

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

OCTOBER 19, 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
Mr. Sipos	Here
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Sewer Service Class I – A, Flemington Fuel, LLC Block 8 Lot 10 (Residence Only)

5. **RESOLUTIONS:**

Resolution #2023 - 59 Introduction of FY 2024 Budget

Mr. Hazard made a motion to approve Resolution #2023 – 59, 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 - 60 Amended 2023 Budget

Mr. Anclien made a motion to approve Resolution #2023 – 60, Mr. Scipione seconded the motion.

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

Resolution #2023 - 61 Approval of Sewer Service Class I – A, Flemington Fuel, LLC Block 8 Lot 10

Mr. Sipos made a motion to approve Resolution #2023 – 61, Mr. Scipione seconded the motion.

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

Resolution #2023 - 62 Authorization for Termination of Performance Bond,
Junction Road Urban Renewal Assoc. (Block 27 Lot
22.01)

Mr. Anclien made a motion to approve Resolution #2023 – 62, Mr. Scipione
seconded the motion.

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

Resolution #2023 - 63 Revision of Personnel Policies and Procedures Manual
and Employee Handbook

Mr. Scipione made a motion to approve Resolution #2023 – 63, Mr. Sipos
seconded the motion.

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

Resolution #2023 - 64 Correcting Starting Salary for Jacob Kim

Mr. Anclien made a motion to approve Resolution #2023 – 64, Mr. Sipos
seconded the motion.

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

Resolution #2023 - 65 Acceptance of Bid and Award of Contract to Asphalt Paving Systems, Inc. Main Treatment Plant Access Road Full Depth Reclamation Paving Project – Phase II (Contract #23-2)
(Contract Amount = \$216,700.00)

Mr. Scipione made a motion to approve Resolution #2023 – 65, Mr. Ancien seconded the motion.

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

6. **Approval of Minutes:** Minutes of September 21, 2023 Meeting

Mr. Sipos made a motion to approve the minutes from the September 21, 2023 meeting. Mr. Scipione seconded the motion.

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

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

Mr. Ancien - The bills totaled \$616,035.65; everything appears to be in order. If you look at the last orange page, last year we were at about 63%; this year we are at 67%. There were a couple of items in there that were more of a timing thing. As far as Tax Sale, there were thirteen properties that went to Tax Sale for a total of \$6,233.00.

Mr. Scipione 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. **Citizen's Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

OCTOBER 19, 2023

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

APPROVED

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 Equalization Tank Rehabilitation and Flow Meter Improvements bid opening results, the paving project, flows, the 3rd Quarter 2023 Capacity Evaluation, the SHT project, the diffusers, and the developers reviews.

6. **RTMUA REPORTS:**

- a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report –

Mr. Frank discussed the items in his report noting Mr. Thomson's (NJUAJIF) comment commending Mr. Sciss and his staff for their efforts and commitment to maintaining a safe work environment.

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

b) COMMISSIONERS' COMMENTS

None

Discussion:

a) 3rd Quarter 2023 Capacity Evaluation

Previously discussed.

b) FWWF Phone Pricing

The Board discussed the pricing options and felt replacing the previous hard line was the best option for safety.

c) FWWF Equalization Tank Rehabilitation and Flow Meter Improvements Bid Opening Results

Previously discussed.

8. Adjourn into Closed Session by Motion, if Needed

Chair Tully – We will be going into Closed Session to discuss Contractual Matters and Personnel Matters and we do not anticipate any official action will need to 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. Hazard seconded the motion. Closed Session was from 5:23 pm – 7:06 pm.

9. Adjournment of Work Session:

Mr. Hazard made a motion to adjourn the Work Session. Mr. Ancien seconded the motion. All were in favor. The Meeting ended 7:07 pm.