APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING MINUTES

SEPTEMBER 24, 2025

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. Anclien	Here
Mr. Murray	Here
Mr. Scipione	Here
Mr. Sipos	Here
Mr. Tully	Here

Also present were Michael Sciss, RTMUA Executive Director; Regina Nicaretta, RTMUA Executive Secretary; Daniel Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

None

Chairman Tully chose Citizen's Privilege to begin the meeting with.

a) Nishant Tyagi, representing Flemington Fuel, LLC, inquired about connecting the gas station section of the lot which would require 900 gpd / 3 EDUs; the house which had only required 300 gpd / 1 EDU was previously connected. The Board explained the policy of only being able to allocate an additional 300 gpd / 1 EDU, which was not enough for the gas station.

b) Rex Leka, owner of Block 36.04 Lot 77 inquired about capacity for his lot, which has two houses on it. He would like to demolish the homes and put up a five unit townhouse, each with two bedrooms. The Board explained the policy of allocating 300 gpd / 1 EDU and there would not be enough capacity for a townhouse of that size.

5. <u>CONSENT AGENDA</u>:

RESOLUTIONS:

Resolution #2025 – 59 Award of Contract for Purchase of Dry Polymer
(Bid Amount = $2.38 / lb.; $45,220.00 total bid)

Resolution #2025 – 60 Award of Contract for Purchase of Inorganic Sulfur Dioxide
(Bid Amount = $0.925 / lb.; $55,500.00 total bid)

Resolution #2025 – 61 Award of Contract for Purchase of Sodium Hypochlorite
(Bid Amount = $1.7495 / lb.; $131,212.50 total bid)

Resolution #2025 – 62 Approval of Proposal for Janitorial Services
(Proposal = $10,300.00 for year)

Resolution #2025 – 63 Approval of Proposal for Lawn Maintenance Services
(Proposal = $725.00 / cut & $600.00 / quarterly vegetation control)

Resolution #2025 – 64 Award of Contract for Sludge Box Hauling
(Bid Amount = $450.00 / per weekday & $500.00 per Saturday)

Resolution #2025 – 65 Authorization to Purchase NPT Adapter Type Tube Diffuser with PTFE Membrane and Threaded Nipple (NJWCPS)
(Purchase Price = $103,755.00)

Resolution #2025 – 66 Authorization for the Discontinuation of the Acceptance of Cash Payments at Raritan Township Municipal Utilities Authority

Resolution #2025 – 67 Authorization for the Discontinuation of Accepting Septage and Greywater at Raritan Township Municipal Utilities Authority

Resolution #2025 - 68	Appointment of Holman Frenia Allison, P.C. to Provide Operational Audit
Resolution #2025 – 69	Authorizing Raritan Township Municipal Utilities Authority Commissioner's Stipend
Resolution #2025 – 70	Authorizing Acceptance of Deed of Easement from Royal Properties, LLC to the Raritan Township Municipal Utilities Authority for a Sanitary Sewer Line on Block 36 Lot 13 on the Raritan Township Tax Map

Mr. Sipos made a motion to approve Consent Agenda, Resolutions #2025 – 59 through #2025 – 70; Mr. Anclien seconded the motion.

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

Resolution #2025 – 39	Appointment of Alex Gardinsky as Senior Crew Chief

TABLED

The Board directed Counsel to draft a Side Bar Agreement to the Union Contract for the October meeting to present to the Union accepting the hourly wage for Senior Crew Chief.

Resolution #2025 – 58	Audit Report Review for Fiscal Year Ending December 31, 2024

TABLED

Mr. Sipos made a motion to table the Audit; Mr. Anclien seconded the motion.

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

6. Approval of Minutes: Regular and Executive Session Minutes of August 26, 2025

Mr. Sipos made a motion to approve the Regular Minutes and Executive Minutes from the August 26, 2025 meeting. Mr. Anclien seconded the motion.

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

7. Treasurer's Report / Payment of Bills:

Mr. Anclien - The bills totaled $499,170.33; everything appears to be in order. We are at 64.45% of the budget for the year. Last year at this time we were at 64.65% of the budget.

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

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

8. Citizens' Privilege:

Previously addressed.

9. Adjourn into Closed Session by Motion, if Needed

None

10. Adjournment of Regular Meeting:

Mr. Anclien made a motion to adjourn the Regular Meeting. Mr. Murray seconded the motion. All were in favor.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WORK SESSION MINUTES

SEPTEMBER 24, 2025

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1. **<u>The Work Session</u>** of the Raritan Township Municipal Utilities Authority will be called to order upon the adjournment of the Regular Meeting.

2. **<u>Correspondence:</u>**

None

3. **<u>Unfinished Business</u>**:

a) Chief Operator for Plant

Mr. Sciss gave a tour to a potential candidate and has another one scheduled for next week.

b) Meeting at FWWF

Technical Meeting is on October 2, 2025 at 9am. Two commissioners (Mr. Anclien & Mr. Tully), Mr. Madden, Ms. Hickok, and Mr. Sciss will attend.

c) Prime Point Time Keeping

Mr. Anclien needs a contact to help set it up. The Board would like to have Prime Point running concurrently with current payroll system in December.

d) Updating Rules and Regulations

It was discussed that the Rules and Regulations should be updated. The Chairman hoped it could be completed by the end of the year if possible.

e) Foveonics

Mr. Tully has contacted Foveonics; Ms. Nicaretta will pull a sample of what will be scanned for Foveonics to pick up.

4. New Business:

Mr. Sciss discussed the Hunterdon Central High School paving project and approval request.

5. Professional Reports:

a) Attorney –

The appeal to NJDEP decision to deny the stay request for the FWWF Permit is going to the Civil Appeals Settlement Program.

b) Engineer –

Mr. Madden briefly discussed flows, the upcoming FWWF Technical Meeting and the Rate Study.

6. RTMUA Reports:

a) ADMINISTRATIVE REPORT

Mr. Sciss discussed Block 40 Lot 9 and the request from the developer to meet with him. The Board directed Mr. Sciss to have Mr. Krantz inform them they should come before the Board at a meeting.

b) OPERATIONS REPORT

1. Chief Operator's Report

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

2. Laboratory Summary

3. Maintenance Summary

b) Commissioner's Comments:

None

7. Discussion:

a) Board of Commissioner's Authorization for Mr. Sciss and Ms. Willett to attend the AEA Annual Meeting and Conference in AC (November 17 – 18, 2025)

Mr. Murray made a motion to authorize Mr. Sciss and Ms. Willett to attend the meeting and conference. Mr. Anclien seconded the motion.

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

b) Final Draft of FY 2026 Budget

The Chairman suggested there be one more meeting regarding the budget before the October Board of Commissioner's meeting.

8. Adjourn into Closed Session by Motion, if Needed

Chair Tully – I would like to go into Closed Session for the purpose of discussing contractual matters, and potential litigation, and we do not anticipate any official action will 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 5:55 pm – 6:17 pm.

9. Adjournment of Work Session:

Mr. Anclien made a motion to adjourn the Work Session. Mr. Sipos seconded the motion. All were in favor. The Meeting ended at 6:18 pm.