

APPROVED

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES

MAY 16, 2024

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; Dan Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

- a) Application for Preliminary Sewer Service Class I – B, TWA Required, Raritan Junction, LLC (Block 16.02 Lot 41.02 and Block 16.04 Lot 41.04)
- b) Application for Sewer Service Class II – A, Fieldstone Associates, LP (Block 40 Lot 3)

5. **RESOLUTIONS:**

Resolution #2024 - 34 Approval of Preliminary Sanitary Sewer Service Class I-B, TWA Required, Raritan Junction, LLC (Block 16.02 Lot 41.03 and Block 16.04 Lot 41.04)

Mr. Sipos made a motion to approve Resolution #2024 – 34, Mr. Anclien seconded the motion.

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

Resolution #2024 - 35 Approval of Sanitary Sewer Service Class II – A, Fieldstone Associates, LP (Block 40 Lot 3)

Mr. Anclien made a motion to approve Resolution #2024 - 35, Mr. Sipos seconded the motion.

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

Resolution #2024 – 36 Authorization to Accept Proposal for Shingle Roof Replacement for Kren Building (ESCNJ Co-Op)
(Amount not to Exceed \$ 46,367.06)

Mr. Scipione made a motion to approve Resolution #2024 - 36, 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:** Minutes of April 18, 2024

Mr. Murray made a motion to approve the minutes from the April 18, 2024 meeting. Mr. Scipione 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 - We are looking to approve payment of bills in the amount of \$662,389.54; I reviewed everything and everything appears to be in order. As far as percentages, I looked at it, they are off, and I want to look at it in more detail.

Mr. Tully 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:**

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. Sipos seconded the motion. All were in favor.

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
WORK SESSION MINUTES

APPROVED

MAY 16, 2024

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. **Old Business:**

None

4. **New Business:**

None

5. **Professional Reports:**

a) Attorney –

Mr. Sena stated that at the next meeting, the Board would be approving Executive Session Minutes from several previous meetings.

a) Engineer –

Mr. Madden discussed the work occurring at the FWWF, flows, I & I, developer reviews and the iBank for the belt filter press and the bar screen. He also discussed Block 74 Lot 5.39 and that as long as they kept the plans for Senior Housing as presented, they would have enough capacity for the project. It was discussed that they need to approach the Board to amend the Reservation Agreement for the new usage.

6. **RTMUA REPORTS:**

a) ADMINISTRATIVE REPORT

Mr. Sciss went over the items in his report; specifically discussing the cleaning of the wet well, in which a significant amount of infiltration was

discovered. Repairs for it will be addressed in the near future. He also discussed the Line Crew looking for I & I, the new laboratory renovation, future fecal testing certification and completion of 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

7. **Discussion:**

a) Final Draft Assistant Chief Operator Job Description

The job description was finalized and approved for the potential future position.

Mr. Anclien made a motion to approve the Assistant Chief Operator Job Description with the proposed change to say, "with the knowledge of our type of process." Mr. Tully seconded the motion.

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

b) Block 74 Lot 5.39

Previously discussed.

c) Raritan Town Square

To be discussed in Closed Session.

8. Adjourn into Closed Session by Motion, if Needed

Mr. Tully – I would like to go into Closed Session for the purpose of discussing Labor Negotiations, contract negotiations and potential litigation, and we do not anticipate any official action will be taken once we come out of Closed Session.

Mr. Murray made a motion to adjourn into Closed Session for the above stated purpose and Mr. Anclien seconded the motion. Closed Session was from 5:35 pm – 6:39 pm.

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

Mr. Tully made a motion to amend the cell phone reimbursement policy to have all staff be reimbursed at the same amount. Mr. Anclien 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 wishes to adopt a Resolution, #2024 – 37; which would “establish and create the Assistant Chief Operator position at a salary to be determined upon hiring. To amend the Organizational Chart to include that role. The position would be a non – union position. To adopt the job description that was prepared by the Executive Director with the revision that we discussed previously in Open Work Session.”

Mr. Anclien made a motion to approve Resolution #2024 – 37, Mr. Tully 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 6:42 pm.