

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 20, 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; Daniel Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. RESOLUTIONS:

Resolution #2023 – 42 Clarification of “Creation of Policy Concerning Commercial Users Where Capacity is Determined Pursuant to Annual Commercial Survey”

Mr. Anclien made a motion to approve Resolution #2023 – 42, Mr. Sipos seconded the motion.

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

Resolution #2023 – 43 Clarification of Sanitary Sewer Capacity Allocation Procedure 300 Gallons Per Day or Less

Mr. Scipione made a motion to approve Resolution #2023 – 42, Mr. Anclien seconded the motion.

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

6. Approval of Minutes: Minutes of June 15, 2023

Mr. Anclien made a motion to approve the minutes from the June 15, 2023 meeting. Mr. Sipos seconded the motion.

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

7. Treasurer's Report / Payment of Bills:

Mr. Anclien - The bills totaled \$458,563.11; everything appears to be in order. I noticed in the Statement of Expenditures that we were over by almost \$6,000.00 on the Professional Audit Services. We spoke with Mr. Cragin and some of it billed this year is for FY 2022 so it will be an accrual back to 2022 and it will bring 2023 back into line.

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

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

Mr. Anclien – When I was signing checks, I saw there was one for \$2,300.00 and it was going to be capitalized. I talked to Mrs. Gano, and we called Mr. Cragin, and he said it should be \$5,000.00; we shouldn't be capitalizing items under \$5,000.00. He said it doesn't need a resolution, but it should be discussed so we have a record of it. We would like to make a motion to increase our capitalization policy to \$5,000.00.

Mr. Gary made a motion to approve the payment of bills. Mr. Tully seconded the motion.

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

8. Citizens' Privilege:

Mr. D'aniello from Republic Services came to discuss how they had presented a polymer center to the Township in the past but there had been a wastewater issue that didn't allow it to happen. They are currently hoping to propose a fiber recycling center; cardboard, office paper, and mixed shred typed of products. A presort type facility. They believe an additional EDU will be needed in addition to their current allocation.

There was further discussion after Mr. D'aniello left on warehouses using "Flex Space" and the uses, change of use and reviewing those applications for capacity requirements.

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

Chair Tully – We will be going into Closed Session to discuss items under attorney – client privilege; 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. Hazard seconded the motion. Closed Session was from 5:30 pm – 6:02 pm.

10. **Adjournment of Regular Meeting:**

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

JULY 20, 2023

365 Old York Road, Flemington, New Jersey
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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:**

- a) Ross A. Lewin of Faegre Drinker to John Tully, RTMUA regarding Block 27 Lot 28 Additional Sewage Flow Request

Previously Discussed.

3. **Unfinished Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden – Discussed the sludge tank construction, iBank loan, flows, and flow meters. The quarterly capacity report was discussed. The Flemington Wet Weather Facility repair bid items are almost ready to be put out.

6. RTMUA Reports:

a) ADMINISTRATIVE / OPERATIONS REPORT

1. Chief Operator / Director's Report

Mr. Frank – Discussed his report. Johanna Food's flows were also discussed.

2. Laboratory Summary

3. Maintenance Summary

4. Readington Flows

b) Commissioner's Comments:

7. Discussion:

a) 2nd Quarter 2023 Capacity Evaluation

Previously discussed.

8. Adjourn into Closed Session by Motion, if Needed

Chair Tully – We will be going into Closed Session to adopt the Closed Session resolution attached to the meeting packet; we do not anticipate any official action will need to be taken once we come out of Closed Session.

Mr. Tully made a motion to adjourn into Closed Session for the above stated purpose and Mr. Hazard seconded the motion. Closed Session was from 6:18 pm – 7:17 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 7:18 pm.