
RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING MINUTES

OCTOBER 16, 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. Ancien	Here
Mr. Murray	Here
Mr. Scipione	Here
Mr. Sipos	Here
Mr. Tully	Here

Also present were Michael Sciss, RTMUA Executive Director; Kayleen Miller, RTMUA Office Assistant; Daniel Madden, PE, Johnson, Mirmiran & Thompson; Jason Sena, Esquire, Archer & Greiner and Matthew Krantz, Esquire, Tyler, Aversano & Krantz.

3. PLEDGE OF ALLEGIANCE

4. APPLICATIONS:

None

5. CONSENT AGENDA:

RESOLUTIONS:

Resolution #2025 – 58 Audit Report Review for Fiscal Year Ending
December 31, 2024 (previously Tabled)

Resolution #2025 – 72 Establishment of Administrative Salaries

Resolution #2025 – 73 Introduction of FY 2026 Budget

Mr. Sipos made a motion to approve Consent Agenda, Resolutions #2025 – 58, #2025 – 72 and #2025 - 73; Mr. Murray seconded the motion.

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

Resolution #2025 – 71 Authorization to Execute Side Bar Agreement with
Teamsters Local 469

TABLED

Mr. Sipos made a motion to table Resolution #2025 – 71 until the next meeting; Mr. Murray seconded the motion.

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

Resolution #2025 – 39 Appointment of Alex Gardinsky as Senior Crew Chief

TABLED

The Board could not approve Resolution #2025 – 39, without approving Resolution #2025 – 71.

Chairman Tully chose to continue the meeting with Citizen's Privilege as the next Agenda item.

- a) Rex Leka, owner of Block 36.04 Lot 77, inquired about capacity for his lot, as he did at the previous September 24, 2025 meeting. He was informed to contact the Authority's secretary after the meeting for further information.

Mr. Sena recused himself as legal counsel for the upcoming Citizen's Privilege discussion due to a conflict of interest. Mr. Krantz of Tyler, Aversano & Krantz, P.C. was the Authority's legal counsel for the discussion.

- b) Elizabeth Hampton of Fox Rothchild, LLP attended as a representative of Lennar in addition to Lennar representatives and their consultant, Brandon Fetzer of Pennoni to discuss capacity for Fair Share Housing on Block 40 Lot 9. Mr. Madden, the Authority's consulting engineer, discussed the Authority's capacity evaluations, current capacity situation, allocations, reservations, Flemington Borough's allocation and flow, Readington Township's allocation and flow and the current allocation policy.

Once Citizen's Privilege was completed, Mr. Krantz left the meeting and Mr. Sena returned as legal counsel for the remainder of the meeting.

6. Approval of Minutes: Regular and Executive Session Minutes of September 24, 2025

Mr. Ancien made a motion to approve the Regular Minutes and Executive Minutes from the September 24, 2025 meeting. Mr. Sipos seconded the motion.

Roll call vote:	Mr. Ancien	-	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 \$961,511.15; everything appears to be in order. We are at 71% of the budget for the year.

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. Scipioni	-	Yes
	Mr. Sipos	-	Yes
	Mr. Tully	-	Yes

8. Citizens' Privilege:

Previously addressed.

9. Adjourn into Closed Session by Motion, if Needed

None

10. Adjournment of Regular Meeting:

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

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WORK SESSION MINUTES

OCTOBER 16, 2025

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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) Chief Operator for Plant

Mr. Sciss gave tours to two potential replacements for the Chief Operator position and inquired about setting up interviews for them.
 - b) Prime Point Time Keeping

Mr. Anclien still needs a contact information to help set it up. The Board would like to have Prime Point running concurrently with current payroll system in December.
 - c) Updating Rules and Regulations

It was discussed that the Rules and Regulations should be updated. The Chairman hoped it could be completed by the end of the year if possible.
 - d) Clarifiers – Bond Company

Mr. Sena drafted a letter to the Bond Company. He will confer with Mr. Madden before sending.
 - e) Update Point System

To be discussed in Executive Session.

- f) Operational Audit

Mr. Anclien stated all administrative staff was interviewed and that a report would be forthcoming in the near future and would be discussed at the November meeting.

4. **New Business:**

None

5. **Professional Reports:**

- a) Attorney –

None

- b) Engineer –

Mr. Madden briefly discussed the Rate Study for the over approximately 250 commercial accounts. His opinion was to take those with up to five EDUs and charge by allocation only, not survey, unless there was a certain exclusion. He also discussed inflow and infiltration.

6. **RTMUA Reports:**

- a) ADMINISTRATIVE REPORT

No one had any questions about Mr. Sciss's report.

- 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) COMMISSIONER'S COMMENTS:

None

7. **Discussion:**

a) 3rd Quarter 2025 Capacity Evaluation

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. Anclien made a motion to adjourn into Closed Session for the above stated purpose and Mr. Sipos seconded the motion. Closed Session was from 6:04 pm – 6:40 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 6:41 pm.