

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

JULY 16, 2025

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 (arrived at 5:02 pm)
Mr. Sipos	Here
Mr. Tully	Here

Also present were Michael Sciss, RTMUA Executive Director; Regina Nicaretta, RTMUA Executive Secretary; Daniel Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner.

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

None

5. **CONSENT AGENDA:**

RESOLUTIONS:

Resolution #2025 – 39 Appointment of Alex Gardinsky as Senior Crew Chief

TABLED

6. **Approval of Minutes:** Regular and Executive Session Minutes of June 19, 2025

Mr. Murray made a motion to approve the Regular and Executive Session Minutes of the June 19, 2025 meeting. Mr. Anclien seconded the motion.

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

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

Mr. Anclien - The bills totaled \$545,645.29; everything appears to be in order. We are at 49.83% of the budget; last year we were at 51%. For Capital Improvements we are at 42% of budget; we were at 39% the year before.

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

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

8. **Citizens' Privilege:**

None

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

None

10. Adjournment of Regular Meeting:

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

JULY 16, 2025

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:**

None

3. **Unfinished Business:**

None

4. **New Business:**

5. **Professional Reports:**

a) Attorney –

None

b) Engineer –

Mr. Madden discussed the second quarter capacity report and that the theoretical flow was over 4 MGD for the quarter; he also discussed the influent screen, the NJ American Water Usage Report hold up, the site visit to Flemington Industrial Park and Summit Custom Spray Dry and their meters and flow, the GIS mapping from Flemington Borough and flood proofing Pump Station #1.

6. **RTMUA Reports:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over his report, specifically, Ms. Willett receiving her Microbiology Certification, and calls he received from Stockton and Delaware Township regarding possible Shared Services.

b) OPERATIONS REPORT

1. Chief Operator's Report

Mr. Lincoln has been creating mandatory O & M Manuals.

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

2. Laboratory Summary

3. Maintenance Summary

b) Commissioner's Comments:

The Chairman discussed implementing a new, electronic payroll system and the feasibility of the septage / greywater station.

7. **Discussion:**

a) 2nd Quarter 2025 Capacity Evaluation

Previously discussed.

b) Municipal Excess Liability Joint Insurance Fund ("MEL") Required Changes to Personnel Policies and Procedures Manual & Employee Handbook

The required MEL changes were discussed as presented; the Board felt no other changes were necessary. Ms. Nicaretta will proceed with moving forward with the next steps for the resolution and submission to MEL.

c) Administrative Job Descriptions

The Board discussed the above in Closed Session.

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

Chair Tully – I would like to go into Closed Session for the purpose of discussing safety and security matters, personnel matters, contractual matters, and continuing mediation, 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. Sipos seconded the motion. Closed Session was from 6:02 pm – 6:52 pm.

9. **Adjournment of Work Session:**

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