

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

AUGUST 17, 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. Ancien	Here
Mr. Hazard	Here
Mr. Scipione	Here
Mr. Sipos	Here
Mr. Tully	Absent

Also present were Ray 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 II – A, 7-11-17 Royal Road, LLC (Block 36.02 Lot 14.01 prev. Lots 14 – 16)

5. **RESOLUTIONS:**

Resolution #2023 - 44 Approval of Sanitary Sewer Service Class II – A, 7-11-17 Royal Road, LLC (Block 36.02 Lot 14.01 (prev. Lots 14-16))

Mr. Anclien made a motion to approve Resolution #2023 – 44, Mr. Scipione seconded the motion.

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

Resolution #2023 – 45 Approval for Payment Application #2 Final Payment Main Treatment Plant Access Road Full Depth Reclamation Paving Project

Mr. Scipione made motion to approve Resolution #2023 – 45, Mr. Anclien seconded the motion.

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

Resolution #2023 – 46 Change Order for Legal Counsel
(Not to Exceed \$85,000.00)

Mr. Sipos made motion to approve Resolution #2023 – 46, Mr. Scipione seconded the motion.

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

6. **Approval of Minutes:** Minutes of July 20, 2023

Mr. Anclien made a motion to approve the minutes from the July 20, 2023 meeting. Mr. Scipione seconded the motion. All were in favor.

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

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

Mr. Anclien –The bills totaled \$874,471.91; all appears to be in order. If you go to the last yellow page, we are a little bit above last year but that has been carrying forward for the past couple of months, about one and three quarters percent. There are forty – one delinquent accounts that are going to Tax Sale in October. They total around \$16,000.00.

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

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

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. Sipos seconded the motion. All were in favor.

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

AUGUST 17, 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) Karin M. Parker, Readington Township Municipal Clerk to RTMUA Board of Commissioners regarding Block 81 Lot 1 (Readington Township) Proposed Amendment to the Upper Raritan Water Quality Management Plan (WQMP)

Mr. Sena – This is a statutory required notice from the Township in order to expand the sewer service area to include the affordable housing project that Readington is looking to construct in Three Bridges.

3. **Old Business:**

Mr. Ancien – We had the Exit Conference for the Audit; it was the same as last year, a clean bill of health and no serious issues.

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

Mr. Sena stated that there had been some discussion on policy changes to the rate structure to account for over usages and it would be addressed at the annual Rate Hearing in December.

- b) Engineer –

Mr. Madden stated they were still working with the iBank for the improvement to the Main Treatment plant, discussed that flows were normal, and flows were 2.78 MGD. He also mentioned that he attended the meeting with Readington Township and that the sludge holding tank project was finishing up.

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) Commissioner's Comments:

None

7. **Discussion:**

a) Memo regarding Travel Meal Reimbursement

Ms. Nicaretta informed the Board that some of the employees that attend conferences would like the Board to consider increasing the amount allocated for reimbursement. A daily stipend versus a per meal allocation was discussed.

b) Chemical Bid Results

Mr. Frank discussed chemical bid results from the bid opening on August 9, 2023 and that the Dry Polymer needed to be rebid because the only bid was received after the bid opening time.

c) Janitorial Proposals

Ms. Nicaretta discussed the janitorial proposal that was received.

d) Mowing Proposals

Ms. Nicaretta discussed the mowing proposal that was received.

e) Establishment of Administrative Salaries

Mr. Hazard stated that the administrative raises would not be decided upon at this time as the Board was currently in negotiations with the Union and the increases would be determined at a later date.

f) Draft of Budget

Mr. Hazard and Mr. Anclien briefly discussed the draft Budget.

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

Mr. Hazard – We will be going into Closed Session to adopt the Closed Session resolution attached to the meeting packet to discuss litigation matters with the NJDEP regarding the FWWF Permit, 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. Sipos made a motion to adjourn into Closed Session for the above stated purpose and Mr. Anclien seconded the motion. Closed Session was from 5:27 pm – 6:20 pm.

9. **Adjournment of Work Session:**

Mr. Scipione made a motion to adjourn the Work Session. Mr. Sipos seconded the motion. All were in favor. The Meeting ended at 6:21 pm.