

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 18, 2024

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; Dan Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

None

Mr. Tully chose Citizen's Privilege / Discussion Item "b" to begin the meeting with.

Mr. Michael Gartenberg, a representative of Raritan Town Square and Mr. Bill Lane of Menlo Engineering discussed capacity issues within Raritan Town Square with the Authority's Board. The changes made since the original building of Raritan Town Square and the increase in use was discussed. It was decided that a representative from Raritan Town Square would contact RTMUA's Executive Director and they would go through the retail area of the development together to see exactly what was currently leased on site.

5. **RESOLUTIONS:**

Resolution #2024 – 32 Authorization to Hire Kayleen Miller for Full – Time Employment

Mr. Anclien made a motion to approve Resolution #2024 – 32, Mr. Murray seconded the motion.

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

Resolution #2024 – 33 Authorization to Accept and Execute Wastewater Service Agreement with Readington Township

Mr. Scipione made a motion to approve Resolution #2024 - 33, 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:** Minutes of March 21, 2024

Mr. Sipos made a motion to approve the minutes from the March 21, 2024 meeting. Mr. Murray 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 \$839,134.68; everything appears to be in order. For 2024 we are at 23.5% of the budget, and last year, we were at 26%.

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:

Previously discussed.

9. Adjourn into Closed Session by Motion, if Needed

Chair Tully – We will be going into Closed Session to discuss Personnel Matters, and Contractual Matters; 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 5:18 pm – 6:34 pm.

10. Adjournment of Regular Meeting:

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

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APRIL 18, 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. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney – None

b) Engineer –

Mr. Madden very briefly discussed the items in his report.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in his report; specifically discussing the laboratory renovation progress, the cleaning of the wet well, an issue with a chemical delivery driver at the FWWF and a displaced manhole cover and ongoing manhole inspections in the area.

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) COMMISSIONERS' COMMENTS

Mr. Tully mentioned the AEA article that Mr. Sciss was interviewed for.

7. Discussion:

a) 1st Quarter 2024 Capacity Evaluation

Mr. Madden discussed how the plant was over capacity with the rain events during the quarter. It was noted that FWWF went online four times during the month.

b) Block 16.01 Lot 35; Raritan Town Square

Previously discussed.

c) Block 72.23 Lot 31.01

Previously discussed in Closed Session.

d) Draft Operator Safety Protocols

Mr. Sciss discussed the Draft protocols which will hopefully be simple but effective. He advised the Board that if there were any modifications, changes etc., that they should reach out to him. He also noted he would like it to show that if a situation arose that was not on the protocol, that it was at the discretion of a supervisor to decide whether or not a particular job could be performed with one person or not. Other protocols will be implemented as needed. The Board felt a log should be kept for check-in times at the Main Treatment Plant.

e) Draft Assistant Chief Operator Job Description

Mr. Sciss explained where he got the information for the job description. The Board discussed the way the position would be posted and filled, should the position be implemented. Mr. Sciss requested that the Board review the description again and let him know of any suggestions or modifications to it. The Board felt it should be discussed again at the next meeting.

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

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 6:58 pm.