

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

JANUARY 18, 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	Here
Mr. Hazard	Here
Mr. Scipione	Here (arrived at 5:20 p.m.)
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:**

Resolution #2024 - 01      Resolution of Appreciation to Gary M. Hazard for Service to Raritan Township Municipal Utilities Authority

Mr. Anclien made a motion to approve Resolution #2024 - 01, Mr. Sipos seconded the motion.

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

Resolution #2024 - 02      Adoption of FY 2024 Budget

Mr. Sipos made a motion to approve Resolution #2024 - 02, Mr. Anclien seconded the motion.

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

Resolution #2024 - 03      Association of Environmental Authorities Annual Membership Dues

Mr. Anclien made a motion to approve Resolution #2024 - 03, Mr. Tully seconded the motion.

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

Resolution #2024 - 04      Appointment of Certifying Officer

Mr. Anclien made a motion to approve Resolution #2024 - 04, Mr. Tully seconded the motion.

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

Resolution #2024 - 05      Authorization to Purchase Caterpillar Emergency  
Generator System (ESCNJ Co-Op)  
(Amount = \$40,617.00)

Mr. Sipos made a motion to approve Resolution #2024 - 05, Mr. Anclien seconded the motion.

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

Resolution #2024 - 06      Authorization to Accept Proposals for Laboratory  
Renovation (ESCNJ Co-Op)  
(Amount Not to Exceed \$68,300.00)

Mr. Sipos made a motion to approve Resolution #2024 - 06, Mr. Anclien seconded the motion.

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

Resolution #2024 - 07      Authorization to Purchase Flow Meters (NJWCPS)  
(Amount = \$34,512.82)

Mr. Hazard made a motion to approve Resolution #2024 - 07, Mr. Sipos seconded the motion.

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

Resolution #2024 - 08      Approval of and Authorization to Execute Agreement for Transfer of Wastewater Treatment Capacity and Assignment of Agreement for Reservation of Wastewater Treatment Capacity Macedo Industrial Park V, LLC to Flemington Junction Associates II, LLC (Block 16.01 Lots 3 & 4)

Mr. Hazard made a motion to approve Resolution #2024 - 08, Mr. Anclien seconded the motion.

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

Resolution #2024 - 09      Agreement Concerning Tuition for Commercial Driver's License (CDL)

Mr. Sipos made a motion to approve Resolution #2024 - 09, Mr. Anclien seconded the motion.

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

6. **Approval of Minutes:** Minutes of December 14, 2023

Mr. Hazard made a motion to approve the minutes from the December 14, 2023 meeting. Mr. Anclien seconded the motion.

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

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

Mr. Anclien - The bills totaled \$817,565.63; everything appears to be in order. If you look at the last light blue page, for the year ending 12/31/23; we were at 85.57% of the budget. This year we are running at 4.46% for the first month.

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

Roll call vote:	Mr. Anclien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Absent
	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. Anclien made a motion to adjourn the Regular Meeting. Mr. Tully seconded the motion. All were in favor.



RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
WORK SESSION MINUTES

JANUARY 18, 2024

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

APPROVED

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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:**  
  
None
  3. **Unfinished Business:**  
  
None
  4. **New Business:**  
  
None
  5. **Professional Reports:**
    - a) Attorney – None
    - b) Engineer –

Mr. Madden discussed the FWWF project, the pre-construction meeting that was held for that project. He also discussed the paving project and a minor issue that has occurred after the work was completed, the NJ Infrastructure Bank projects which now require a Treatment Works Approval Application, the main trunk line, the rain events in December, the Capacity Report, the FWWF Permit, and a slight issue with the new SHT.

**6. RTMUA REPORTS:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in the Executive Director's report.

b) OPERATIONS REPORT

1. Chief Operator's Report

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

2. Laboratory Summary

Mr. Sciss discussed Ms. Willett working towards certification for certain in-house laboratory testing.

3. Maintenance Summary

Mr. Sciss mentioned how hard the line and maintenance crews have been working with the rain events and projects.

b) COMMISSIONERS' COMMENTS

**7. Discussion:**

a) 4th Quarter 2023 Capacity Evaluation

Mr. Madden discussed the Capacity Evaluation.

b) Authorization for Mr. Frank, Mr. Sciss and Ms. Willett to attend the AEA Utility Management Conference in Atlantic City, March 12 & 13, 2024

General consensus given.

c) Meeting Dates for Year 2024

Mr. Tully discussed that the meeting dates would remain the third Thursday of each month except for December when the meeting would be held the second Thursday of the month.

d) RTMUA Professional Contracts

The Board felt there was no need to change from the current professionals.

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

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

Mr. Hazard made a motion to adjourn into Closed Session for the above stated purpose and Mr. Anclien seconded the motion. Closed Session was from 5:38 pm – 6:25 pm.

9. **Adjournment of Work Session:**

Mr. Hazard made a motion to adjourn the Work Session. Anclien seconded the motion. All were in favor. The Meeting ended at 6:26 pm.