

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

AUGUST 15, 2024

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

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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	Absent
Mr. Murray	Here
Mr. Scipione	Here
Mr. Sipos	Absent
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

5. **RESOLUTIONS:**

Resolution #2024 – 45      Amendment of Commercial Survey Data Form

Mr. Scipione made a motion to approve Resolution #2024 – 45, Mr. Murray seconded the motion.

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

Resolution #2024 – 46      Amendment of Personnel Policies and Procedures  
Manual and Employee Handbook

Mr. Scipione made a motion to approve Resolution #2024 – 46, Mr. Murray seconded the motion.

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

Resolution #2024 – 47      Change Order for Risk Management Consultant

Mr. Scipione made a motion to approve Resolution #2024 – 47, Mr. Murray seconded the motion.

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

6. **Approval of Minutes:** Regular and Executive Session Minutes of July 18, 2024

Mr. Murray made a motion to approve the Regular Minutes from the July 18, 2024 meeting. Mr. Scipione seconded the motion.

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

Mr. Murray made a motion to approve the Executive Session Minutes from the July 18, 2024 meeting. Mr. Scipione seconded the motion.

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

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

Mr. Murray - The bills totaled \$627,727.91; everything appears to be in order. We are at 58.51% of the budget for the year. I went over everything with Mr. Anclien before the meeting.

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

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

8. **Citizens' Privilege:**

None

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

None

10. **Adjournment of Regular Meeting:**

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

**RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES**

AUGUST 15, 2024

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

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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) To Board of Commissioners from Robert Benedetto, PE regarding Block 16.01 Lot 69.03

The previous allocation and current allocation for the block and lot was discussed. It was discussed that there should be a resolution at the next meeting to address the allocation.

3. **Unfinished Business:**

None

4. **New Business:**

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden briefly discussed the contracts for the belt filter press rehabilitation project, allocation requests, the Commercial Survey form, I & I, the clarifier coating issue, and some other minor items.

**6. RTMUA Reports:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over his report, specifically, the line crew jetting in the area of Stop & Shop and the high grease in the area, a Facebook post that mentioned how helpful and nice Mrs. Hallinger was, the generator docking station, the delivery of the new maintenance truck and Ms. Willett having completed her proficiency test for the state.

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:

**7. Discussion:**

a) Chemical Bid Results

The bid results were discussed. Resolutions awarding contracts would occur at the next meeting.

b) Janitorial Proposals

The janitorial proposals were discussed. There was no price increase. A resolution awarding a contract would occur at the next meeting.



c) Mowing Proposals

The janitorial proposals were discussed. The price increased \$20.00 from last year. A resolution awarding a contract would occur at the next meeting.

d) Establishment of Administrative Salaries

To be discussed at the next budget meeting.

e) Draft of FY 2025 Budget

The next budget meeting was going to be the following week.

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. Scipione made a motion to adjourn into Closed Session for the above stated purpose and Mr. Murray seconded the motion. Closed Session was from 5:33 pm – 6:48 pm.

9. **Adjournment of Work Session:**

Mr. Scipione made a motion to adjourn the Work Session. Mr. Murray seconded the motion. All were in favor. The Meeting ended at 6:49 pm.