

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MARCH 21, 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**

Chair Tully – We will be going into Closed Session to discuss Personnel Matters, Contractual Matters, and potential litigation; 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 5:01 pm – 6:12 pm.

Mr. Tully – We are back in Regular Session.

4. APPLICATIONS:

- a) Application for Sewer Service Class II - A, Flemington Junction Associates, LLC (Block 16.01 Lots 3 & 4)

5. RESOLUTIONS:

Resolution #2024 - 29 Approval of Sanitary Sewer Service Class II – A, Flemington Junction Associates, LLC (Block 16.01 Lots 3 & 4)

Mr. Anclien made a motion to approve Resolution #2024 – 29; 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 - 30 Approving Revised Job Description for the Position of Executive Director

Mr. Sipos made a motion to approve Resolution #2024 – 30; 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 - 31 Raritan Headwaters Association Membership

Mr. Anclien made a motion to approve Resolution #2024 – 31; 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 February 15, 2024

Mr. Scipione made a motion to approve the minutes from the February 15, 2024 meeting. Mr. Anclien 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 \$866,507.64; everything appears to be in order. We are running about three quarters of a percent above budget compared to last year.

Mr. Murray made a motion to approve the payment of bills. Mr. Scipione 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. Anclien made a motion to adjourn the Regular Meeting. Mr. Murray seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

MARCH 21, 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:**

- a) To RTMUA Chairperson and Board from Michael Cragin, CPA, RMA of Bowman & Company, LLP

Mr. Tully stated that this was an annual letter that they send providing information related to the audit.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney – None
b) Engineer –

Mr. Madden discussed the Flemington Wet Weather Facility (FWWF) Rehabilitation project, the FWWF Permit renewal and new study, the IPP Report, the clarifier coatings, the diffusers, flows and system capacity.

6. **RTMUA REPORTS:**

- a) ADMINISTRATIVE REPORT

Mr. Sciss went over his report, specifically, the lab renovation and asbestos abatement, the generator installations, the influent pumps, the wet well cleaning, a meeting with Ms. Gilbert and Ms. Barbati of the Township and a complimentary email regarding Ms. Nicaretta from a customer.

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

None

7. **Discussion:**

- a) Authorization for Mr. Frank, Mr. Sciss and Ms. Willett to attend the NJWEA Annual Conference and Exposition in Atlantic City, May 6 – 10, 2024

General consensus.

- b) Possible Change of Use Ordinance

Mr. Sena discussed asking the Township to change their ordinance to require permission from the RTMUA as to available capacity if someone submits a permit where there is a change of use.

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

None

9. **Adjournment of Work Session:**

Mr. Anclien made a motion to adjourn the Work Session; Mr. Scipione seconded the motion. All were in favor. The Meeting ended at 6:39 pm.