

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

APRIL 17, 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 (arrived at 5:27)
Mr. Tully	Here

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

3. **PLEDGE OF ALLEGIANCE**

4. **APPLICATIONS:**

- a) Application for Sewer Service Class II – A, 68 Route 31 Flemington, LLC (Block 35 Lot 5, 5.01, 12 & 13)

5. **RESOLUTIONS:**

Resolution #2025 – 34 Resolution of Appreciation Gary Arrington for 25 Years of Service to Raritan Township Municipal Utilities Authority

Mr. Ancien made a motion to approve Resolution #2025 – 34, Mr. Murray seconded the motion.

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

Resolution #2025 – 35 Approval of Sanitary Sewer Service, Class II – A, 68 Route 31 Flemington, LLC (Block 35 Lots 5, 5.01, 12 & 13)

Mr. Scipione made a motion to approve Resolution #2025-35, Mr. Ancien seconded the motion.

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

6. **Approval of Minutes:** Regular and Executive Session Minutes of March 20, 2025

Mr. Scipione made a motion to approve the Regular and Executive Session Minutes from the March 20, 2025, meeting. Mr. Anclien seconded the motion.

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

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

Mr. Anclien - The bills totaled \$915,620.16; everything appears to be in order. We are at 28% of the total budget. The bills may sound high but there is the Alfa Laval press which was \$278,000.00 alone and \$113,000.00 for insurance.

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

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

8. **Citizens' Privilege:**

None

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

10. **Adjournment of Regular Meeting:**

Mr. Anclien 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**

APRIL 17, 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:**

None

5. **Professional Reports:**

a) Attorney – None

b) Engineer –

Mr. Madden very briefly discussed the belt filter press, the Rate Study, Will Serve Letter reviews and the Quarterly Capacity Evaluation.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in his report; specifically discussing lending the vactor and a line crew to the County trench rescue training, color that came through the plant and the procedure followed for contacting NJDEP regarding it, authorization for contacting American Water for usage data, and administrative staff's request for summer hours.

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) COMMISSIONERS' COMMENTS

7. **Discussion:**

a) 1st Quarter 2025 Capacity Evaluation

Previously discussed – Mr. Madden stated that the last quarter, the Authority was right at their number with everything tied in.

b) Authorization to Purchase Water Usage Data from American Water

Authorization was given for Mr. Sciss to follow up.

c) Request for Summer Hours for Administrative Staff

Summer hours were approved; all Board members said yes in a roll call.

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

Chair Tully – We will be going into Closed Session to discuss Personnel Matters, and Contractual Matters official action may 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. Scipione seconded the motion. Closed Session was from 5:35 pm – 6:56 pm.

Mr. Tully stated that the Board was out of Closed Session and back into Work Session.

Resolution #2025 – 35 Appointment of Charles A. Lincoln as Chief Operator

Mr. Sipos made a motion to approve Resolution #2025-35; Mr. Scipione seconded the motion.

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

Mr. Sena stated that the Board wished to adopt a Resolution, #2025 – 37; approving the contract with the Law Firm of Ansell, Grimm & Aaron for retired Judge Joseph P. Quinn's mediation services. He charges \$500.00 an hour and RTMUA will be responsible for a portion of that. It will be a non – fair and open contract for Professional Services.

Mr. Anclien made a motion to approve Resolution #2025 – 37, Mr. Murray seconded the motion.

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

9. Adjournment of Work Session:

Mr. Anclien made a motion to adjourn the Work Session. Mr. Tully seconded the motion. All were in favor. The Meeting ended at 7:00 pm.