
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MARCH 17, 2022

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. Hazard	Here
Mr. Kendzulak, Jr.	Here
Mr. Mangin	Here
Mr. Reiner	Absent
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2022 - 28 Resolution of Appreciation to Valerie Robitzski for Service to Raritan Township Municipal Utilities Authority

Mr. Tully – I would like to read the full resolution (reads resolution in its entirety). Thank you very much Mrs. Robitzski. We have your plaque too.

Mrs. Robitzski – Very nice, thank you. It has been a great experience and I learned a lot and best wishes to you.

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 28, Mr. Hazard seconded the motion.

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

Resolution #2022 - 29 Raritan Headwaters Association Membership

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 29, Mr. Mangin seconded the motion.

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

Resolution #2022 – 30 Amendment of Personnel Policies and Procedures Manual and Employee Handbook

Mr. Kendzulak, Jr. made a motion to approve Resolution #2022 - 30, Mr. Mangin seconded the motion.

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

Resolution #2022 – 31 Authorization to Accept Proposal for Telephone System from NU-TEL Communications of NJ, Inc. (NJ State Contract)
(Price = \$25,508.86)

Mr. Hazard made a motion to approve Resolution #2022 - 31, Mr. Tully seconded the motion.

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

6. **Approval of Minutes:** Minutes of February 17, 2022

Mr. Mangin made a motion to approve the minutes from the February 17, 2022 meeting. Mr. Kendzulak, Jr. seconded the motion. All were in favor.

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

Mr. Kendzulak, Jr. - The bills totaled \$745,766.31; everything appears to be in order. If you go to the last light green page; you will see we are about 24% expended. Conservatively, we are about two months into the year; roughly 17% of our budget. We did pay the pension payment to the tune of almost \$300,000.00 and we paid fifty percent of our insurance, so a lot of these things were paid up front. I'm comfortable with where we are.

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

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

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

Mr. Hazard 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

MARCH 17, 2022

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 –

Mr. Watts - I have a report for Closed Session.

b) Engineer –

Mr. Madden – I will just go in the order of my report. We sent you a letter of recommendation on the SCADA system. We had two respondents; both had proven records and were equally good. The one we are recommending is Morehouse. They are a little cheaper and they are local.

Mr. Tully – Mr. Madden and I looked over the proposals and they are virtually the same when it comes to qualifications. This one is closer; they are in Hopewell. They were all AEA recommended too.

Mr. Madden – I don't think you could go wrong either way. Mr. Frank and I have been doing some back and forth with system improvements. What is on the desk is an updated report on the meters and the flow metering we have been doing over by Johanna Foods. I can summarize what we found. It looks to us like Johanna is not a major contributor of I and I. The rest of it is upstream and that seems to increase during the wet weather and that is where we think we should concentrate the repairs. Mr.

Frank and his crew have ordered some sleeves; there is a new technology, sleeves that can do offset joints, and pipes so they have a way with this flexible bellows if you would, and they inflate it, and it will seal that joint even if it is offset up to an inch on an eight-inch pipe. We are going to try a few of them to see if it is working. Between that and some of the grouting we will be doing and with an outside contractor, we are hoping to get some of this knocked out in the next few months. The capacity, it really hasn't changed; we didn't get numbers for January or February yet. I don't anticipate it changing too much. We are continuing to work on the O & M Manual and we have a couple of projects we are working on designs for, the sludge holding tank, the paving in the main parking lot and driveway. We continue to review 180 Pennsylvania Avenue and there was a homeowner on Barley Sheaf that wanted to connect to the sewer on Ewing Drive. They are offering to extend the sewer approximately two hundred feet, put a manhole in on Barley Sheaf and connect their home to it.

Mr. Tully – From the Township perspective; we are reconstructing Ewing Drive. I would let them know that they have to have everything within Ewing Drive done by July 1st.

Mr. Kendzulak, Jr. – Mr. Madden, going back to the report, I see we have the sleeves, the grouting, and stuff like that. Are there any big finds here?

Mr. Madden – No, I think it is more like death by a thousand cuts. There are a couple of decent bleeders or flows but there isn't anything really jumping off the page at us.

Mr. Tully – Is there a spot downstream of where all of these are where you can meter once you repair these to see what we got back?

Mr. Madden – The thought is, the one that is just above Johanna, we would go back there after we do all of this, and we can see what it is later on.

Mr. Tully – Because we know what it is right now.

Mr. Madden – We could quantify it.

Mr. Tully – The generator replacement? What needs to be changed?

Mr. Madden – The plans were done by an architect. We have to put a spec together. We just want to make sure it is all correct.

6. RTMUA REPORTS:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank – We finished up the grease trap inspections with the exception of the schools. We did our annual tour for Del Val High School, their Environmental Science classes. We give them a tour of the facility including the lab. Mrs. Struening and I had another call with FEMA to finalize our claim from Ida. I did the AEA Zoom calls.

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

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

b) COMMISSIONERS' COMMENTS

None

7. Discussion:

a) SCADA System Request for Qualifications – Proposal Review

Previously discussed.

b) Authorization for Mr. Frank, Mr. Sciss and Ms. Loudon to attend the NJWEA Annual Conference and Exposition in Atlantic City, May 9 – 13, 2022

General consensus.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – I would like to go into Closed Session for the purpose of discussing contractual and litigation matters concerning NJDEP as well as personnel matters and we do not anticipate any official action will be taken once we come out of Closed Session.

Mr. Mangin made a motion to adjourn into Closed Session for the above stated purpose and Mr. Kendzulak, Jr. seconded the motion. Closed Session was from 5:20 pm – 5:45 pm.

9. Adjournment of Work Session:

Mr. Kendzulak, Jr. made a motion to adjourn the Work Session. Mr. Hazard seconded the motion. All were in favor. The Meeting ended at 5:46 pm.