
WASHINGTON TOWNSHIP MUA
MEETING MINUTES
November 4, 2009

The Regular Meeting of the W.T.M.U.A. was called to order at 7:34 p.m. on November 4, 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, Strawn, Cullen
Alt. Members Present: Messrs. Popper
Members Absent: Messrs. Napolitano, LaVista
Alt. Members Absent: Messrs. Kramer

Staff Members Present: Executive Director (E.D.) Costic, Secretary Waller, Attorney Gregory*

*arrived at 7:39pm

Approved Minutes of the October 7, 2009 Regular Meeting

Motion was made by Mr. Strawn and seconded by Mr. Cullen that the October 7, 2009 Regular Meeting Minutes be approved as presented. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Cullen
NAYS: Messrs.:
ABSTAIN: Messrs.: Popper

Finance Committee

It was recommended by the ED that a member of the Finance Committee should meet with the ED and the Secretary to review the Check Register and the Billing Adjustments prior to the meeting to address any questions. Mr. Cullen volunteered to provide this preview.

Excavation Annual Contract

In December, bid specs will be revised and the bidding process will begin for next year's annual contract.

Brew Pub Smell

It was noted that there is a septic smell in the Parking Lot of the Brew Pub. The MUA examined the situation at the Brew Pub and determined that the smell was not from the MUA system. The MUA made recommendations to the Brew Pub on improving their system.

Payment of Bills – 10/1/09 – 10/31/09 - Check Register

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

AYES: Messrs.: Akin, Strawn, Cullen, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

WASHINGTON TOWNSHIP MUA
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Washington Township MUA

10/30/2009 11:46 AM

Register: 1156 · Operating Checking
From 10/01/2009 through 10/30/2009
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			11,763.66	26,254.88
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			600.00	26,854.88
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			3,070.81	29,925.69
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,575.00	31,500.69
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,125.00	32,625.69
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			20,965.00	53,590.69
10/02/2009	eft27525...	PERS Health Div of ...	Accounts Payable:2119...	92-1683-0 Hea...	6,733.42			46,857.27
10/02/2009	eft234895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			68,088.42	114,945.69
10/05/2009	20179	Post Office	Accounts Payable:2119...	monthly mailin...	351.52			114,594.17
10/07/2009			BOND 1995 Bond Issu...	monthly bond f...			147,219.75	261,813.92
10/14/2009	20180	Accurate Pest Contro...	Accounts Payable:2119...	acc #4567 augu...	62.00			261,751.92
10/14/2009	20181	AT&T	Accounts Payable:2119...		70.12			261,681.80
10/14/2009	20182	Auto Parts Plus	Accounts Payable:2119...	VEH 94 front b...	516.49			261,165.31
10/14/2009	20183	Barnes III & Sons LLC	Accounts Payable:2119...		1,325.00	<-- shrub pruning,		259,840.31
10/14/2009	20184	Beaumont Landscapi...	Accounts Payable:2119...		1,680.00	weeding and clean up		258,160.31
10/14/2009	20185	Buckman's Inc.	Accounts Payable:2119...		3,223.14	<-- caustic soda		254,937.17
10/14/2009	20186	Clarks Cleaning	Accounts Payable:2119...	Cleaning Service	495.00			254,442.17
10/14/2009	20187	D.J. Egarian & Asso...	Accounts Payable:2119...	august 2009 en...	10,587.50			243,854.67
10/14/2009	20188	Embarq / Sprint	Accounts Payable:2119...	acc #908-876-3...	926.91			242,927.76
10/14/2009	20189	Fire Fighters Equipm...	Accounts Payable:2119...	5WAS41	222.50			242,705.26
10/14/2009	20190	Greenway Flowers	Accounts Payable:2119...	006775	39.70			242,665.56
10/14/2009	20191	Gregory and Reed, P...	Accounts Payable:2119...	Legal Srves	5,193.74			237,471.82
10/14/2009	20192	Hackettstown Supply...	Accounts Payable:2119...	1196	163.02			237,308.80
10/14/2009	20193	Home Depot	Accounts Payable:2119...	603532250043...	53.08			237,255.72
10/14/2009	20194	Integrated Controls I...	Accounts Payable:2119...	cust #WAS100...	272.00			236,983.72
10/14/2009	20195	JB Equipment Sales, ...	Accounts Payable:2119...	W020	900.00			236,083.72
10/14/2009	20196	JCP&L	Accounts Payable:2119...	acc #20 00 00 ...	27,556.66			208,527.06
10/14/2009	20197	Jill Waller	Accounts Payable:2119...	expenses	18.60			208,508.46
10/14/2009	20198	JLM Computers	Accounts Payable:2119...		361.50			208,146.96
10/14/2009	20199	MCS Tools LLC	Accounts Payable:2119...	gloves	110.35			208,036.61
10/14/2009	20200	Muenzen	Accounts Payable:2119...	Les Wright He...	110.00			207,926.61
10/14/2009	20201	NJ - PWT	Accounts Payable:2119...	EIN #22-22161...	653.43			207,273.18
10/14/2009	20202	NJ Water Supply Aut...	Accounts Payable:2119...	july - septembe...	895.82			206,377.36
10/14/2009	20203	North East Scientific	Accounts Payable:2119...		317.68			206,059.68
10/14/2009	20204	One Call Systems, Inc.	Accounts Payable:2119...	75503	90.60			205,969.08
10/14/2009	20205	Oswald Enterprises I...	Accounts Payable:2119...	W479	1,750.00	<-- annaul jet vac		204,219.08
10/14/2009	20206	Parkhurst Distributin...	Accounts Payable:2119...	acc #000765	137.98	cleaning at wet wells		204,081.10
10/14/2009	20207	Passaic Valley Sewer...	Accounts Payable:2119...	acc #00081-01 ...	2,760.00			201,321.10
10/14/2009	20208	Pollard	Accounts Payable:2119...	A90570	350.00			200,971.10
10/14/2009	20209	QC Inc.	Accounts Payable:2119...	C00154	1,056.00			199,915.10

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Register: 1156 · Operating Checking

From 10/01/2009 through 10/30/2009

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/14/2009	20210	R & R Construction ...	Accounts Payable:2119...	WASHMUA	3,925.00		<-- replace pump #1	195,990.10
10/14/2009	20211	Seton	Accounts Payable:2119...	1255610	79.40		discharge valve at	195,910.70
10/14/2009	20212	Siemens Water Tech...	Accounts Payable:2119...	cust #1004562;...	219.88		smstp; install wet	195,690.82
10/14/2009	20213	Sprint Long Distance	Accounts Payable:2119...	acc #926520042	115.65		well ladder for debris	195,575.17
10/14/2009	20214	Stephan Farm Supply	Accounts Payable:2119...	Bob pants	134.95		basket	195,440.22
10/14/2009	20215	Technical Componen...	Accounts Payable:2119...	VOID: SCAD...		X		195,440.22
10/14/2009	20216	Toby Barkman	Accounts Payable:2119...		2,502.20		<-- water repair	192,938.02
10/14/2009	20217	USA Bluebook	Accounts Payable:2119...	91874	84.17			192,853.85
10/14/2009	20218	Valley Cleaners	Accounts Payable:2119...		83.30			192,770.55
10/14/2009	20219	VS Land Data LLC	Accounts Payable:2119...	vs project #081...	575.00			192,195.55
10/14/2009	20220	Waste Management ...	Accounts Payable:2119...	100-0059416-0...	565.62			191,629.93
10/14/2009	eft28643...	PERS Div of Pens & ...	Accounts Payable:2119...	3rd qtr end pay...	3,718.79			187,911.14
10/15/2009			1121 · Payroll Checking	10/16/09 payro...	6,470.47			181,440.67
10/15/2009			1121 · Payroll Checking	10/16/09 payro...	15,126.96			166,313.71
10/19/2009	20221	Staples	Accounts Payable:2119...	acc #79728200...	10.28			166,303.43
10/26/2009		PNC Bank	-split-	reimburse merc...			706.17	167,009.60
10/28/2009			1121 · Payroll Checking	payroll funding...	23,472.15			143,537.45
10/29/2009	20222	AT&T Mobility	Accounts Payable:2119...	05369412-001-...	188.63			143,348.82
10/30/2009	20223	Elizabethtown Gas 0...	Accounts Payable:2119...	6839340711	8.92			143,339.90
10/30/2009	20224	Elizabethtown Gas 2...	Accounts Payable:2119...	4292272661	17.46			143,322.44
10/30/2009	20225	Elizabethtown Gas 3...	Accounts Payable:2119...	3023945621	118.19			143,204.25
10/30/2009	20226	Elizabethtown Gas 5...	Accounts Payable:2119...	5305345621	18.88			143,185.37
10/30/2009	20227	Elizabethtown Gas 6...	Accounts Payable:2119...	4540016291	20.18			143,165.19
10/30/2009	20228	Elizabethtown Gas 6...	Accounts Payable:2119...	0371846641	28.38			143,136.81
10/30/2009	20229	Elizabethtown Gas 9...	Accounts Payable:2119...	0150129641	39.16			143,097.65
10/30/2009	20230	Elizabethtown Gas 9...	Accounts Payable:2119...	9715445621	54.12			143,043.53
10/30/2009	20231	Verizon/Bell	Accounts Payable:2119...	acc #201 z42-3...	142.87			142,900.66
10/30/2009	20232	Verizon/Bell	Accounts Payable:2119...		136.60			142,764.06
10/30/2009	20233	Northern Tool & Equ...	Accounts Payable:2119...	ACC #7003-70...	222.75			142,541.31
10/30/2009	eft30201...	PERS Health Div of ...	Accounts Payable:2119...	92-1683-0 Hea...	6,733.42			135,807.89

Billing Adjustments - September 2009

Chairman Aiken requested a summary of outstanding balances to determine if the economy is affecting customer payments.

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Start Batch: 004231
End Batch: 004301

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

Printed: 10/26/09 4:28 PM
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Total Outstanding Balance - Start of Business on 09/01/09 :	239,532.53
Total Amount Billed :	264,647.51
Total Payments Received :	-278,409.52
Payments-Principal :	-276,929.53
Payments-Interest :	-1,479.99
Total Adjustments :	-2,879.51
 RETURNED PAYMENTS ONLY (Bad Checks, etc.)	
Principal:	.00
Miscellaneous:	.00
Interest:	.00
Total:	0.00
 Total Outstanding Balance - Close of Business on 09/30/09 :	 222,891.01

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

AYES: Messrs.: Akin, Strawn, Cullen, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

Special Meeting Reminder

Reminder that there will be a Special Budget Meeting next Monday.

Closed to the Public

P&L

Budget numbers will be updated to include finalized September 2009 numbers.

Zion Church

It was determined that if there is no change in a building footprint, the MUA cannot charge an additional connection fee, but can change the usage charge. A new connection fee can be charged if a new actual physical connection incurs even if there is not a change to the building footprint. It was agreed that in conjunction with the change in the building footprint, there will be an additional connection by hooking in the new portion of the building to the existing line that feeds into the main. Based on the presented documentation of the new portion of the building, the Board agreed to charge four (4) additional EDU's for the connection as well for the usage charge.

Sewer - Wastewater Management Plan

WMP discussion tabled until next month's meeting.

Sewer - Emergency Connection of Homes with Failed Septics

Ten of the 17 homes were approved for connection. The other seven (7) homes need to be addressed with the Highlands Group.

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Sewer Compliance Evaluation and Notice of Violations

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, to hire Egarian Engineering to work on the Phosphorous Progress Reporting & Local Limits Analysis for both plants per the DEP requirements with a cost not to exceed \$10,000 total. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Cullen
NAYS: Messrs.: None
ABSTAIN: Messrs.: Popper

Water - Settlement Agreement from Memorial Day 2007

Motion was made by Mr. Cullen, and seconded by Mr. Strawn, to accept the DEP Settlement Agreement which will release all stipulations of the ACO for the consideration fo a \$500 fine. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Cullen, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

Combe Fill South - Water Main Extension

Motion was made by Mr. Strawn and seconded by Mr. Cullen that the foregoing resolution with changes, to be amended by the attorney and approved by S. Akin, regarding adding reference to making the cooperation subject to terms and conditions inclusive of such items as well number 9, pump station and water allocation. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Cullen, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

Schooley's Mountain System

Should have the appraisal and surveys back on the Smith property in the next few days to be prepared for property acquisition negotiation.

Agreed to have Dave Egarian generate the report DEP requested regarding the preliminary design of the pump storage approach.

Water Meter Replacements

The attorney will send out letters stating that the MUA has legal right to enter the residence to change the meters out. The attorney will also find out if the town has an ordinance that will support the MUA entry to threaten a municipal ticket. Without an ordinance, the legal option is to take the homeowner to court which will be a timely process.

Cliffside Park

The DEP and the USDA is looking to the MUA as the solution to the Cliffside water issues. The MUA may be required, in some capacity, to get involved with the operation and resolve the system issues. It would be in the MUA best interest to generate a comprehensive operator agreement rather than be required to take over the system by the DEP.

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Camp Washington Spring

Authorized the engineer to present to the DEP the interim plan. He is also moving forward to work on the plans for the final solution of the booster station.

Personnel Committee

The Policies and Procedure Manual and the Employee Handbook needs to be reviewed to fulfill Employment Practices Liability Coverage Program. Mr. LaVista has not provided his comments at this time.

MUA Employees Association

It was recommended to take out any items that need to be included in the Employee Handbook and only reference the items. The status is that no agreement has been presented by either the employees or the MUA. The agreement needs to be finalized through the Board.

Policy: Water Leak Billing Adjustments

After presentation of three versions of the policy and additional discussion, it was agreed to set up a separate meeting to discuss this item and any long standing pending items

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. Popper that this meeting be adjourned. Motion was carried by the following vote:

AYES:	Messrs.:	Akin, Strawn, Cullen, Popper
NAYS:	Messrs.:	None
ABSTAIN:	Messrs.:	None

Meeting adjourned: 10:16 p.m.

Respectfully submitted,
E. Jill Waller
Secretary