
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APPROVED

NOVEMBER 16, 2023

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. Hazard	Here
Mr. Scipione	Here (arrived at 5:01 pm)
Mr. Sipos	Here
Mr. Tully	Here

Also present were Raymond Frank, RTMUA Chief Operator; Regina Nicaretta, RTMUA Executive Secretary; Dan Madden, PE, Johnson, Mirmiran and Thompson; Jason Sena, Esquire, Archer & Greiner.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

Mr. Hazard – We are going to move the Agenda around a little bit tonight, we are going to move Citizen's Privilege to the beginning, we are going to go through the Agenda as it stands and then we have Mr. Tyler calling in with an extra Agenda for Closed Session and some other discussions regarding Human Resources, Personnel Matters etc. With that said we have Mrs. Patricia DeLaney here representing Del – Pat Properties, LLC.

Mrs. DeLaney discussed property owned by Del – Pat Properties, LLC and the capacity reserved for it and inquired if there was any other capacity she could reserve for it because she had a potential purchaser for the property.

Mr. Hazard explained the reason her request had to be denied.

Discussion followed on the potential purchaser's property being contiguous to Del – Pat Properties, LLC's property and RTMUA policy regarding that.

5. RESOLUTIONS:

Resolution #2023 - 66 Authorization for Termination of Performance Bond
Emerald Sky, LLC (Enclave at Raritan) Block 9 Lot
17.02

Mr. Anclien made a motion to approve Resolution #2023 – 66, Mr. Tully seconded the motion.

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

Resolution #2023 - 67 Return of Legal & Engineering and Inspection Escrow
Deposit

Mr. Tully made a motion to approve Resolution #2023 – 67, Mr. Anclien seconded the motion.

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

Resolution #2023 - 68 Approval of Payment Application #6 Final Payment and
Change Order #1 Replacement of Sludge Holding
Tank #1
(Change Order Amount = \$4,470.40)

Mr. Tully made a motion to approve Resolution #2023 – 68, Mr. Ancien
seconded the motion.

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

Resolution #2023 - 69 Acceptance of Bid and Award of Contract to Sovereign
Consulting, Inc. Flemington Wet Weather Facility
Equalization Tank Rehabilitation and Facility Flow
Metering Improvements (Contract #23 – 1)
(Contract Amount = \$110,775.00)

Mr. Ancien made a motion to approve Resolution #2023 – 69, Mr. Tully
seconded the motion.

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

Mr. Hazard – We will discuss Resolutions #2023 – 70, #2023 – 71 and
#2023 – 72 in Closed Session and there will be action on them after Closed
Session.

6. **Approval of Minutes:** Minutes of October 19, 2023

Mr. Scipione made a motion to approve the minutes from the October 19, 2023 meeting. Mr. Sipos seconded the motion.

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

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

Mr. Anclien - The bills totaled \$528,564.40; everything appears to be in order. For the month of November, we are at 75.31%.

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

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

8. **Citizens' Privilege:**

Previously discussed.

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

10. **Adjournment of Regular Meeting:**

Mr. Sipos 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

APPROVED

NOVEMBER 16, 2023

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) Patricia DeLaney of Del – Pat Properties, LLC to Regina Nicaretta of RTMUA regarding Capacity Block 16.01 Lot 16.05

Previously Discussed

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

To discuss in Closed Session

- b) Engineer –

Mr. Madden discussed the FWWF project, the paving project, the NJ Infrastructure Bank projects, flows, the SHT and developer reviews.

6. **RTMUA REPORTS:**

- a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank discussed the items in his report.

2. Laboratory Summary - ok
3. Maintenance Summary - ok
4. Readington Flows

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

a) Agreed Upon Procedures Report – Connection Fee

It was discussed that the Connection Fee went down \$50.00 for 2024 and that it would be part of the Rate Hearing in December.

b) Accessory Apartment Allocations

The Board discussed the Memo from Mr. Jeff Vaccarella, Township Planner regarding the sewer allocation for accessory apartments and the availability of capacity for accessory apartments if needed.

Mr. Hazard thanked Mr. Frank for his service in having taken over the Executive Director role the past few years and made the announcement that Mr. Sciss will be taking over the role of Executive Director as of December 1, 2023.

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

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

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mr. Anclien seconded the motion. Closed Session was from 5:28 pm – 6:51pm.

Work session resumed at 6:52 pm.

Resolution #2023 - 70 Resolution Approving Revised Job Description for the
Position of Executive Director

RESOLUTION REMOVED

Resolution #2023 - 71 Resolution Approving Salary Increase of Maintenance
Supervisor Michael Sciss

Mr. Anclien made a motion to approve Resolution #2023 – 71, Mr. Tully
seconded the motion.

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

Resolution #2023-72 Appointing Michael Sciss as Part – Time Executive
Director

Mr. Tully made a motion to approve Resolution #2023 – 72, Mr. Hazard
seconded the motion.

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

Resolution #2023-73 Extending Stipend of Raymond Frank

Mr. Tully made a motion to approve Resolution #2023 – 73, Mr. Hazard
seconded the motion.

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

Resolution #2023-74 Approving Salary Adjustments for Non – Aligned Employees

Mr. Anclien made a motion to approve Resolution #2023 – 74, Mr. Tully seconded the motion.

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

9. **Adjournment of Work Session:**

Mr. Tully made a motion to adjourn the Work Session. Mr. Anclien seconded the motion. All were in favor. The Meeting ended at 7:06 pm.