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WASHINGTON TOWNSHIP MUA - REGULAR MEETING  
October 3, 2018

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# AGENDA

Time \_\_\_\_\_ PM

Adequate notice of this meeting of the WTMUA was given to the Daily Record and the Courier News on March 2, 2018. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Chairman Cullen\_\_\_\_\_, Vice Chairman Napolitano\_\_\_\_\_, Akin \_\_\_\_\_,  
Babb\_\_\_\_\_, Sparone \_\_\_\_\_

Alternate Members: 1<sup>st</sup> Alt - <none> \_\_\_\_\_, 2<sup>nd</sup> Alt – <none> \_\_\_\_\_

Liaison Member: Liaison Forsbrey \_\_\_\_\_

Staff: Executive Director Craig Spencer \_\_\_\_\_, Executive Secretary Waller\_\_\_\_\_,  
Attorney Gregory\_\_\_\_\_

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## ATTACHMENTS

- Pg. 3 – 09\_2018 checkbook register
- Pg. 5 – 08\_2018 billing adj
- Pg. 12 – BUDG-2019 181003 SOP
- Pg. 14 – BUDG-2019 181003 SCAP
- Pg. 16 – BUDG-2019 181003 WOP
- Pg. 18 – BUDG-2019 181003 WCAP
- Pg. 21 – MEL Bulletin - OPMA 9-11-18
- Pg. 22 – Res-1810a policies and procedures manual revise per MEL
- Pg. 23 – 181003 director's report

## CORRESPONDENCE

- Pg. 25 – 180927 -barkman -old farmers manhole work
- Pg. 26 – 180902 sm23 -heartwood ecological consulting -tree mitigation plan
- Pg. 34 – 08\_2018 ytd cap exp balance
- Pg. 36 – 0818 dca budget summary
- Pg. 39 – 0818 p\_l budget final
- Pg. 42 – 2018 ytd leak adj data
- \_08\_2018\_outstanding balance report comparison

## REGULAR MEETING

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### 1. SALUTE THE FLAG

### 2. APPROVAL OF 8/1/18, 9/05/18, 9/18/18 MINUTES

Action Required: Nothing at this time

### 3. SEPTEMBER CHECKBOOK REGISTER

Action Required: Approval of presented Checkbook Register.

Motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to approve the presented Checkbook Register.

Vote: \_\_\_\_ Cullen \_\_\_\_ Napolitano \_\_\_\_ Akin \_\_\_\_ Babb \_\_\_\_ Sparone

### 4. VOUCHERS OVER \$6000

Nothing at this time.

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**5. BILLING ADJUSTMENTS: AUGUST**

Action Required: Approval of Billing Adjustments.

Motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to approve the presented Billing Adjustments.

Vote: \_\_\_ Cullen \_\_\_ Napolitano \_\_\_ Akin \_\_\_ Babb \_\_\_ Sparone

**6. WATER TANK REVIEW**

Action Required: Discussion of water tank inspections

**7. 2019 BUDGET**

Action Required: Discussion of presented operating budget

**8. PERSONNEL POLICIES AND PROCEDURES MANUAL**

Action Required: Approved Resolution 18-10-A revising the Personnel Policies and Procedures Manual per JIF requirements. Motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to approve Resolution 18-10-A.

Vote: \_\_\_ Cullen \_\_\_ Napolitano \_\_\_ Akin \_\_\_ Babb \_\_\_ Sparone

**9. AWARDS DINNER**

Action Required: Discussion

**10. DIRECTORS REPORT**

Action Required: Review of report

**ADJOURNMENT**

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Adjournment - Motion to adjourn the Regular Meeting made at \_\_\_\_\_ PM, by \_\_\_\_\_ & seconded by \_\_\_\_\_.

Vote: \_\_\_ Cullen \_\_\_ Napolitano \_\_\_ Akin \_\_\_ Babb \_\_\_ Sparone