

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING MINUTES

AUGUST 26, 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
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:

- a) Application for Sewer Service Class II – B, Flemington Holiday Inn, LLC (Block 36 Lot 52)

5. **CONSENT AGENDA:**

RESOLUTIONS:

- | | |
|-----------------------|--|
| Resolution #2025 – 47 | Approval of Sanitary Sewer Service Class II – B, Flemington Holiday Inn, LLC (Block 36 Lot 52) |
| Resolution #2025 – 48 | Amendment of Personnel Policies and Procedures Manual and Employee Handbook |
| Resolution #2025 – 49 | Amendment of Schedule of Sewer Use Charges and Fees |
| Resolution #2025 – 50 | Authorization for Increase in Salary for Lauren Willett |
| Resolution #2025 – 51 | Authorization for Increase in Salary for Regina Nicaretta |
| Resolution #2025 – 52 | Return of Legal and Engineering Escrow |
| Resolution #2025 – 53 | Authorization for Termination of Performance Bond Donald Baker Mason Contractors, Inc. (Block 16 Lots 14.02 & 14.05) |
| Resolution #2025 – 54 | Authorization for Termination of Performance Guarantee Larken Associates, LLC (Block 16 Lot 67.01) |
| Resolution #2025 – 56 | Employment of Mario Oliveira as Wastewater Treatment Operator |
| Resolution #2025 – 57 | Increasing the Bid Threshold to \$53,000.00 |

Mr. Anclien made a motion to approve Consent Agenda, Resolutions #2025 – 47 through #2025 – 54 and Resolutions #2025 – 56 & #2025 - 57; Mr. Sipos seconded the motion.

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

Resolution #2025 – 55 Correction of Allocation (Block 33 Lot 1.02)

Mr. Anclien made a motion to approve Resolution #2025 – 55; Mr. Scipione seconded the motion.

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

6. **Approval of Minutes:** Regular and Executive Session Minutes of July 16, 2025

Mr. Murray made a motion to approve the Regular Minutes and Executive Minutes from the July 16, 2025 meeting. Mr. Anclien seconded the motion.

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

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

Mr. Anclien - The bills totaled \$549,621.67; everything appears to be in order. We are at 58.58% of the budget for the year.

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. Sipos 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

AUGUST 26, 2025

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

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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:**

- a) Email from Ryan Elkholy regarding Block 36 Lots 24, 25, 25.01, 27 and 28.01 and Block 36.03 Lots 13.01 & 15

It was discussed that Lot 25 and Lot 25.01 were not contiguous and that ownership of each lot involved needed to be verified before discussion.

3. **Unfinished Business:**

Mr. Ancien and Mr. Tully discussed moving forward with the Prime Point timekeeping system.

The elimination of cash payments from customers and the elimination of the septage station as of January 1, 2026, was also discussed.

4. **New Business:**

The Township approval of the Board's increased compensation was discussed.

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden briefly discussed an email to Ms. Rosenwinkle of NJDEP, and an email to Mr. Sarno regarding commercial property billing.

6. RTMUA Reports:

a) ADMINISTRATIVE REPORT

Mr. Sciss informed the Board of Mr. Lincoln's notice of retirement at the end of the year. The process of obtaining wastewater licensing was discussed. It was decided Mr. Gardinsky's resolution would be tabled again.

b) OPERATIONS REPORT

1. Chief Operator's Report

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

2. Laboratory Summary

3. Maintenance Summary

b) Commissioner's Comments:

Mr. Sipos requested there be a list of Old Business each month so the Board could keep better track of ongoing items.

7. Discussion:

a) Resolution #2017 – 02

The Board discussed accounts reverting to original allocations once Resolution #2017 – 02 did not pertain to them anymore. Counsel advised this could be managed administratively.

b) Chemical Bid Results

The bid results were discussed. The Board rejected the lowest bidder for Dry Polymer as they did not submit all required paperwork, and one form was not completed. Resolutions awarding contracts will occur at the next meeting.

c) Janitorial Proposals

The janitorial proposal was discussed. There was no price increase. A resolution awarding a contract will occur at the next meeting.

d) Mowing Proposals

The mowing proposal was discussed. The price increased \$85.00 from last year. This year a quarterly vegetation control line was also added to the regular mowing. A resolution awarding a contract will occur at the next meeting.

e) Establishment of Administrative Salaries

A resolution addressing administrative salaries for 2026 would be on the October meeting agenda.

f) Draft of FY 2026 Budget

The next budget meeting was going to be after the Labor Day holiday.

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. Anclien made a motion to adjourn into Closed Session for the above stated purpose and Mr. Sipos seconded the motion. Closed Session was from 6:03 pm – 7:02 pm.

9. Adjournment of Work Session:

Mr. Sipos made a motion to adjourn the Work Session. Mr. Anclien seconded the motion. All were in favor. The Meeting ended at 7:03 pm.