

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

SEPTEMBER 18, 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 and Nicholas Carlson, Esq., Archer & Greiner.

3. PLEDGE OF ALLEGIANCE

Mr. Tully chose Citizen's Privilege to begin the meeting with.

Mr. Frank Dumbreski had concerns he wanted to address to the Board. The concerns were aerosol bio hazards / odors from the plant, sewer capacity, a different access road to the plant for septage haulers and trucks, and the change of use from office buildings to residential housing on Block 74 Lot 5.39.

4. APPLICATIONS:

- a) Application for Sewer Service Class II – A, Two Foster Lane, LLC (Block 27 Lot 30.03)

5. **RESOLUTIONS:**

Resolution #2024 - 48 Audit Report Review for Fiscal Year Ending December 31, 2023

Mr. Sipos made a motion to approve Resolution #2024 – 48, 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 - 49 Amendment to Agreement for Reservation of Wastewater Treatment Capacity Flemington Concrete Products, LLC (Block 27 Lot 30.03)

Mr. Anclien made a motion to approve Resolution #2024 – 49, 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 - 50 Approval of Sanitary Sewer Service Class II – A, Two Foster Lane, LLC (Block 27 Lot 30.03)

Mr. Murray made a motion to approve Resolution #2024 – 50, Mr. Anclien seconded the motion.

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

Resolution #2024 - 51 Award of Contract for Purchase of Dry Polymer
(Bid Amount = \$2.04 / lb.; \$38,760.00 total bid)

Mr. Anclien made a motion to approve Resolution #2024 – 51, 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 - 52 Award of Contract for Purchase of Inorganic Sulfur Dioxide
(Bid Amount = \$0.925 / lb.; \$55,500.00 total bid)

Mr. Murray made a motion to approve Resolution #2024 – 52, Mr. Anclien seconded the motion.

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

Resolution #2024 - 53 Award of Contract for Purchase of Sodium Hypochlorite
(Bid Amount = \$1.943 / gal.; \$145,725.00 total bid)

Mr. Anclien made a motion to approve Resolution #2024 – 53, 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 - 54 Approval of Proposal for Janitorial Services
(Proposal = \$10,300.00 for year)

Mr. Ancien made a motion to approve Resolution #2024 – 54, Mr. Murray seconded the motion.

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

Resolution #2024 - 55 Approval of Proposal for Mowing Services
(Proposal = \$640.00 / cut)

Mr. Murray made a motion to approve Resolution #2024 – 55, Mr. Scipione seconded the motion.

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

Resolution #2024 - 56 6 Raritan Village, LLC (Block 16.01 Lot 69.03)

Mr. Sipos made a motion to approve Resolution #2024 – 56, Mr. Scipione seconded the motion.

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

Resolution #2024 - 57 Approval of Change Order for Shingle Roof Replacement for Kren Building (ESCNJ Co-Op)
(Change Order = \$4,400.00 Less)

Mr. Scipione made a motion to approve Resolution #2024 – 57, Mr. Ancien seconded the motion.

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

Resolution #2024 - 58 Approval of Change Order for contract to Sovereign Consulting, Inc. Flemington Wet Weather Facility Equalization Tank Rehabilitation and Facility Flow Metering Improvements (Contract #23-1)
(Change Order = \$765.00 Less)

Mr. Murray made a motion to approve Resolution #2024 – 58, Mr. Ancien seconded the motion.

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

6. **Approval of Minutes:** Regular and Executive Session Minutes of August 15, 2024

Mr. Scipione made a motion to approve the Regular Minutes from the August 15, 2024 meeting. Mr. Murray seconded the motion.

Roll call vote:	Mr. Ancien	-	Abstain
	Mr. Murray	-	Yes
	Mr. Scipioni	-	Yes
	Mr. Sipos	-	Abstain
	Mr. Tully	-	Yes

Mr. Murray made a motion to approve the Executive Session Minutes from the August 15, 2024 meeting. Mr. Scipione seconded the motion.

Roll call vote:	Mr. Anclien	-	Abstain
	Mr. Murray	-	Yes
	Mr. Scipioni	-	Yes
	Mr. Sipos	-	Abstain
	Mr. Tully	-	Yes

7. Treasurer's Report / Payment of Bills:

Mr. Anclien - The bills totaled \$480,780.33; all appears to be in order. We are at 65% of the budget through nine months. Last year we were at 63%.

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

Mr. Tully stated that while in Regular Session, the Board wanted to authorize JMT to work on a Rate Study, in advance of the regular Rate Hearing in December. The Board also wished to have JMT review and revise the Point System as needed.

Mr. Anclien 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:

Previously addressed.

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. Ancien seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

SEPTEMBER 18, 2024

365 Old York Road, Flemington, New Jersey

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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 Belt Filter Press Project Pre-Con, capacity, and flows (and Quarterly Flow Evaluations), driveway ponding issue, the iBank status, the epoxy issue with the clarifiers and developer reviews.

6. **RTMUA Reports:**

- a) ADMINISTRATIVE REPORT

Mr. Sciss went over his report, specifically, the newly formatted Commercial Surveys, one of the laundromats and meter replacement by owner, Pump Station #2, and the generator at the main treatment plant.

b) OPERATIONS REPORT

1. Chief Operator's Report

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

2. Laboratory Summary

3. Maintenance Summary

c) Commissioner's Comments:

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 18 – 19, 2024)

General consensus was given for authorization.

- b) Final Draft of Budget

Mr. Tully stated that a third budget meeting was held and that some numbers need to be firmed up such as insurance and pension. Other items in the budget were also discussed.

8. Adjourn into Closed Session by Motion, if Needed

Chair Tully – I would like to go into Closed Session for the purpose of discussing contractual matters, and potential litigation, and we do not anticipate any official action will 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. Murray seconded the motion. Closed Session was from 6:26 pm – 6:52 pm.

9. Adjournment of Work Session:

Mr. Murray made a motion to adjourn the Work Session. Mr. Scipione seconded the motion. All were in favor. The meeting ended at 6:53 pm.