heard that we can't but we were trying to see if one day we could do it if the septic needed to be replaced. I'd rather pay you people money than put in a new septic.

Mr. Kendzulak, Jr. – Here's the question, I don't know how this works, I guess DEP is ultimately involved with this Mr. Madden?

Mr. Madden – It would require an amendment to the Wastewater Management Plan (WMP). That's something that would go through DEP. I put in a call to Mr. Bogen at the County. I haven't heard back from him but I want to pose this question to him in general terms. What does it require? It's not a very easy process, I know that. (Mr. Madden references a map) I looked at your property, correct me if I'm wrong, from what we can tell from the existing sewer, where it's constructed, it comes here and turns left down this road, it doesn't extend all the way down. This is the nearest point to you; you would have to pump it up. It's not as easy as a simple connection in the street.

Mr. Ubel – Is pumping a simple thing?

Mr. Madden – It has been done. Technically there's more to it.

Mr. Watts – You'd still have to be included in the WMP though and that's the biggest issue. DEP has to approve the inclusion of it.

Mr. Ubel – If you guys get it or whatever happens, just let us know.

Mr. Madden – I can respond to you once I hear from Mr. Bogen.

Mr. Kendzulak, Jr. – So, if your septic were to fail, economically it might be advantageous for you to tie into the sewer. I don't know how long of a run of sewer line it would take. It may be cheaper to just redo your septic, that's something you would have to look into. When you start talking about pumping, I don't know what the cost of that is. It is not something this Authority can say okay, it's more involved than that, it's quite involved with the DEP.

- c) Mr. C. Gregory Watts, Esq. of Watts, Tice & Skowronek to Mr. Ray Frank, Chief Operator of RTMUA regarding Cleanouts

Mr. Watts – The Authority raised the issue about broken cleanouts and the inflow we receive as a result of it. I did a little research and checked with other authorities and I think we're within our rights to require homeowners to fix these cleanouts properly. My suggestion in the letter was to make a small change to our Rules and Regulations to make it clear and that the way to enforce it is to give homeowners sixty days to fix it and if they don't, we will fix it or hire someone to fix it and whatever the cost is will be on the sewer bill or a lien on the property. The one question I have is if the Authority goes through and adopts this policy, there should be some kind of notice to our users to let them know this is the policy of the Authority and to take care of your cleanout.

Mr. Frank – At first, we thought it was only about a hundred but I've been led to believe it's in excess of two hundred; some are simple where the top is off. Some are a little more involved.

Mrs. Robitzski – Readington requires homeowners do their own but if not, you would do it for them and just charge them back. You may be the best equipped or get the best deal on doing it but that means more work for your staff.

Mr. Frank – Depending on the involvement of the fix; if it requires digging up, we don't have the equipment, we have to go out and rent equipment to do the fix.

Mr. Watts – It might then be cheaper to outsource it at that point because we may not have the manpower or equipment. Sixty days was a reasonable amount of time to say you have to fix it and if you don't, it'll be done and you'll pay for it. We'll come up with new language for the Rules and Regulations.

Mr. Kendzulak, Jr. – The only concern I have is if you have to bring a backhoe or a piece of equipment in there and you're talking about a very high cost and the resident doesn't know, there needs to be some trigger that "you have sixty days to fix it and if you don't correct it in sixty days, the

cost of it if the Authority undertakes the repair will be approximately, whatever the amount is", just so they know what it's going to cost if we have to undertake it. They need to know the magnitude of what the cost is going to be, no matter what the cost is.

Mr. Grand – My question is, will the homeowner know what to look for and how to repair it if they want to assume responsibility and do it themselves?

Mr. Watts – If I got a letter and didn't know, I would just call the Authority. We could just tell them or send someone out to the property to show them.

Mr. Tully – We could send a picture with the letter.

Mr. Watts – We'll have draft language for it at the next meeting.

3. Old Business:

None

4. New Business:

None

5. Professional Reports:

a) Attorney –

b) Engineer –

Mr. Madden – In talking with Mr. Bogen at the County, they put an RFP out for someone to do a study of Flemington and Raritan, a flow study and to concentrate mostly on Flemington. I met with the engineer, they're going to have a formal kick off meeting with both parties, meaning the Township of Raritan and they wanted to know who would want to attend, who should attend. I don't know if that's the Township or the MUA.

Mr. Kendzulak, Jr. – We'll find out. I know the initial meeting, Mr. Hazard and I went to and certainly if I'm available, whether it be from the Township or whether it be Mr. Hazard or Mr. Tully, meaning, representing both ends of it.

Mr. Tully – I spoke to them today, they called me looking for mapping data. From a Township standpoint, their setting up the maps like GIS stuff so I'm sending them base mapping stuff.

Mr. Kendzulak, Jr. – I would say, lets see who's available. Go ahead and get the meeting set up or initially float a couple of dates by at least Mr. Hazard and myself but if one of us can't attend then maybe one of the others can. If you have Mr. Tully or Mr. Hazard you have the Township and Authority represented on both ends.

Mr. Madden – We did the quarterly evaluation; apparently, we don't have to submit because we're under that ninety – five percent rule.

Mr. Kendzulak, Jr. – I want to continue to do the quarterly evaluation because it gives us a baseline for where we are with capacity and how we're doing. Obviously, this has been a wet year.

Mr. Madden – Yes, it was the wettest in a long time. I think we hit over sixty – one inches of rain, an average a year is usually forty or forty - one. It was a big jump in November, and that was probably the worst month.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

- a) Overtime Recap
- b) Septage / Greywater Recap

- 2. Laboratory Summary - ok
- 3. Maintenance Summary - ok
- 4. Readington Flows

b) COMMISSIONERS' COMMENTS

Mrs. Robitzski – This insurance thing; signage needed to be updated or something?

Mr. Kendzulak, Jr. – Ms. Nicaretta, I spoke to you about it.

Ms. Nicaretta – Mr. Sciss, the maintenance supervisor, took care of the signage already and they sent the winch out.

Mr. Frank – They sent it out to the manufacturer to get recalibrated and recertified and get it back into service.

Ms. Nicaretta – That will take three to four weeks, which should be up soon and then once that comes back, I'll send a notice to the JIF.

7. Discussion:

- a) Ms. Peggy Gallos

Previously addressed.

- b) 4th Quarter 2018 Capacity Evaluation

Mr. Madden – Like I said previously, because it was super wet this quarter, the average flow for the quarter of 3.86 and the plant capacity is 3.8. It gives you an overview of how wet the year was. That's not an everyday occurrence, we get spikes that are periodic but that's where we are.

Mr. Kendzulak, Jr. – We're aggressively monitoring the rain and trying to find holes in the system.

- c) Meeting Dates for Year 2019

Mr. Kendzulak, Jr. – The big question is what do we want to do in December? I'm for December 12th.

Mr. Tully – Me too.

Mrs. Robitzski – Make it the earlier date.

- e) RTMUA Commissioner Officer & Committee Appointments

Mr. Kendzulak, Jr. – We'll address this in Closed Session.

- f) RTMUA Professional Contracts

Mr. Kendzulak, Jr. – We'll address this in Closed Session.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Kendzulak, Jr. – We will be going into Closed Session for purposes of discussing Personnel Matters and Contractual Matters with Flemington Borough and about the ACO and we don't anticipate taking any formal action at the conclusion of Closed Session.

Mr. Grand made a motion to adjourn into Closed Session for the above stated purpose and Mr. Tully seconded the motion. Closed Session was from 6:13 pm – 6:28 pm.

9. **Adjournment of Work Session:**

Mrs. Robitzski made a motion to adjourn the Work Session. Mr. Grand seconded the motion. All were in favor. The Meeting ended at 6:29 pm.