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**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
June 3, 2009

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:30 p.m. on June 3, 2009.

Adequate notice of this meeting of the W.T.M.U.A. was given to the Observer Tribune and the Daily Record on February 8, 2009. Notice was also posted on the Municipal Building Bulletin Board.

Members Present:	Messrs.	Akin, Napolitano, Cullen
Alt. Members Present:	Messrs.	
Members Absent:	Messrs.	Strawn, LaVista
Alt. Members Absent:	Messrs.	Kramer, Popper

Staff Members Present: Executive Director (E.D.) Costic, Secretary Waller, Attorney Gregory, Engineer D. Egarian\*, Engineer J. Egarian\*, Engineer Liu\*

\*Left at 9:03 p.m.

Approved Minutes of the May 6, 2009 Regular Meeting

Motion was made by Mr. Cullen and seconded by Mr. Akin that the May 6, 2009 Meeting Minutes be approved as presented. Motion was carried by the following vote:

AYES:	Messrs.:	Akin, Cullen
NAYS:	None	
ABSTAIN:	Messrs.:	Napolitano

Payment of Bills – 5/1/09 – 5/30/09 - Check Register

Motion was made by Mr. Cullen, and seconded by Mr. Napolitano, that the payments of bills are approved on the signature of the proper official. Motion was carried by the following vote:

AYES:	Messrs.:	Akin, Cullen, Napolitano
NAYS:	None	
ABSTAIN:	None	

**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
 June 3, 2009

Washington Township MUA

05/29/2009 12:21 PM

Register: 1156 - Operating Checking

From 05/01/2009 through 05/31/2009

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/01/2009	19854	Post Office	Accounts Payable:2119...	water restrictio...	366.15			113,207.94
05/01/2009	efi12113...	PERS Div of Pens & ...	Accounts Payable:2119...	32560	3,568.52			109,639.42
05/01/2009	efi12113...	PERS Health Div of ...	Accounts Payable:2119...	92-1683-0 Hea...	6,264.15			103,375.27
05/04/2009	19855	Post Office	Accounts Payable:2119...	postage for bill...	249.26			103,126.01
05/07/2009			BOND 1995 Bond Issu...	Funds Transfer			147,219.75	250,345.76
05/08/2009	19856	Accurate Pest Contro...	Accounts Payable:2119...	Monthly service	62.00			250,283.76
05/08/2009	19857	Accurate Waste Rem...	Accounts Payable:2119...	april 2009 slud...	3,507.20			246,776.56
05/08/2009	19858	Advance Auto Parts	Accounts Payable:2119...	generator parts	16.12			246,760.44
05/08/2009	19859	BLX	Accounts Payable:2119...		4,250.00		<-- 1998 Bonds Arbitrage Review	242,510.44
05/08/2009	19860	Brown & Brown of ...	Accounts Payable:2119...	acc #WASTO0...	250.00			242,260.44
05/08/2009	19861	Buckman's Inc.	Accounts Payable:2119...	or #287679 W...	4,658.51			237,601.93
05/08/2009	19862	Coyne Chemical	Accounts Payable:2119...	WASH46	2,079.24			235,522.69
05/08/2009	19863	D.J. Egarian & Asso...	Accounts Payable:2119...		16,263.87			219,258.82
05/08/2009	19864	Daily Record	Accounts Payable:2119...	acc #187378	44.18			219,214.64
05/08/2009	19865	DustinHingel	Accounts Payable:2119...		1,054.37		<-- License Course Reimbursement	218,160.27
05/08/2009	19866	Embarq / Sprint	Accounts Payable:2119...	acc #908-876-3...	921.40			217,238.87
05/08/2009	19867	FSC Leak Detection	Accounts Payable:2119...	Leak Detection...	687.50			216,551.37
05/08/2009	19868	GA Industries Inc.	Accounts Payable:2119...	acc #W01190835	2,021.00			214,530.37
05/08/2009	19869	Gregory and Reed, P...	Accounts Payable:2119...	Legal Srvcs	5,665.16			208,865.21
05/08/2009	19870	Hunterdon County D...	Accounts Payable:2119...	acc #1905785	12.72			208,852.49
05/08/2009	19871	InSite Engineering, L...	Accounts Payable:2119...	1/12/09 invoice...	2,288.20			206,564.29
05/08/2009	19872	JCP&L	Accounts Payable:2119...	VOID:		X		206,564.29
05/08/2009	19873	Jeff McNeel, Sr.	Accounts Payable:2119...	mileage for C2 ...	635.25			205,929.04
05/08/2009	19874	JIF	Accounts Payable:2119...	2nd install insu...	21,917.97			184,011.07
05/08/2009	19875	Jill Waller	Accounts Payable:2119...	expenses	134.23			183,876.84
05/08/2009	19876	JLM Computers	Accounts Payable:2119...		380.00			183,496.84
05/08/2009	19877	Lee Co.	Accounts Payable:2119...		3,014.17			180,482.67
05/08/2009	19878	Licon Lighting & Su...	Accounts Payable:2119...	acc #30070 Sur...	185.00			180,297.67
05/08/2009	19879	Morris County Statio...	Accounts Payable:2119...	023015	134.38			180,163.29
05/08/2009	19880	Nisivoccia & Compa...	Accounts Payable:2119...	acc #00076R - ...	11,125.00		<-- '08 Audit Payment	169,038.29
05/08/2009	19881	NJ Dept of Labor & ...	Accounts Payable:2119...	EIN 0-222-216...	3,504.00		<-- Josh Beam Unemployment	165,534.29
05/08/2009	19882	NJ Water Supply Aut...	Accounts Payable:2119...	Jan-Mar 2009	884.28			164,650.01
05/08/2009	19883	North East Scientific	Accounts Payable:2119...	acc #125796	349.63			164,300.38
05/08/2009	19884	Office Direct Inc.	Accounts Payable:2119...		475.56			163,824.82
05/08/2009	19885	One Call Systems, Inc.	Accounts Payable:2119...	75503	105.10			163,719.72
05/08/2009	19886	Passaic Valley Sewer...	Accounts Payable:2119...	acc #00081-01	5,440.00			158,279.72
05/08/2009	19887	Pumping Services, Inc.	Accounts Payable:2119...		4,318.00		<-- Booster Pump OFR School \$3.5K	153,961.72
05/08/2009	19888	QC Inc.	Accounts Payable:2119...	C00154	493.00			153,468.72
05/08/2009	19889	R & D Trucking, Inc.	Accounts Payable:2119...	Sldg Rmvl	3,770.00			149,698.72
05/08/2009	19890	Recorder Publishing ...	Accounts Payable:2119...	4/16 special me...	25.20			149,673.52

**WASHINGTON TOWNSHIP MUA**  
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Washington Township MUA

05/29/2009 12:21 PM

Register: 1156 - Operating Checking  
From 05/01/2009 through 05/31/2009  
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/08/2009	19891	Rio Supply, Inc.	Accounts Payable:2119...	acc #WASH 24...	5,522.05			144,151.47
05/08/2009	19892	Stephan Farm Supply	Accounts Payable:2119...	Pete rain gear	32.20			144,119.27
05/08/2009	19893	Straco III Auto Parts	Accounts Payable:2119...	W300	263.96			143,855.31
05/08/2009	19894	Taylor Oil Co.	Accounts Payable:2119...	01-0063365	2,094.66		<-- Current Fuel / Heating Oil Vendor	141,760.65
05/08/2009	19895	Toby Barkman	Accounts Payable:2119...		10,160.11			131,600.54
05/08/2009	19896	United States Plastics...	Accounts Payable:2119...	100771	190.94			131,409.60
05/08/2009	19897	Valley Cleaners	Accounts Payable:2119...	66-504; 66-503	119.00			131,290.60
05/08/2009	19898	Verizon/Bell	Accounts Payable:2119...		125.50			131,165.10
05/08/2009	19899	VS Land Data LLC	Accounts Payable:2119...	VS project #08...	2,032.50			129,132.60
05/08/2009	19900	Waste Management ...	Accounts Payable:2119...	100-0059416-0...	565.62			128,566.98
05/08/2009	19901	JCP&L	Accounts Payable:2119...		26,616.23			101,950.75
05/12/2009	JE 09_31		Retained Earnings	reverse audit's ...		X	8,169.62	110,120.37
05/13/2009		PNC Bank	6510 - Bank Charges	refund April 20...			310.35	110,430.72
05/13/2009	eft163209	*Capital Funds Trans...	-split-	Cap fund transf...			18,334.55	128,765.27
05/13/2009	eft782539		1121 - Payroll Checking	5/15/09 payroll...	23,496.66			105,268.61
05/14/2009			-split-	Deposit			672.37	105,940.98
05/14/2009	19902	NJ DEP-PO Box 441	Accounts Payable:2119...	Les Wright S-2...	70.00			105,870.98
05/20/2009	19903	Advance Auto Parts	Accounts Payable:2119...	oil for emergen...	21.98			105,849.00
05/20/2009	19904	AT&T Mobility	Accounts Payable:2119...	05369412-001-...	199.35			105,649.65
05/20/2009	19905	Brown & Brown of ...	Accounts Payable:2119...	Pol #B174105	150.00			105,499.65
05/20/2009	19906	Clarks Cleaning	Accounts Payable:2119...	Cleaning Service	495.20			105,004.45
05/20/2009	19907	Elizabethtown Gas 0...	Accounts Payable:2119...	6839340711	48.12			104,956.33
05/20/2009	19908	Elizabethtown Gas 2...	Accounts Payable:2119...	4292272661	16.15			104,940.18
05/20/2009	19909	Elizabethtown Gas 3...	Accounts Payable:2119...	3023945621	1,092.36			103,847.82
05/20/2009	19910	Elizabethtown Gas 5...	Accounts Payable:2119...	5305345621	77.14			103,770.68
05/20/2009	19911	Elizabethtown Gas 6...	Accounts Payable:2119...	4540016291	31.35			103,739.33
05/20/2009	19912	Elizabethtown Gas 6...	Accounts Payable:2119...	0371846641	48.37			103,690.96
05/20/2009	19913	Elizabethtown Gas 9...	Accounts Payable:2119...	0150129641	61.92			103,629.04
05/20/2009	19914	Elizabethtown Gas 9...	Accounts Payable:2119...	9715445621	70.27			103,558.77
05/20/2009	19915	Home Depot	Accounts Payable:2119...	603532250043...	596.34			102,962.43
05/20/2009	19916	JCP&L	Accounts Payable:2119...	acc #10 00 01 ...	643.75			102,318.68
05/20/2009	19917	Staples	Accounts Payable:2119...		178.68			102,140.00
05/20/2009	19918	Verizon/Bell	Accounts Payable:2119...	acc #201 z42-3...	171.16			101,968.84
05/28/2009			1121 - Payroll Checking	5/29/09 payroll...	26,319.10			75,649.74

**Billing Adjustments - April 2009**

Motion was made by Mr. Cullen, and seconded by Mr. Aiken, that the billing adjustments for April 2009 be approved as presented. Motion was carried by the following vote:

AYES:           Messrs.:     Akin, Cullen, Napolitano  
NAYS:           None  
ABSTAIN:       None

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**WASHINGTON TOWNSHIP MUA**  
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June 3, 2009

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Start Batch: 003885  
End Batch: 003944

Washington Township Municipal Utilities Auth.  
Trial Balance for the Period - 04/01/09 - 04/30/09

Printed: 05/11/09 2:36 PM  
Page 1 of 1

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<b>Total Outstanding Balance - Start of Business on 04/01/09 :</b>	485,051.67
<b>Total Amount Billed :</b>	240.00
<b>Total Payments Received :</b>	-228,438.57
<b>Payments-Principal :</b>	-227,776.62
<b>Payments-Interest :</b>	-661.95
<b>Total Adjustments :</b>	-3,586.65
<b>RETURNED PAYMENTS ONLY (Bad Checks, etc.)</b>	
<b>Principal:</b>	923.83
<b>Miscellaneous:</b>	.00
<b>Interest:</b>	175.87
<b>Total:</b>	<b>1,099.70</b>
<b>Total Outstanding Balance - Close of Business on 04/30/09 :</b>	253,266.45

Open to the Public

Being that there is no Public present the meeting was closed to the Public.

Closed to the Public

Washington Township Historical Society Rates

<b>RESOLUTION</b> <b>2009 Rate Schedule Amendment</b>
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**No. 09-06-D**

**WHEREAS**, the Washington Township Municipal Utilities Authority (Authority) has reviewed written and verbal requests by the Washington Township Historical Society seeking relief from the current Sewer and Water Service charges it receives; and,

**WHEREAS**, the Authority has found that, because of its single active building and the small infrequent use of that building, the Historical Society has special and unique operational circumstances that renders its use of water and discharge of sewage well below that of other users on the Authority's systems; and,

**WHEREAS**, the *de minimus* use by the Historical Society had been reflected in a past reduction of the Water User charge applied; and,

**WHEREAS**, the Authority accepts the Historical Society's request to have the Sewer Service charges reflect the usage in the same proportion established by the previously modified Water Service charges; and,

**WHEREAS**, to retain the same proportioning of Historical Society charges to standard Commercial charges for Sewer Service as currently applied to Water Service, the Sewer Service charges approved by Resolution No. 06-12-A, at paragraph B. Sewer User Fees, section 5. Historical, must be reduced from: \$484.00 per year & \$121.00 per quarter, payable in advance each quarter, to: \$59.40 per year & \$14.85 per quarter, payable in advance each quarter; and,

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**WASHINGTON TOWNSHIP MUA  
MEETING MINUTES**

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June 3, 2009

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**WHEREAS**, such rate change effects only the rate charged to the “Historical” user class; and,  
**WHEREAS**, since the Historical Society is the only user in that user class, the impact of the rate change on the user class is considered by the Authority to be *de minimus*.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris that:

1. The Sewer Service charge for the “Historical” are hereby changed to be user class \$ 59.40 per year & \$14.85 per quarter, payable in advance each quarter.
2. The rate charged as adopted herein shall be retroactive to last quarterly billing prior to this date made to the Historical Society.
3. This resolution shall take effect immediately.

**INTRODUCED AND PASSED:** June 3, 2009

Motion was made by Mr. Cullen, seconded by Mr. Napolitano, that the foregoing Resolution to adopt the new sewer rate for the Historical Society category with the following changes. In the seventh “Whereas”, the copy will be deleted following ...”to be de minimus”, and the copy “per year” will be added to the fifth “Whereas” after the amount “\$484.00”. Motion was carried by the following Roll Call Vote:

AYES:                Messrs:     Akin, Cullen, Napolitano  
NAYS:                None  
ABSTAIN:            None

Identity Theft Prevention Program

**RESOLUTION**

**Adopting an Identity Theft Prevention Program**

**No. 09-06-B**

**WHEREAS**, pursuant to the Federal Trade Commission's Red Flags Rule (“Rule”), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16 C. F. R. § 681.2, the Washington Township Municipal Utilities Authority (“Authority”) is required to have an Identity Theft Prevention Program (“Program”); and,

**WHEREAS**, after consideration of the size and complexity of the Utility's operations and account systems, and the nature and scope of the Utility's activities a manual setting forth such a Program has been prepared, and,

**WHEREAS**, the Washington Township Utilities Authority Board of Commissioners has determined that this Program was appropriate for the Authority.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris that:

1. The Identity Theft Prevention Program Manual entitled: “Washington Township Municipal Utilities Authority, Identity Theft Prevention Program, Effective beginning June, 3, 2009” attached hereto and mad a part hereof, is hereby adopted.
2. This resolution shall take effect immediately.

**INTRODUCED AND PASSED:** June 3, 2009

Motion was made by Mr. Cullen, seconded by Mr. Napolitano, that the foregoing Resolution to adopt an Identity Theft Prevention Program be approved as presented. Motion was carried by the following Roll Call Vote:

AYES:                Messrs:     Akin, Cullen, Napolitano  
NAYS:                None  
ABSTAIN:            None

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**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
June 3, 2009

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<p><b>RESOLUTION</b> <b>Appointing Identity Theft Prevention Program Administrator</b> <b>No. 09-06-C</b></p>
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**WHEREAS**, the Washington Township Municipal Utilities Authority (“Authority”) is a public agency created by the Township of Washington; and

**WHEREAS**, pursuant to the Federal Trade Commission's Red Flags Rule (“Rule”), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. 16 C. F. R. § 681.2 a Identity Theft Prevention Program Administrator is required.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris that:

1. MUA Secretary is hereby designated as the Identity Theft Prevention Program Administrator for the Authority.
2. This resolution shall take effect immediately.

**INTRODUCED AND PASSED:** June 3, 2009

Motion was made by Mr. Cullen, seconded by Mr. Napolitano, that the foregoing Resolution to appoint the Identity Theft Prevention Program with the change in the “Now, Therefore Be It Resolved...” in the first section to replace the name “E. Jill Waller” to “MUA Secretary”. Motion was carried by the following Roll Call Vote:

AYES:                Messrs:        Akin, Cullen, Napolitano  
NAYS:                None  
ABSTAIN:            None

Personnel Policies and Procedures Manual

A motion was made by Mr. Cullen, seconded by Mr. Napolitano to approve the Personnel Policies and Procedures Manual as presented. The subsequent discussion resulted in Mr. Cullen withdrawing his motion. It was agreed that the Personnel Policies and Procedures Manual will be reviewed and revised further prior to submission to the JIF Employment Practices Risk Control Program which provides a reduction in the EPL policy deductible.

Schooley’s Mountain Water System Model

The Engineer advised that the Water Model has been set up and calibrated in the field. The next step is to input items for analysis. The first concern that will be addressed is the High Ridge and Naughtright tanks water levels. It was determined that the High Ridge tank has almost no storage due to the water level that is required to maintain the necessary water pressure and retain the required fire reserve amount. In addition to the significant amount of water that cannot be used within the tank, this large amount of water is not recommended due to its affects on the water quality. A number of options were discussed and these will be input into the Water Model and reviewed. Recommendations from the Engineer should be available to present at the next meeting. A copy of these recommendations will be distributed prior to the meeting for review by the board members.

RBC Building

The final item to review in the RBC Building is the heating and ventilation. The goal is to maintain the state regulation of 12 air changes per hour especially since this is a closed environment with poor air quality. The temperature of the rooms is also being addressed within the system. The Engineer expect to have recommendations in a month.

101 Bartley Road Property

The neighbors on the left side of the 101 Bartley Road Pump Station were interested in leasing a piece of the

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**WASHINGTON TOWNSHIP MUA  
MEETING MINUTES**

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June 3, 2009

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property for an extension to their driveway. The option of selling the property and maintaining an easement to the Pump Station was considered. The neighbors on the right were approached to determine their interest in purchasing the remaining property. The property appraisal was presented to the board. Being that the appraisal was lower than anticipated, it was agreed that Mr. Costic will approach the neighbor on the left to determine what they are willing to pay to either lease or purchase the land. The option of selling a permanent easement was discussed rather than subdividing the land. Additionally, Attorney Gregory will look into the option of making an agreement with one neighbor and not the other especially since the properties are contiguous to each other.

MUA Employee's Association Contract

Being that the sub-committee was not present, this topic was tabled to next meeting.

Water Leak Billing Adjustments Policy

With no additional information available for discussion, this topic was tabled to the next meeting.

Director's Report

**Wastewater Management Plan**

The Township Committee approved the resolution to connect marginally acceptable septic systems due to a health hazard even though the properties are not included in the MUA WMP. It was agreed that the Attorney will finalize the letter to the DEP regarding the MUA and the Township's interpretation with regard to the marginally acceptable septic systems. The letter should be ready to mail by next week. The letter will be distributed to the board prior to mailing.

**Valley Shepard**

The Township Health Department would like to include Valley Shepard with the marginally acceptable septic that need to be connected outside of the WMP. There are three systems that need to be addressed; (1) house and retail shop (2) milking room (3) cheese processing room. The MUA needs to test the quality of the discharge to determine if the MUA can add this to the sewer system.

**Schooley's Mountain – new wells**

Two new wells have been drilled. The well on the Scheffler property (Flocktown near Drakestown) was dry. The Smith property behind Cucinella School has exceeded expectations. It is pumping 306 gallons per minute. The next step is to do the 12 and 24 hour test and see if it sustains this level. Also the water quality test needs to be done.

**Annual Contracts**

The Excavation contract is still being discussed between attorneys. Attorney Gregory recommends that the response to the Barkmann attorney should clearly state that he has not provided any support that the contract should stand, and the contract needs to be re-bid as soon as possible.

There being no further business to be discussed at this meeting the following action was taken.

Motion was made by Mr. Cullen, and seconded by Mr. Akin that this meeting be adjourned. Motion was carried by the following vote:

AYES                    Messrs.:     Akin, Cullen, Napolitano  
NAYS:                    None  
ABSTAIN:                None

Meeting adjourned: 10:27 p.m.

Respectfully submitted,  
E. Jill Waller  
Secretary