

APPROVED

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**RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**REGULAR MEETING MINUTES**

NOVEMBER 20, 2025

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. Murray	Here
Mr. Scipione	Here
Mr. Sipos	Here
Mr. Tully	Here

Also present were Michael Sciss, RTMUA Executive Director; Regina Nicaretta, 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 – 71      Authorization to Execute Side Bar Agreement with Teamsters Local 469 (previously Tabled)

Resolution #2025 – 39      Appointment of Alex Gardinsky as Senior Crew Chief (previously Tabled)

Mr. Ancien made a motion to approve Consent Agenda, Resolutions #2025 – 71 & #2025 – 39; Mr. Tully seconded the motion.

Roll call vote:	Mr. Ancien	-	Yes
	Mr. Murray	-	Yes
	Mr. Scipione	-	Yes
	Mr. Sipos	-	No
	Mr. Tully	-	Yes

Resolution #2025 – 74      Appointment of Risk Management Consultant

Mr. Scipione made a motion to approve Resolution #2025 – 74; Mr. Ancien seconded the motion.

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

Resolution #2025 – 75      Employment of Lyle Cook as Chief Operator

Mr. Murray made a motion to approve Resolution #2025 – 75; Mr. Sipos seconded the motion.

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

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

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

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

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

Mr. Ancien - The bills totaled \$648,493.72; everything appears to be in order. We are at 80% of the budget for the year.

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

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

8. **Citizens' Privilege:**

Mr. Leka was not present; Mr. Sena gave an update on the property. Correspondence had been previously sent to Mr. Leka. New information was received from Mr. Leka regarding the residences on the property; one of which was a multi-family residence. The Board requires Mr. Leka to address an issue with the Board of Adjustment before moving forward with a Sewer Service Application.

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

None

**10. Adjournment of Regular Meeting:**

Mr. Murray made a motion to adjourn the Regular Meeting. Mr. Scipione seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WORK SESSION MINUTES

NOVEMBER 20, 2025

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

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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:**

- a) Primepoint Time Keeping

Mr. Ancien gave an update on the progress of Primepoint. The first "live" payroll with Primepoint should occur in January; it will run parallel with the current system initially.

- b) Updating Rules and Regulations

Mr. Madden stated he was working on the updating and that he needed to confer with legal counsel on some of the items. They would like to have it revised by the December meeting if possible.

- c) Clarifiers – Bond Company

Mr. Sena sent a letter to the Bond Company making a claim to the Bond Company; Mr. Sena will provide an update to the Board once the Bond Company contacts him.

- d) Update Point System

Mr. Sena discussed the current point system and how the point system works.

Mr. Sena also discussed the letter he sent to the State Treasurer on the law regarding health benefits contribution for retirees.



4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

None

b) Engineer –

Mr. Madden briefly discussed the letter sent to the NJDEP regarding the stream study, the response to NJDEP on the Main Treatment Plant Notice of Violation, and the last rain event.

6. **RTMUA Reports:**

a) ADMINISTRATIVE REPORT

Mr. Sciss discussed the non-payment by Frenchtown Borough, of the vactor bill from July, and a call from one of the laundromat owners. Mr. Sciss also discussed the removal of water meters at nine (9) of the eleven (11) pump stations due to backflow preventor requirements. The removal will save the Authority money.

Mr. Anclien made a motion to approve removing the water meters at nine (9) pump stations; Mr. Tully seconded the motion.

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

Mr. Sciss also mentioned the visit he and Mr. Sipos had to the Creekside Development.

b) OPERATIONS REPORT

1. Chief Operator's Report

Mr. Sciss discussed Mr. Lincoln's report, specifically the problem with solids the plant had, and how Mr. Lincoln has been diligently working on SOP's and the Emergency Response Plan (ERP) and that the NJUAIJF inspector that visited the plant was impressed by it.

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

2. Laboratory Summary

3. Maintenance Summary

c) COMMISSIONER'S COMMENTS:

Mr. Anclien informed the Board that the Authority had received conditional approval from the State for the Budget; conditional on the rates being passed at the December Rate Hearing.

7. **Discussion:**

a) Commercial Rates

To be discussed in Closed Session.

b) Operational Audit

Not discussed.

**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. Scipione made a motion to adjourn into Closed Session for the above stated purpose and Mr. Anclien seconded the motion. Closed Session was from 5:51 pm – 7:02 pm.

**9. Adjournment of Work Session:**

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