

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

FEBRUARY 15, 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. Ancien	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

5. **RESOLUTIONS:**

REORGANIZATION

Mr. Tully - At this point in the meeting, we will conduct our Reorganization. I will open to the members the nomination for the position of Chairperson.

Resolution #2024 - 10 Appointment of Chairperson

Mr. Ancien made a motion to nominate Mr. Tully; Mr. Sipos seconded the motion.

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

Resolution #2024 - 11 Appointment of Vice-Chairperson

Mr. Tully made a motion to nominate Mr. Sipos; Mr. Ancien seconded the motion.

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

Resolution #2024 - 12 Appointment of Secretary

Mr. Tully made a motion to nominate Mr. Scipione; Mr. Sipos seconded the motion.

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

Resolution #2024 - 13 Appointment of Treasurer

Mr. Tully made a motion to nominate Mr. Anclien; 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 - 14 Appointment of Assistant Secretary / Assistant
Treasurer

Mr. Tully made a motion to nominate Mr. Murray; Mr. Anclien seconded the motion.

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

Resolution #2024 – 15 Establishment of Meeting Dates

Mr. Tully – The December meeting is the second Thursday of December; December 12, 2024.

Mr. Sipos made a motion to approve Resolution #2024 – 15; Mr. Scipione seconded the motion.

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

Resolution #2024 – 16 Designation of Depositories, Authorization of Signatories, Electronic Funds Transfers and Cash Management Plan

Mr. Anclien made a motion to approve Resolution #2024 – 16; Mr. Tully seconded the motion.

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

Resolution #2024 – 17 Designation of Official / Legal Newspapers

Mr. Anclien made a motion to approve Resolution #2024 – 17; Mr. Scipione seconded the motion.

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

Appointment of Professionals

Resolution #2024 – 18 Appointment of Auditor
(Contract not to Exceed \$50,000.00)

Mr. Sipos made a motion to approve Resolution #2024 – 18, Mr. Anclien seconded the motion.

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

Resolution #2024 – 19 Appointment of Bond Counsel
(Contract not to Exceed \$10,000.00)

Mr. Sipos made a motion to approve Resolution #2024 - 19; Mr. Anclien seconded the motion.

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

Resolution #2024 – 20 Appointment of Legal Counsel
(Contract not to Exceed \$94,500.00)

Mr. Anclien made a motion to approve Resolution #2024 - 20; Mr. Tully seconded the motion.

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

Resolution #2024 – 21 Appointment of Special Counsel
(Individual Contracts not to Exceed \$34,400.00)

Mr. Sipos made a motion to approve Resolution #2024 – 21; Mr. Anclien seconded the motion.

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

Resolution #2024 – 22 Appointment of Consulting Engineer
(Contract not to Exceed \$284,000.00)

Mr. Sipos made a motion to approve Resolution #2024 – 22; Mr. Anclien seconded the motion.

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

END OF REORGANIZATION

Resolution #2024 – 23 Amendment to Personnel Policies and Procedures
Manual and Employee Handbook

Mr. Anclien made a motion to approve Resolution #2024 – 23; Mr. Scipione seconded the motion.

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

Resolution #2024 – 24 Authorization to Execute Shared Services Agreement
for Qualified Purchasing Agent (“QPA”) with Township
of Raritan
(Annual Fee = \$12,000.00)

Mr. Anclien made a motion to approve Resolution #2024 – 24; Mr. Scipione seconded the motion.

Roll call vote:	Mr. Anclien	-	Yes
	Mr. Murray	-	Yes
	Mr. Scipione	-	Yes
	Mr. Sipos	-	Recuse (not voting)
	Mr. Tully	-	Recuse (not voting)

Resolution #2024 – 25 Authorization to Execute Shared Services Agreement
for Information Technology Services (“IT”) with
Township of Raritan
(Annual Fee = \$18,000.00)

Mr. Murray made a motion to approve Resolution #2024 - 25; Mr. Anclien
seconded the motion.

Roll call vote:	Mr. Anclien	-	Yes
	Mr. Murray	-	Yes
	Mr. Scipione	-	Yes
	Mr. Sipos	-	Recuse (not voting)
	Mr. Tully	-	Recuse (not voting)

Resolution #2024 – 26 Rescinding Resolution #2024 – 02 (Adoption of FY
2024 Budget)

Mr. Anclien made a motion to approve Resolution #2024 - 26; Mr. Scipione
seconded the motion.

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

Resolution #2024 – 27 FY 2024 Adopted Budget Resolution

Mr. Anclien made a motion to approve Resolution #2024 – 27; Mr. Scipione
seconded the motion.

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

Resolution #2024 - 28 Authorization to Purchase an Upgrade to SCADA
System (NJWCPS)
(Amount = \$104,010.81)

Mr. Sipos made a motion to approve Resolution #2024 – 28; Mr. Murray 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 January 18, 2024

Mr. Sipos made a motion to approve the minutes from the January 18, 2024 meeting; Mr. Anclien seconded the motion.

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

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

Mr. Anclien – The bills totaled \$430,296.37. All appears to be in order. We are at 10.64% of the Budget. It sounds a little high, but a lot of things are front loaded; there were purchases that are one-time purchases for the year. It should even out over the next couple of months.

Mr. Scipione 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:**

None

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

10. **Adjournment of Regular Meeting:**

Mr. Ancien 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

FEBRUARY 15, 2024

365 Old York Road, Flemington, New Jersey
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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) Mr. Sciss and Mr. Frank of RTMUA from Jeffrey Kantowitz, Esquire regarding Sewer Treatment Capacity for Block 81 Lot 2 (Readington Township)

Mr. Sena discussed what the correspondence stated and also stated that it would be discussed further in Executive Session as it falls under attorney / client privilege.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney - None
 - b) Engineer –

Mr. Madden discussed the Main Treatment Plant Permit Renewal, the FWWF equalization tank rehabilitation project, rain events, the iBank submission, manhole inspections in the main trunk line, the parking lot draining issue, a walkway issue with the sludge holding tank, a meeting regarding Northlandz and a couple of developer reviews JMT did.

6. RTMUA REPORTS:

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in the Executive Director's report. He specifically mentioned the high school class tour that Mr. Gardinsky gave, and that Ms. Willett participated in and the thank you they received. He also discussed his conversation with the owner of one of the laundromats in town regarding his billing.

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

7. Discussion:

a) LookFirst Quote – New SCADA Server & Backup

Mr. Sciss discussed the pricing and professional contracts.

b) Safety Concern / Policy regarding Plant Operators

Mr. Sciss discussed that this concern had previously been brought up at a Safety Meeting and he thought it had been resolved at the Safety Meeting. He mentioned that the concern has been raised again to the Board.

Mr. Sipos discussed his opinion on the issue. The Board's consensus was there should always be two operators during the day shift and safety protocols for each task should be created and discussed at the next Safety Meeting.

c) RTMUA Commissioner Officer & Committee Assignments

Mr. Tully discussed the sub-committee assignments.

d) Signing of Documents

Mr. Sena discussed the resolution hiring Mr. Sciss as Executive Director. The Board had previously discussed Mr. Sciss being able to take a work vehicle home for business use. Mr. Sena discussed the Vehicle Use Policy for the Executive Director position only and asked for a motion and roll call allowing Mr. Tully to sign an amendment to Mr. Sciss's letter of hire.

Motion: Mr. Anclien

Second: Mr. Sipos

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

Mr. Sena then discussed revising the job description for the Executive Director position. The position of Executive Director would preside over the Maintenance Supervisor and the Chief Operator. Mr. Sena discussed taking formal action to edit the existing Organization Chart by motion and roll call and it would be redistributed to all the employees. Mr. Sena discussed that there were certain duties that could only be performed by the Chief Operator by law. Mr. Sena asked for a motion to formally change the organizational chart to reflect that Mr. Sciss has administrative authority.

Motion: Mr. Sipos

Second: Mr. Anclien

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

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – We will be going into Closed Session for the purpose of discussing Contractual Matters, potential litigation and Personnel Matters 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. Scipione seconded the motion. Closed Session was from 6:17 pm – 7:20 pm.

9. Adjournment of Work Session:

Mr. Scipione made a motion to adjourn the Work Session. Mr. Anclien seconded the motion. All were in favor. The Meeting ended at 7:21 pm.