

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

FEBRUARY 20, 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 (arrived at 5:03)
Mr. Scipione	Here (arrived at 5:15)
Mr. Sipos	Here
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:**

None

5. RESOLUTIONS:

REORGANIZATION

Mr. Tully - At this point in the meeting, we will conduct our Reorganization. I will open to the members the nomination for the position of Chairperson.

Resolution #2025 - 09 Appointment of Chairperson

Mr. Sipos made a motion to nominate Mr. John Tully; Mr. Anclien seconded the motion.

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

Resolution #2025 - 10 Appointment of Vice-Chairperson

Mr. Tully made a motion to nominate Mr. Scott Sipos; Mr. Anclien seconded the motion.

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

Resolution #2024 - 11 Appointment of Secretary

Mr. Tully made a motion to nominate Mr. Frank Scipione; Mr. Sipos seconded the motion.

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

Resolution #2025 - 12 Appointment of Treasurer

Mr. Tully made a motion to nominate Mr. Jeffrey Anclien; Mr. Sipos seconded the motion.

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

Resolution #2025 - 13 Appointment of Assistant Secretary / Assistant
Treasurer

Mr. Tully made a motion to nominate Mr. Daniel Murray; Mr. Sipos seconded the motion.

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

Resolution #2025 – 14 Establishment of Meeting Dates

Mr. Tully – The December meeting is the second Thursday of December; December 11, 2025.

Mr. Anclien made a motion to approve Resolution #2025 – 14; Mr. Sipos seconded the motion.

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

Resolution #2025 – 15 Designation of Depositories, Authorization of Signatories, Electronic Funds Transfers and Cash Management Plan

Mr. Tully made a motion to approve Resolution #2025 – 15; Mr. Sipos seconded the motion.

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

Resolution #2025 – 16 Designation of Official / Legal Newspapers

Mr. Anclien made a motion to approve Resolution #2025 – 16; Mr. Tully seconded the motion.

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

Appointment of Professionals

Resolution #2025 – 17 Appointment of Auditor
(Contract not to Exceed \$63,000.00)

Mr. Anclien made a motion to approve Resolution #2025 – 17, Mr. Murray seconded the motion.

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

Resolution #2025 – 18 Appointment of Bond Counsel
(Contract not to Exceed \$10,000.00)

Mr. Anclien made a motion to approve Resolution #2025 - 18; Mr. Sipos seconded the motion.

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

Resolution #2025 – 19 Appointment of Legal Counsel
(Contract not to Exceed \$125,000.00)

Mr. Murray made a motion to approve Resolution #2025 - 19; Mr. Sipos seconded the motion.

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

Resolution #2025 – 20 Appointment of Special Counsel
(Individual Contracts not to Exceed \$34,400.00)

Mr. Anclien made a motion to approve Resolution #2025 – 20; Mr. Murray seconded the motion.

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

Resolution #2025 – 21 Appointment of Consulting Engineer
(Contract not to Exceed \$415,000.00)

Mr. Anclien made a motion to approve Resolution #2025 – 21; Mr. Murray seconded the motion.

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

END OF REORGANIZATION

Resolution #2025 – 22 Authorizing Executive Director to Enter into and Terminate Agreements with Greywater / Septage Haulers

Mr. Sipos made a motion to approve Resolution #2025 – 22; Mr. Murray seconded the motion.

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

Resolution #2025 – 23 Authorizing the Execution of an Easement Agreement from Flemington Concrete Products, LLC to the Raritan Township Municipal Utilities Authority for a Sanitary Sewer Line on Block 27 Lot 30.02 on the Raritan Township Tax Map

Mr. Sipos made a motion to approve Resolution #2025 – 23; Mr. Anclien seconded the motion.

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

Resolution #2025 – 24 Approval for Change Order for Purchase of T770 T4
Bobcat Compact Track Loader with Standard
Excavator Equipment (ESCNJ CO-OP)
(Change Order = \$18,000.00 less)

Mr. Sipos made a motion to approve Resolution #2025 - 24; Mr. Murray
seconded the motion.

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

Resolution #2025 – 25 Authorization to Purchase Two (2) Hayward Gordon
XR3(8) Bare Pumps (NJWCPS)
(Amount = \$59,294.00)

Mr. Anclien made a motion to approve Resolution #2025 - 25; Mr. Murray
seconded the motion.

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

Resolution #2025 – 26 Approval of Payment Application #2 Final Payment and
Change Order #1 Main Treatment Plant Access Road
Full Depth Reclamation Paving – Phase II
(Change Order = \$3,125.19 more)

Mr. Anclien made a motion to approve Resolution #2025 – 26; Mr. Murray
seconded the motion.

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

Resolution #2025 - 27 Authorizing the Purchase of Electricity Supply Services
for Public Use on an Online Auction Website

Mr. Sipos made a motion to approve Resolution #2025 – 27; Mr. Anclien 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 January 16,
2025

Mr. Sipos made a motion to approve the Regular and Executive Session Minutes from the January 16, 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 \$1,000,121.16. All appears to be in order. This includes the check for Foley.

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

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

8. Citizens' Privilege:

Mr. Ray Frank reported his discussion with the State regarding his health benefits contribution after retirement. The Board recommended it be discussed with the Township Benefits / HR Coordinator.

9. Adjourn into Closed Session by Motion, if Needed

None

10. Adjournment of Regular Meeting:

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

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

FEBRUARY 20, 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:**

- a) Jacqueline DiLeo, Esq. to RTMUA Board of Commissioners regarding 19 Royal Road, Sewer Service Invoices – Deferment Request

Ms. DiLeo's request was discussed by the Board. Further discussion and attorney recommendations were to be discussed in Closed Session.

3. **Unfinished Business:**

None

4. **New Business:**

Mr. Tully discussed the Zoom meeting Mr. Sciss had with Pacific Solar regarding fact finding regarding solar for RTMUA. It was felt that after the information was presented, it was not cost effective to move forward with it.

5. **Professional Reports:**

- a) Attorney –

Mr. Sena mentioned a message he received from Creekside HOA. Further discussion was to be in Closed Session.

- b) Engineer –

Mr. Madden discussed the FWWF going online, the belt filter press, the ongoing clarifier issue, the Rate Study, and re-occupancy letters.

6. RTMUA REPORTS:

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in the Executive Director's report. He specifically mentioned Bond Counsel's contact and information with iBank, insurance requirements for septage haulers, Ms. Willett's lab audit for certification, and Ms. Miller's excellent job with the scheduling of the grease trap inspections.

b) OPERATIONS REPORT

1. Chief Operator's Report

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

2. Laboratory Summary

3. Maintenance Summary

c) COMMISSIONERS' COMMENTS

7. Discussion:

a) Walmart

The Will Serve letter request was discussed. It was discussed that more review was needed. It was noted that Walmart was possibly on a separate lot than the proposed coffee building; Ms. Nicaretta was asked to verify that.

b) RTMUA Commissioner Officer & Committee Appointments

It was decided to keep all Committee Appointments the same.

c) Signing of Documents

Ms. Nicaretta asked Mr. Murray, Mr. Scipione and Mr. Tully to sign documents before they left.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – We will be going into Closed Session for the purpose of discussing Contractual Matters, and attorney / client privilege matters, 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-mentioned purpose and Mr. Sipos seconded the motion. Closed Session was from 5:54 pm – 7:03 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 7:04 pm.