
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JANUARY 18, 2018

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	Here
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

4. APPLICATIONS:

None

5. RESOLUTIONS:

Resolution #2018 - 01 Association of Environmental Authorities Annual
Membership Dues
(Membership Dues = \$4,500.00)

Mr. LaFerla – The membership amount is based on our budget minus our debt amount.

Mr. Grand made a motion to approve Resolution #2018 – 01, Dr. Buza seconded the motion.

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

Resolution #2018 - 02 Award of Bid for Commerce Street Sewer
Improvements
(Bid Amount - \$54,100.00)

Mr. LaFerla – We passed this resolution last year but since the project wasn't done and the money wasn't spent as planned in FY 2017, our auditor advised that we need to address it for FY 2018 and where we are taking the money for it out of.

Mrs. Robitzski made a motion to approve Resolution #2018 – 02, Mr. Kendzulak, Jr. seconded the motion.

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

Resolution #2018 - 03 Approval of Change Order Commerce Street Repair
Project
(Estimate - \$3,542.00)

Mr. Kinsella – Are the flow meters still in place Mr. Madden?

Mr. Madden – Yes, but we're at the end of our three months.

Mrs. Robitzski – Did you narrow down the areas?

Mr. Madden – We did have rain events so we got data. The objective of the metering was to try to identify how the flow is getting in and the duration. That tells us if it's coming in all at once or if its spread out over time. We're seeing a combination of the two; mostly a severe peak right at the point of major events. We're trying to narrow down the search field and we're trying to use the flow data to determine if its systemic to all the little branches or if it's something we can pin point.

Mr. Grand – So based on the data that we have, what would the next steps be?

Mr. Madden – We're going to take that and we either continue going up stream and start branching off and try to find the particular lines that are leaking or we might find a cross connection like maybe a storm sewer that maybe is tied in or something.

Dr. Buza – So you're able to do that without continuing to obtain more data through this process?

Mr. Madden – What I'm saying is at these particular sites, these storms tell a story and we take that story and say "we're seeing this flow here" and we were hoping to see it in one place but we're seeing it in all three places. We have to branch out further; which is the worse of these three? Are two of these three worse than the other? So, we're going to expand the search upstream.

Mrs. Robitzski – So what do you need to continue the search? Do you need two of the three meters? Or how do you move forward now?

Mr. Madden – I think the plan would be to take this data, analyze it, and spread it out and say "what do we have here, where do we have to start looking"? Then build on that. We also have a proposal in to do a physical inspection of the lines, to walk the lines, preferably during a rain event if we can to look for these points. It's a process. The lining will take care of some of it; joints typically start to leak. We're looking at places that are obvious, near streams; there could be a hole in a manhole, that maybe doesn't get affected during normal flow level but when the river rises it starts coming in, that's what we're looking for. Those are the kind of things we're looking for because we've seen that kind of reaction in the storms where there's a sudden inflow of flow.

Dr. Buza made a motion to approve Resolution #2018 – 03, Mrs. Robitzski seconded the motion.

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

Resolution #2018 - 04 Authorization for Reimbursement of Jennifer Loudon
(Reimbursement = \$2,476.50)

Mr. Grand made a motion to approve Resolution #2018 – 04, Mrs. Robitzski, seconded the motion.

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

Resolution #2018 - 05 Reimbursement for Authority Operational Staff for Use
of Personal Cellular Telephones
(\$60.00 / month 11 phones)

Mr. Grand made a motion to approve Resolution #2018 – 05, Mr. Kendzulak, Jr., seconded the motion.

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

Resolution #2018 - 06 Approval of and Authorization to Execute Labor Agreement between RTMUA and Teamster Local 469

Dr. Buza made a motion to approve Resolution #2018 – 06, Mrs. Robitzski, seconded the motion.

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

6. Approval of Minutes: Minutes of December 14, 2017

Mr. Kendzulak, Jr. made a motion to approve the minutes from the December 14, 2017 meeting. Mr. Grand seconded the motion. All were in favor. Dr. Buza and Mrs. Robitzski abstained.

7. Treasurer’s Report / Payment of Bills:

Mr. Kendzulak, Jr. - The bills totaled \$436,852.90; all appears to be in order. If you go to the last light blue page, if you look at the bottom, lower right corner, we’re 13.8% through the budget; our fiscal year starts December 1st and we’re about a month and a half into it. Conservatively, one month would be a little bit better than 8% so this number reflects that we’re over budget now but we pay a lot of our stuff up front like our insurance and things along those lines. If you look at the bottom, Mrs. Struening has put in this time last year we were about 12.5% but this reflects the audited number, so this current number is most likely going to come down as the auditors get into the expenditures that are in here and moving them to where they belong in the 2017 budget.

Mr. Grand 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	-	Yes
	Mrs. Robitzski	-	Yes

8. Citizens' Privilege:

Mr. Kuhl – I'm Jeff Kuhl, Chairman of the Planning Board of Raritan Township. I'm also the liaison this year to the RTMUA; I know we have a lot of challenges in the Township as far as sewer capacity and other things and I hope we can have open dialog and work together and try and make things the best we can with what we have to work with. Ms. Nicaretta knows how to get a hold of me and the others; hopefully we can have a good 2018.

Chair Kinsella – I just want to welcome Mr. Gary Hazard, he's our new liaison from the Township for 2018.

Mr. Hazard – Thank you very much for having me here. I've recently been elected; I think these meetings were infrequently attended and I'm big on showing up for meetings so unless I'm in another state or someplace I'll be here for your meetings. I'm in the learning process right now so be patient with me.

Mr. Hutchins – One thing I want to let you guys know, we have a software program at the Township called SDL, Spatial Data Logics. In a nutshell, what that is going to give everyone, starting Monday, is access to every document within the Township, that is public. It might be a benefit to you, a benefit to our EMS people and OEM people too, that you can click on the link, login, create your own account and if you have guys out working and you want to get information on a block and lot or an address, you can get that in real time on a phone, on a tablet; once you create an account, you can see anything that is public information. Anybody can use it, whether you're a resident or not. It might be of value to you, if you're working and you want find something out, I thought I'd bring it to your attention, if you want to know more about it, just stop in and see us. Once it's up on the website, you click on the link, it's pretty easy to follow the steps to create your account and once you're in, you can see what's available to you. There's basically any information as well as purchasing different licenses and those kinds of things. A lot of places have SDL, different municipalities, they don't always go public. As we go along, we are scanning as we go. There will be a lot of information in Planning and Zoning that as we go along will be scanned in there and will be available. For instance, when you go in to get a permit now in Planning and Zoning, you open an account, and you can follow that account right through. You'll get automatic emails when your plan has been reviewed, that your plan has been done. If you're in Construction, if you get permits, you'll get an email that says we've inspected. All our inspectors and engineers have tablets now so when they're in the field they log in that inspection information and you get an automatic email, it passed or failed, this is what it failed for, pictures can be attached, it's typed, not hand written so you can read it and you can log in anytime to see what your application status is. Zoning isn't totally complete yet because the amount of

applications and documents that had to be created, changed, done and put into that program are quite large but it's not far from being completed. You'll be able to schedule your inspections through this as well, you'll be able to put your first, second and third choice in and you'll get an email back; the communication will be there. The other thing is, I know you have contacted us about a sump pump ordinance, if you would you like embark further on this; we don't have the personnel to the inspections but we can talk about how that could be done.

Mr. Kinsella – Before a house is sold, does the Township still send someone over to inspect the smoke detectors and stuff like that?

Mr. Hutchins – Yes.

Mr. Kinsella – Why can't the Township also instruct the inspector to open the door and look in the basement to see if there's a pipe going to the sump pump?

Mr. Hutchins – It's a conversation we can have. I'm just saying the door is open to an ordinance because it is definitely a part of your capacity issues. You also have the issues with Sun Ridge, as you well know, that is tied in and was allowed to be tied in and I think that is one of the things that they could be retied into the storm sewers. Not by us but someone has to do it.

Mrs. Robitzski – Their sump pumps were allowed to be tied in?

Mr. Kinsella – Yes.

Mr. Hutchins – That's an issue. That's going to stay unless some plan is come up with, you're not going to have those homeowners do it, the association isn't going to do it but if you're going to appropriate money to do certain things its' something you can certainly look into as to moving it because it's to your great benefit if that was done. Those houses, when their sold, there is no way you're going to tell those people there's no way for them to connect into that when they were allowed to do it. Other homes as we move forward, new construction, and of course resales, absolutely. We'll discuss it, come to some agreement on the mechanism to put in place, how the ordinance reads, who will be responsible for what, but I'm just saying that the dialog that was sent to me, I have concerns which I've addressed and our DPW has addressed and we can talk about other ways it can be done on a checklist on a CCO or on a new construction. It's just a dialog that has to be had so we can come to an agreement and get an ordinance in place that will take care of that. It's very easy because if it's connected to your sanitary it's connected in the basement of the home. You go downstairs, if the sump pump runs to the connection line, you can see it, it's easy, and it can't be. The issue will be for those people if they don't have a convenient way to tie in, if there's no storm sewer or a trunk line located nearby, it can get quite difficult for them. It can go outside right by their house but it can't be in the right of way. It can't discharge on the ground in the right of way, there's an ordinance against that because that creates ice hazards and so forth in the wintertime. We have a lot of those too which we correct as we go along when we have an issue with them. You can pump

it out onto the ground but then you have neighbor issues; it should be tied into a storm sewer. It's a conversation that you can move forward with if you want to contact us and I'll work through it with whoever. Have somebody work with me and somebody from the committee and we'll see what we can come up with. Since Mr. Hazard is the liaison, it'll probably be him.

Mr. Hazard – I'll give my contact information to Ms. Nicaretta. I'm always available. Open dialog is a big thing.

9. Adjourn into Closed Session by Motion, if Needed

10. Adjournment of Regular Meeting:

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JANUARY 19, 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:**

a) Curtis Rutherford of Directorpoint to Regina Nicaretta of RTMUA regarding Board of Portal Software

Mr. LaFerla – Do you want me to start looking into something like this for you?

Mr. Kinsella – Sure.

Mrs. Robitzski – Is this the same system?

Mr. LaFerla – No, it's not the same system but it's on an iPad and everything would be sent to you electronically. They got in touch with Ms. Nicaretta so I figured I'd see if it was something the Board would be interested in.

Mr. Grand – We do that at the hospital for our board meetings and committee meetings and it's wonderful. It's a different system but it's tablet based.

3. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

b) Engineer –

Mr. Kendzulak, Jr. – What's the status of the clarifier project? Where do we stand with moving forward and getting that thing out to bid?

Mr. Madden – We gave you the proposal for the inspection services. We talked to the DEP and they said you still need full time inspection.

Mr. Kendzulak, Jr. – If that’s what DEP is saying then so be it but let’s move this thing forward so we can get it out the door and bid this thing. I don’t know where we stand with that? We have the proposal, what’s the next step to get the DEP’s ultimate approval to move forward to get authorization to go to bid?

Mr. Kinsella – Your proposal, dollars and cents, that included that full time inspection, correct?

Mr. Madden – Yes.

Mr. Kinsella – Do you want to discuss your report Mr. Madden?

Mr. Madden – They’re going to start lining Commerce Street next week. I talked to the contractor for the Route 31 Interceptor project, he’s going to be there tomorrow, their getting ready to do test pits. They’re still on schedule to get this done by the end of February.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director’s Report

Mrs. Robitzski – What’s this DEP report?

Mr. LaFerla – The DEP inspection on the Flemington Wet Weather Facility. They wrote us up because of the tanks that have to get done. They want me to send them a schedule for the completion of that job. That job won’t be completed until next year since the money isn’t in this budget. If we go out to bid towards the end of the year, then it can start in the beginning of next year.

Mr. Kinsella – We’re going to have to.

Mr. LaFerla – Flemington Borough does pay 80% of it.

Mr. Kendzulak, Jr. – Is Flemington aware of the project, so they know that as far as them budgeted for it, have they incorporated it in their budget?

Mr. LaFerla – I know it was in their budget last year, I don’t know about this year. I’ll talk with Mr. Diehl. There’s also something in my report from Mr. Langhart about the refinancing of the bonds.

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

b) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) 4th Quarter 2017 Capacity Evaluation

Mr. Madden – We run this calculation every quarter. We're following the normal pattern, typically the fourth quarter flows are lower. It fluctuates every quarter and this is following that trend.

Mr. Kinsella – All of our reserved capacity is still out there which people are paying for and have the right to and whether they decide to give it up. After some discussion, we'll probably be sending out some letters to people who have reserved capacity to reconsider but our experience in the past is that it's a dead letter. They've paid twenty – five percent of what they'll pay if they actually hook up; nobody is getting a free ride.

Mr. Kuhl – Flemington Borough does not though.

Mr. Watts – Correct; the Service Agreement does not provide for that. They are allocated 1.08 MGD, they don't pay for what they don't use. They pay for upkeep of the plant and capital projects that affect them and for what they flow.

Mr. Kuhl – Maybe that could be renegotiated at some point. Is there a liaison to RTMUA from Flemington Borough?

Mr. Kinsella – No, they're a customer. Mr. LaFerla is in touch with their people all of the time.

Mr. Grand – Is there any legal remedy if somebody is holding capacity in reserve that they're not using and that capacity is needed by others, is there anyway to get that back?

Mr. Watts – In the Borough Agreement there is no provision for them giving it back or being required to do so. When we enter Reservation Agreements with developers in Raritan Township, those Agreements have a particular duration, if they don't mean a milestone for the use of that capacity within so many years, it automatically reverts back to the Authority.

b) Board of Commissioner's Authorization for Mr. LaFerla to Attend AEA Utility Management Conference, March 13 - 14, 2018 in Atlantic City

Ms. Nicaretta – We're looking for authorization for Mr. LaFerla to attend this Conference.

(general consensus)

- c) Pulte Homes Cost Share for Engineering Services for Bushkill Interceptor Analysis

Mr. Kinsella – We'll discuss this in Closed Session.

- d) Meeting Dates for Year 2018

Mr. Kinsella – The meeting date is usually the third Thursday of each month. The third Thursday in December is the 20th?

Mr. LaFerla – The December meeting is right before Christmas again like this past year so if you want to switch it to the second week again we can address it now and it'll be part of the resolution next month, if you're all in agreement.

(general consensus)

Mr. Kinsella – We'll discuss everything else in Closed Session.

- e) Flemington Borough Debt Service
- f) RTMUA Commissioner Officer & Committee Appointments
- g) RTMUA Professional Contracts

8. Adjourn into Closed Session by Motion, if Needed

Chair Kinsella – We will be going into Closed Session for purposes of discussing Personnel Matters and Contractual Matters and we don't anticipate taking any formal action at the conclusion of Closed Session.

Mr. Kendzulak, Jr. made a motion to adjourn into Closed Session for the above stated purpose and Mrs. Robitzski seconded the motion. Closed Session was from 5:52 pm – 6:25 pm.

The Work Session of the meeting re – opened at 6:25 pm and a lengthy discussion ensued with regard to proactive steps the Authority should consider in determining what additional sanitary sewage treatment capacity is available. Mr. Kendzulak, Jr. requested that Mr. Madden produce figures for him with regard to the amount of capacity that is not being used of their 1.08 MGD allocation by Flemington Borough. Mr. Kendzulak, Jr. also requested that the RTMUA staff review all current Reservation Agreements to determine the likelihood of recapturing capacity at such time as the Agreements lapse.

9. **Adjournment of Work Session:**

Mrs. Robitzski made a motion to adjourn the Work Session. Dr. Buza seconded the motion. All were in favor. The Meeting ended at 7:05 pm.