

APPROVED

RARITAN TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

In the Matter of: :  
: Transcript  
RATE HEARING - Establishment of :  
Connection Fee, Sanitary Sewer : of  
User Fee, and Sanitary Sewer :  
Surcharge : Proceedings  
:  
-----x

Thursday, December 11, 2024  
365 Old York Road  
Flemington, New Jersey 08822  
Commencing at 5:00 p.m.

C O M M I S S I O N E R S:

JOHN TULLY, Chairman  
SCOTT SIPOS, Vice Chairman  
JEFF ANCLIEN, Treasurer  
FRANK SCIPIONE, Secretary (Absent)  
DAN MURRAY, Asst. Secretary/Asst. Treasurer

A L S O P R E S E N T:

REGINA NICARETTA, Executive Secretary  
MIKE SCISS, Exec. Director/Maint. Supervisor  
RAYMOND FRANK, Chief Operator  
DANIEL A. MADDEN, Consulting Engineer  
(Johnson, Mirmiran & Thompson)  
MICHAEL CRAGIN, Auditor  
(Bowman & Company) - Appeared Telephonically

A P P E A R A N C E S:

ARCHER & GREINER, P.C.  
BY: JASON SENA, ESQUIRE  
Attorney for the Commission

MICHAEL LOMBARDOZZI CSR, LLC  
Somerville, New Jersey 08876  
mlombardozzi92@gmail.com

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

## TABLE OF CONTENTS

| WITNESS | PAGE |
|---------|------|
|---------|------|

(No witnesses sworn.)

## E X H I B I T S

| NO. | DESCRIPTION | PAGE |
|-----|-------------|------|
|-----|-------------|------|

(No exhibits marked.)

1 CHAIRMAN TULLY: This meeting has  
2 been advertised in accordance with the Open  
3 Public Meetings Act, setting forth the time and  
4 Raritan Township Municipal Utilities Authority as  
5 the place of said meeting. A copy of this agenda  
6 has been posted on the office bulletin board.

7 Regina?

8 MS. NICARETTA: Mr. Anclien?

9 COMMISSIONER ANCLIEN: Here.

10 MS. NICARETTA: Mr. Murray?

11 COMMISSIONER MURRAY: Here.

12 MS. NICARETTA: Mr. Scipione?

13 Mr. Sipos?

14 COMMISSIONER SIPOS: Here.

15 MS. NICARETTA: Mr. Tully?

16 CHAIRMAN TULLY: Here.

17 Please stand for the pledge of  
18 allegiance.

19 (Whereupon, the Pledge of Allegiance  
20 is recited.)

21 CHAIRMAN TULLY: Okay. So the first  
22 order of business, as there's no applications, is  
23 going to be the rate hearing. Public rate  
24 hearing is commencing at 5 o'clock, as  
25 advertised. The public rate hearing is now open,

1       and I will let Mr. Cragin and Mr. Madden --

2                   MR. SENA:   Let's start with

3       Mr. Cragin, if that's okay, Chairman.

4                   CHAIRMAN TULLY:   That is fine.

5                   COMMISSIONER MURRAY:   Please.

6                   MR. SENA:   Mr. Cragin, would you like  
7       to describe the calculation and basis of the fee?

8                   MR. CRAGIN:   Yep.   So for the  
9       Authority's connection fee, we performed the  
10      calculation in accordance with the statutes,  
11      based on the debt service -- cumulative debt  
12      service paid by the Authority, and the fixed  
13      capital, you know, acquisitions.   The results of  
14      my calculation resulted in a capital base of  
15      \$42,277,481, divided by the equivalent dwelling  
16      units served by the Authority, comes to the  
17      maximum connection fee of 43.97 to be used for  
18      the calendar year 2025.

19                   CHAIRMAN TULLY:   Okay.

20                   MR. CRAGIN:   In connection with the  
21      Authority's budget, we reviewed the expenditures,  
22      and expected level of capital needs of the  
23      Authority, and we calculated a 3 percent increase  
24      is necessary on the base, on the user fee, which  
25      calculates to \$21, which will increase the rate

1 to \$715. Additionally, there'll be an increase  
2 in the base fee of \$21, increasing that from \$179  
3 to \$200.

4 CHAIRMAN TULLY: Okay. Anybody have  
5 any questions for Mr. Cragin about that?

6 COMMISSIONER MURRAY: No.

7 MR. SENA: I'll note for the record  
8 that there's no public present.

9 CHAIRMAN TULLY: Okay.

10 MR. SENA: Actually, there's one  
11 member of the public, but --

12 CHAIRMAN TULLY: Yeah.

13 MR. SENA: Do you have any questions,  
14 sir?

15 PUBLIC SPEAKER: Nope.

16 CHAIRMAN TULLY: So, Mr. Madden, I  
17 believe you have --

18 MR. SENA: Yes. Mr. Madden, can you  
19 describe what you do for the Authority, and your  
20 qualifications, very briefly?

21 MR. MADDEN: Yes, I am -- my name is  
22 Daniel Madden. I'm a licensed professional  
23 engineer in the state of New Jersey. I represent  
24 the Authority as their consulting engineer. I  
25 work for JMT.



1 MR. SENA: In that capacity, are you  
2 familiar with the Authority's operations?

3 MR. MADDEN: I am.

4 MR. SENA: And can you generally  
5 describe the main plant, how it operates, and the  
6 permitting structure?

7 MR. MADDEN: Yes. Our plant -- the  
8 main plant is designed for 3.8 million gallons  
9 per day. We receive flow from Raritan Township,  
10 Readington Township, and Flemington Borough.  
11 Raritan -- Flemington has an allocation of 1.08  
12 MGD; Readington Township has an allocation of  
13 0.125 MGD; Raritan Township has the rest.

14 MR. SENA: Okay. Have you reviewed  
15 the Resolution Number 2024-70, establishment of a  
16 sanitary sewer surcharge?

17 MR. MADDEN: I have, yes. This is  
18 very similar to what was established last year.

19 MR. SENA: Yes. Can you -- if you  
20 don't mind, would you go through the calculation  
21 of the proposed surcharge, how the number was  
22 reached, and the reasoning behind the proposed  
23 surcharge?

24 MR. MADDEN: Yeah, the surcharge is  
25 intended to recapture money that we would need to

1 spend in an I&I program, inflow and infiltration  
2 program, to rid the system of extraneous flow, to  
3 compensate for people that are going over their  
4 allocated flow. We did a study last year that  
5 indicated the average cost to do this would be 8  
6 or \$9 per gallon.

7 Based on that, we -- we structured an  
8 increase based on the amount of flow that goes  
9 over per month. Again, it's per month average,  
10 so it's not, at one time in a month does somebody  
11 go over, they're not going to be surcharged; it's  
12 if their total for the month, on average, exceeds  
13 what they're allocated.

14 Based on that, we have a rate  
15 structure of anything from 1 to 10,000 gallons  
16 over allocation would be -- would be billed at  
17 \$6.35 cents per 1,000 gallons, which represents  
18 35,000 of the user -- 35 percent, I'm sorry.

19 At 10,001 to 20,000 gallons would be  
20 6.82, or 45 percent of the user fee.

21 And anything over 20,001 gallons  
22 would be at 7.29 per 1,000 gallons, which would  
23 be 55 percent over the base user fee rate.

24 MR. SENA: Okay. The cost you  
25 described earlier for I&I, are those expenses

1       that are included in the Authority's budget?

2                   MR. MADDEN:  They are not.

3                   MR. SENA:  They are not.  Okay.  So  
4       they're unbudgeted expenses.  Right?

5                   MR. MADDEN:  Correct.

6                   MR. SENA:  In your professional  
7       opinion, do you feel that this proposed  
8       surcharge, as structured, would be sufficient to  
9       compensate for I&I, in the event that a -- the --  
10      a user goes over in that fashion?

11                  MR. MADDEN:  I do.

12                  MR. SENA:  I don't have any other  
13      questions for Mr. Madden, unless any of the  
14      commissioners or members of the public have  
15      questions.

16                  CHAIRMAN TULLY:  I don't have any  
17      questions for Mr. Madden.

18                  MR. SENA:  Seeing none, thank you,  
19      Mr. Madden.

20                  MR. MADDEN:  You're welcome.

21                  MR. SENA:  If there's nothing further  
22      for the rate hearing, I think that you can do a  
23      motion to close.

24                  CHAIRMAN TULLY:  I need a motion to  
25      close the rate hearing.



1 COMMISSIONER SIPOS: Motion.

2 COMMISSIONER ANCLIEN: Second.

3 MS. NICARETTA: Mr. Anclien?

4 COMMISSIONER ANCLIEN: Yes.

5 MS. NICARETTA: Mr. Murray?

6 COMMISSIONER MURRAY: Yes.

7 MS. NICARETTA: Mr. Sipos?

8 COMMISSIONER SIPOS: Yes.

9 MS. NICARETTA: Mr. Tully?

10 CHAIRMAN TULLY: Yes.

11 (Whereupon, the deposition concluded

12 at 5:06 p.m.)

13

14

15

16

17

18

19

20

21

22

23

24

25

---

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

December 11, 2024

365 Old York Road, Flemington, New Jersey  
(908) 782-7453 Office (908) 782-7466 Fax

---

**6. RESOLUTIONS:**

Resolution #2024-68      Establishment of Connection Fee

Mr. Anclien made a motion to approve Resolution #2024 – 68, Mr. Murray seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024-69      Establishment of Sanitary Sewer User Fee

Mr. Murray made a motion to approve Resolution #2024 – 69, Mr. Anclien seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024 - 70      Establishment of Sanitary Sewer Surcharge

Mr. Murray made a motion to approve Resolution #2024 – 70, Mr. Tully seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024 - 71      Adoption of Certified Budget for FY 2025

Mr. Murray made a motion to approve Resolution #2024 – 71, Mr. Sipos seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024 - 66      Establishment of Administrative Salaries (previously tabled)

Mr. Murray made a motion to approve Resolution #2024– 72, Mr. Sipos seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024-72      Designation of Public Agency Compliance Officer

Mr. Murray made a motion to approve Resolution #2024 – 72, Mr. Tully seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2024 - 73      Resolution Adopting and Mandating Use of the Open  
Public Records Request Form Pursuant to N.J.S.A. 47-  
1A-5(f)

Mr. Murray made a motion to approve Resolution #2024 – 73, Mr. Anclien seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Resolution #2023 - 74      Authorizing Executive Director to Enter into and  
Terminate Agreements with Greywater / Septage  
Haulers

Mr. Sipos made a motion to approve Resolution #2024 – 74, Mr. Murray seconded the motion.

|                 |              |   |        |
|-----------------|--------------|---|--------|
| Roll call vote: | Mr. Anclien  | - | Yes    |
|                 | Mr. Murray   | - | Yes    |
|                 | Mr. Scipione | - | Absent |
|                 | Mr. Sipos    | - | Yes    |
|                 | Mr. Tully    | - | Yes    |

Mr. Frank Scipione entered the meeting at 5:18 p.m.

Mr. Sena discussed the generator contract and the credit we were owed for the old generator versus the vendor requesting an invoice for the purchase of the old generator instead. The two following resolutions will be late additions to the Agenda.

Resolution #2024 - 75      Authorizing Sale of Surplus Property

Mr. Anclien made a motion to approve Resolution #2024 – 75, Mr. Sipos seconded the motion.

|                 |              |   |     |
|-----------------|--------------|---|-----|
| Roll call vote: | Mr. Anclien  | - | Yes |
|                 | Mr. Murray   | - | Yes |
|                 | Mr. Scipione | - | Yes |
|                 | Mr. Sipos    | - | Yes |
|                 | Mr. Tully    | - | Yes |

Resolution #2024 - 76      Authorizing Revision of Purchase Order

Mr. Murray made a motion to approve Resolution #2024 – 76, Mr. Scipione seconded the motion.

|                 |              |   |     |
|-----------------|--------------|---|-----|
| Roll call vote: | Mr. Anclien  | - | Yes |
|                 | Mr. Murray   | - | Yes |
|                 | Mr. Scipione | - | Yes |
|                 | Mr. Sipos    | - | Yes |
|                 | Mr. Tully    | - | Yes |

7.      **Approval of Minutes:**      Regular and Executive Session Minutes of November 21, 2024

Mr. Scipione made a motion to approve the Regular and Executive Session Minutes from the November 21, 2024 meeting. Mr. Sipos seconded the motion.

|                 |              |   |     |
|-----------------|--------------|---|-----|
| Roll Call Vote: | Mr. Anclien  | - | Yes |
|                 | Mr. Murray   | - | Yes |
|                 | Mr. Scipione | - | Yes |
|                 | Mr. Sipos    | - | Yes |
|                 | Mr. Tully    | - | Yes |



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

Mr. Anclien - The bills totaled \$444,322.61. All appears to be in order.

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

|                 |              |   |     |
|-----------------|--------------|---|-----|
| Roll call vote: | Mr. Anclien  | - | Yes |
|                 | Mr. Murray   | - | Yes |
|                 | Mr. Scipione | - | Yes |
|                 | Mr. Sipos    | - | Yes |
|                 | Mr. Tully    | - | Yes |

**8. Citizens' Privilege:**

Mr. Raymond Frank had questions for the Board on his health benefits after retirement. It was discussed that Division of Pensions is the only one who can provide the exact percentage of his contribution and he should call them, possibly in conjunction, with Mr. Cragin.

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

None

**10. Adjournment of Regular Meeting:**

Mr. Sipos made a motion to adjourn the Regular Meeting. Mr. Scipione seconded the motion. All were in favor.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES

DECEMBER 11, 2024

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. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

None

b) Engineer –

Mr. Madden discussed the reviews for the requested re-occupancy letters and there was discussion on how the process could work more efficiently and how to get the RTMUA approval piece at the beginning of the re-occupancy process. Also discussed was the Belt Filter Press, real flow vs allocated flow, and the Stream Study.

6. **RTMUA Reports:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in the Executive Director's report, specifically a tour of the plant scheduled for a high school class at the end of January 2025. Discussion on hiring an intern(s) for the summer was also discussed.

b) OPERATIONS REPORT

1. Chief Operator's Report

- i) Overtime Recap
- ii) Septage / Greywater Recap
- iii) Monthly Flows

2. Laboratory Summary

3. Maintenance Summary

c) Commissioner's Comments:

None

7. **Discussion:**

a) Re-occupancy Sewerage Approval

Previously discussed

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

Chair Tully – We will be going into Closed Session to discuss Contractual Matters, and Personnel Issues; we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Anclien made a motion to adjourn into Closed Session for the above stated purpose and Mr. Sipos seconded the motion. Closed Session was from 6:03 pm – 6:36 pm.

9. **Adjournment of Work Session:**

Mr. Scipione made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 6:37 pm.