

APPROVED

---

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

SEPTEMBER 21, 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	Absent
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 and Jason Sena, Esq., Archer & Greiner.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. **RESOLUTIONS:**

Resolution #2023 - 47      Audit Report Review for Fiscal Year Ending December 31, 2022

Mr. Anclien made a motion to approve Resolution #2023 – 47, Mr. Sipos seconded the motion.

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

Resolution #2023 - 48      Award of Contract for Purchase of Dry Polymer  
(Bid Amount = \$2.17 / lb.; \$41,230.00 total bid)

Mr. Scipione made a motion to approve Resolution #2023 – 48, Mr. Anclien seconded the motion.

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

Resolution #2023 - 49      Award of Contract for Purchase of Inorganic Sulfur Dioxide  
(Bid Amount = \$0.95 / lb.; \$57,000.00 total bid)

Mr. Anclien made a motion to approve Resolution #2023 – 49, Mr. Sipos seconded the motion.

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

Resolution #2023 - 50      Award of Contract for Purchase of Sodium  
Hypochlorite  
(Bid Amount = \$2.135 / gal.; \$160,125.00 total bid)

Mr. Sipos made a motion to approve Resolution #2023 – 50, Mr. Anclien seconded the motion.

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

Resolution #2023 - 51      Approval of Proposal for Janitorial Services  
(Proposal = \$10,300.00 for year)

Mr. Sipos made a motion to approve Resolution #2023 – 51, Mr. Scipione seconded the motion.

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

Resolution #2023 - 52      Approval of Proposal for Mowing Services  
(Proposal = \$620.00 / cut)

Mr. Anclien made a motion to approve Resolution #2023 – 52, Mr. Sipos seconded the motion.

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

Resolution #2023 - 53      Release of Maintenance Guarantee Islamic Center of  
Hunterdon County, Inc. (Block 43 Lot 13)

Mr. Anclien made a motion to approve Resolution #2023 – 53, Mr. Sipos  
seconded the motion.

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

Resolution #2023 - 54      Employment of Mark C. Hallinger as Wastewater  
Treatment Operator

Mr. Anclien made a motion to approve Resolution #2023 – 54, Mr. Scipione  
seconded the motion.

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

Resolution #2023 - 55      Employment of David Summers as Wastewater  
Treatment Operator

Mr. Scipione made a motion to approve Resolution #2023 – 55, Mr. Sipos  
seconded the motion.

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

Resolution #2023 - 56      Resolution Consenting to the Proposed Upper Raritan  
Water Quality Management (WQM) Plan Amendment

Mr. Scipione made a motion to approve Resolution #2023 – 56, Mr. Anclien seconded the motion.

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

Resolution #2023 - 57      Authorization to Endorse NJDEP Treatment Works  
Approval (TWA) Application for Lexington Square  
Partners (Block 16 Lot 14.02)

Mr. Anclien made a motion to approve Resolution #2023 – 57, Mr. Scipione seconded the motion.

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

Resolution #2023 - 58      Acceptance of Performance Guarantee and  
Authorization to Sign Development Agreement, Donald  
Baker Mason Construction, Inc. (Block 16 Lot 14.02)

Mr. Scipione made a motion to approve Resolution #2023 – 58, Mr. Sipos seconded the motion.

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



6. **Approval of Minutes:** Minutes of August 17, 2023

Mr. Sipos made a motion to approve the minutes from the August 17, 2023 meeting. Mr. Anclien seconded the motion.

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

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

Mr. Anclien - The bills totaled \$539,297.58; all appears to be in order. As you noticed the last couple of months, we were trailing a little bit percentage wise; if you look now, we are actually two percent under the previous year for expenses.

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

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

8. **Citizens' Privilege:**

Ms. Kara Kaczynski, Esq. of McNally, Yaros, Kaczynski & Lime, LLC

Ms. Kaczynski discussed the Renewal Agreement for Block 72.23 Lot 31.01 and its expiration date and milestone. The Authority advised Ms. Kaczynski to address if the Application was withdrawn from the Zoning Board or transferred to the Planning Board with the Planning Board and to find out the status of the Application. The Authority would then be able to discuss the status of the Agreement with Ms. Kaczynski.

Mr. Nishant Tyagi discussed Block 8 Lot 10 with the Board. He would like to connect the house only to the sanitary sewer. Mr. Tyagi informed the Board that the house has an original septic system, and the garage has a separate, newer

septic system. The Board advised Mr. Tyagi they would review the rules and address the issue by resolution at the next meeting if it is possible.

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

Chair Tully – We will be going into Closed Session to discuss Labor Negotiations with Teamsters Local 469 and Contract negotiations regarding Readington Township; we do not anticipate any official action will need to 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 5:37 pm – 6:44 pm.

**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

SEPTEMBER 21, 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 –

Mr. Sena discussed co-ops, state contracts and possible shared services. Mr. Frank will reach out to the Township Administrator.

b) Engineer –

Mr. Madden discussed flows, the infrastructure design, the sludge holding tank, the FWWF improvements project, and phase two of the pavement project. The Board discussed the marking of the parking lot that is not included in the bid.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank discussed the items in his report.



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

b) COMMISSIONERS' COMMENTS

None

7. **Discussion:**

- a) Board of Commissioner's Authorization for Mr. Frank, Mr. Sciss and Ms. Willett to attend the AEA Annual Meeting and Conference in AC (November 14 – 15, 2023)

General consensus was given for authorization.

- b) Block 8 Lot 10; 339 Route 31

Previously discussed.

- c) Travel Meal Reimbursement

Mr. Anclien informed the Board he had a suggestion for new amounts. The Board agreed they were appropriate and will be changed in the revised Personnel Handbook / Manual.

- d) Final Draft of Budget

Mr. Tully inquired if the laboratory improvements were put into the budget and commented that the other outstanding items were now in the budget.

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. Tully seconded the motion. All were in favor. The meeting ended at 6:56 pm.