

APPROVED

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RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES

FEBRUARY 15, 2023

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

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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. Tully	Here

Also present were Regina Nicaretta, RTMUA Executive Secretary; and Daniel Madden, PE, Johnson, Mirmiran & Thompson.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

**5. RESOLUTIONS:**

***REORGANIZATION***

Mr. Tully - At this point in the meeting, we will conduct our Reorganization. I will open up to the members the nomination for the position of Chairperson.

Resolution #2023 - 12      Appointment of Chairperson

Mr. Hazard made a motion to nominate John Tully; Mr. Anclien seconded the motion.

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

Resolution #2023 - 13      Appointment of Vice-Chairperson

Mr. Tully made a motion to nominate Gary Hazard; Mr. Anclien seconded the motion.

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

Resolution #2023 - 14      Appointment of Secretary

Mr. Tully made a motion to nominate Mr. Scipione; Mr. Hazard seconded the motion.

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

Resolution #2023 - 15      Appointment of Treasurer

Mr. Tully made a motion to nominate Jeffrey Ancien; Mr. Hazard seconded the motion.

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

Resolution #2023 - 16      Appointment of Assistant Secretary /      Assistant  
Treasurer

**TABLED**

Resolution #2023 – 17      Establishment of Meeting Dates

Mr. Ancien made a motion to approve Resolution #2023 – 17; Mr. Hazard seconded the motion.

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 18      Designation of Depositories, Authorization of  
Signatories, Electronic Funds Transfers and Cash  
Management Plan

Mr. Ancien made a motion to approve Resolution #2023 – 18; Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 19      Designation of Official / Legal Newspapers

Mr. Anclien made a motion to approve Resolution #2023 – 19; Mr. Hazard seconded the motion.

Roll Call Vote:	Mr. Anclien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 20      Appointment of Certifying Officer

Mr. Hazard made a motion to approve Resolution #2023 – 20; Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Anclien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

*Appointment of Professionals*

Resolution #2023 – 21      Appointment of Auditor  
(Contract not to Exceed \$50,000.00)

Mr. Anclien made a motion to approve Resolution #2023 – 21, Mr. Tully seconded the motion.

Roll Call Vote:	Mr. Anclien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 22 Appointment of Bond Counsel  
(Contract not to Exceed \$10,000.00)

Mr. Scipione made a motion to approve Resolution #2023 - 22; Mr. Ancien seconded the motion.

Roll Call Vote:	Mr. Hazard	-	Yes
	Mr. Mangin	-	Yes
	Mr. Reiner	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 23 Appointment of Legal Counsel  
(Contract not to Exceed \$\_\_\_\_\_)

**TABLED**

Resolution #2023 – 24 Appointment of Special Counsel  
(Individual Contracts not to Exceed \$22,100.00)

Mr. Scipione made a motion to approve Resolution #2023 – 24; Mr. Ancien seconded the motion.

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

Resolution #2023 – 25 Appointment of Consulting Engineer  
(Contract not to Exceed \$262,500.00)

Mr. Scipione made a motion to approve Resolution #2023 – 25; Mr. Ancien seconded the motion.

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

**END OF REORGANIZATION**



6. **Approval of Minutes:** Minutes of January 23, 2023

Mr. Scipione made a motion to approve the minutes from the January 23, 2023 meeting. Mr. Ancien seconded the motion.

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

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

Mr. Hazard – The bills totaled \$465,290.80. All appears to be in order. If you look at the last pink page, you will see that we were around 13.32% last year, we are at 10.51% this year. We don't have last years final numbers until the Audit.

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

Roll Call Vote:	Mr. Ancien	-	Yes
	Mr. Hazard	-	Yes
	Mr. Scipione	-	Yes
	Mr. Tully	-	Yes

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

Mr. Hazard 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

FEBRUARY 15, 2023

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

(908) 782-7466 Fax

APPROVED

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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 – We finally got an answer to the question we had to the iBank.

Mr. Tully – So that everyone knows, we are looking at the iBank to finance, specifically, some of the capital improvements through the infrastructure bank, specifically the DEP part. We do it at the Township with the roads, iBank, but in conjunction with DOT. You get very, very good interest rates, they do a short term loan while the project is going on and then once you are done with your project, it converts to a long term loan. We figured we would try and do that.

Mr. Hazard – Are the rates assessed by our fiscal health or how does that work? I know they are low for the Township, almost free.

Mr. Tully – I think it is the same process as with the Township, basically, your fiscal health, your ability to pay it back within the term of the loan. With the four effluent pumps, which are around \$400,000.00, the problem is that it takes so long to get the iBank financing, that it is two or three months and then it is six months to get the pumps. The problem is,

they don't make parts for the pumps we have anymore, they are the original ones and if something goes wrong, we can't just buy a pump, you have to buy a pair. So, you are talking about four pumps, that are a hundred grand a piece. I think the last time they had a problem with the pumps, Mr. Sciss had to send it out and have a gear machined for one of the parts, which is cost prohibitive. If we can go to the Co-Op with the iBank, it is a lot shorter lead time because we can go and buy them.

Mr. Madden – We don't have to put a spec together, go out to bid, then the DEP has to look at it and they will take three months, the Co-Op is just faster.

Mr. Tully – We are trying to shorten the process.

Mr. Scipione – What is the iBank?

Mr. Madden – New Jersey Infrastructure Bank, they fund water and sewer projects. Basically, what they do is, you get half your loan at market rate and the other half is at half the market rate. It is about 75% of the going market rate. It is pretty good. They do some loan forgiveness, but I wouldn't expect any here.

Mr. Anclien – In the short term loan, do you know what your long term rate is going to be at that point? When you phase out of the short term into the long term?

Mr. Madden – I think it is closed at the end.

Mr. Anclien – So they are not going to give you a long term rate when it is going to be a couple of years before you are finished.

Mr. Madden – They go out and get it every couple of months; they will bundle a bunch of loans together and go out.

Mr. Tully – DEP is much more involved than DOT though.

Mr. Madden – iBank said we can buy the pumps through the Co-op.

Mr. Tully – That will cut three or four months off of the procurement process, so now we can go through, do the paperwork process.

Mr. Madden – It is all done, we just have to hit the button. We were just waiting for that answer. We put the flow meters in for our I & I search in the Flemington Fields section. Some of the data came back a little squirrely so we are working on getting that cleaned up. We are working on the Industrial Pre-Treatment Program Report; that is a yearly thing and that is almost done. There are three customers that have to submit an industrial pre-treatment form, it is something we have to send into DEP. The flow review, we are keeping an eye on things that are going on and rain events and things like that. The sludge holding tank is ongoing. We are still waiting for the contractor's to submit paperwork for the tank cleaning and the paving projects.



6. **RTMUA REPORTS:**

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Normal DMR's, the septage and greywater report is there, the overtime breakdown and Flemington went online one time this past month. I attended the pre-con meeting for Pioneer Development which is the old Barbiche property.

Mr. Tully – Did we ever figure out what is going on with the sewer?

Mr. Frank – Yes. There were two lines that Barbiche put in and I thought they were connected to the front line. They were connected to the back line.

Mr. Tully – That line is not abandoned?

Mr. Frank – It is not abandoned but we just want to verify that because of when they installed them they weren't being billed for it because it was a connection, they are going to dump like five hundred gallons of water and check the manhole.

Mr. Tully – So, they are going to take the downstream manhole, go into that one in the middle of the parking lot, that is immediately upstream, and dump the water.

Mr. Frank – Yes. Ms. Nicaretta worked with the line crew guys to get the grease trap inspections started. They are most of the way done?

Ms. Nicaretta – Yes, they will be done by February 28<sup>th</sup>.

Mr. Frank – The only thing I wanted to bring your attention to was the Readington Flows.

Mr. Tully – 299,862.

Mr. Frank – They are over without having that development in. Again, this is an average daily flow, not their peaked flow.

Mr. Tully – This is the average over twenty – nine days?

Mr. Frank – Correct.

Mr. Tully – That is quite a bit; they flowed a million five last month.

Mr. Frank – No, between the two, three point seven million.

Mr. Madden – One hundred and thirty thousand a day and they are allowed one twenty-five.

Mr. Frank – And they want to add sixteen five per day. Technically sixteen five which might turn into thirteen but is still more.

There is one more thing I want to bring up. Our Covid Policy; I need to update it. What we have done, to keep everyone healthy, if someone tested positive, and they showed me the positive test result, we told them to take three days off, depending how it fell with their days off, for a total of five days and I was paying them to stay home. I know a lot of places are getting away from that because it is a drain and I want to get your feelings on it before I go ahead and drop the hammer.

Mr. Hazard – What is the Township doing?

Mr. Tully – Take your sick time.

Mr. Frank – I didn't want the guys being sick saying "I don't want to burn up all my sick time, I'm feeling fine, I'm going in" and then he gets somebody else sick and then they get somebody else sick and so on and then lose half of my staff.

Mr. Tully – We also can't incentivize staying home at this point. I don't know anyone who is getting Covid time anymore, I think that is a thing of the past.

Mr. Anclien – They have removed all of the emergency regulations.

Mr. Tully – I would say if they say they have it, if they provide a positive test, they have to take the sick time. Or whatever time they have, it can be vacation, sick time, or whatever time it is.

Mr. Hazard – If people ask, just say all the emergency stuff has been lifted but it is also consistent with the policy of the Township.

Mr. Frank – I just wanted to make sure that I'm on the same page. The way I would like to look at it is, we do it this way and there is not going to be any reimbursement for the time used; if I have a problem later on, I might have to go back if I have guys coming in Covid positive, making somebody else sick, and I have multiple Covid positives, then I might have to re-address it.

Mr. Hazard – Has it been a problem?

Mr. Frank – It hasn't, knock on wood, we have made it through the last few years, and everybody that has gotten it, has gotten it personally, not through work. I want to keep that going.

- a) Overtime Recap
- b) Septage / Greywater Recap
- 2. Laboratory Summary
- 3. Maintenance Summary
- 4. Readington Flows



b) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) RTMUA Commissioner Officer & Committee Assignments

Mr. Tully – If you look at the page that starts with the Officers; basically, the only change is the Treasurer is going to be Mr. Anclien and then the Assistant Secretary / Assistant Treasurer will be whoever the new appointment is. The Personnel Committee, obviously Mr. Kendzulak is not here anymore, Mr. Hazard, do you want to wait on that one and see who is appointed?

Mr. Hazard – Yes, I think the person coming on is a union person, that is a negotiator with the union so I would like to have them there for sure.

Mr. Tully – Capacity, instead of Mr. Kendzulak, I'm going to be on that with Mr. Scipione only because capacity / expansion and engineering to me, all goes together. I think Mr. Scipione and I on those, represents the best knowledge base for getting stuff done with that. Plant collections, I'll continue that. Insurance, Mr. Anclien, unless you have an issue with that. I'll continue to be the Flemington Borough liaison; Mr. Scipione, you can stick with Raritan Township; and we can change these once we see whoever the new person is, if it seems to be overloading, for somebody we can change it. Readington, I don't know if you are doing Raritan if you want to keep doing Readington, Mr. Scipione?

Mr. Hazard – We are talking through the lawyers though.

Mr. Tully – If you want to just stick with it and once we start getting involved, then we can see. I'll still be the liaison between the commissioner's and Mr. Frank.

b) Signing of Documents

Ms. Nicaretta – I have everybody's signatures.

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

Mr. Tully – We will be going into Closed Session for the purpose of discussing the Contractual Matters and Personnel Matters 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. Hazard seconded the motion. Closed Session was from 5:30 pm – 6:20 pm.

9. **Adjournment of Work Session:**

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