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**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
January 6, 2010

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:32 p.m. on January 6, 2010.

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

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

\*left at 10:11pm  
\*\*arrived at 7:43pm  
\*\*\*arrived at 8:45pm

7:35pm Open to the Public

28 Schooley's Mtn. Rd

Mr. Lutz, the homeowner at 28 Schooley's Mtn. Rd., requested an adjustment to sewer and water bills from when he took ownership of the property in May 2005 through June 2009 due their being no running water on the first floor commercial property. Facilities were added to the first floor in June 2009. It was agreed that the E.D. would review the request and contact the homeowner regarding his decision.

7:43pm Closed to the Public

Approved Minutes of the November 9, 2009 Special Meeting

Motion was made by Mr. Strawn and seconded by Mr. Cullen that the November 9, 2009 Special Meeting Minutes be approved as presented. Motion was carried by the following vote:

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

Approved Minutes of the December 1, 2009 Special Meeting & December 2, 2009 Regular Meeting

Motion was made by Mr. Strawn and seconded by Mr. Cullen that the November 1, 2009 Special Meeting & December 2, 2009 Regular Meeting Minutes be approved as presented. Motion was carried by the following vote:

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

Payment of Bills – 12/1/09 – 12/31/09 - 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, Napolitano, Cullen
NAYS:	Messrs.:	None
ABSTAIN:	Messrs.:	None

**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
 January 6, 2010

Washington Township MUA

12/22/2009 4:47 PM

Register: 1156 · Operating Checking

From 12/01/2009 through 12/31/2009

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2009	eft33516...	PERS Div of Pens & ...	Accounts Payable:2119...	november 2009...	3,540.46			135,913.97
12/03/2009	20295	Post Office	Accounts Payable:2119...	BILLING POS...	309.38			135,604.59
12/03/2009			BOND 1995 Bond Issu...	monthly bond t...		X	147,219.75	282,824.34
12/04/2009	20296	NJ DEP	Accounts Payable:2119...	program interes...	500.00			282,324.34
12/04/2009	20297	Petty Cash	Accounts Payable:2119...	VOID: Reimbu...		X		282,324.34
12/04/2009	20298	Petty Cash	Accounts Payable:2119...	Reimburst Pett...	1,600.00			280,724.34
12/07/2009	eft34180...	PERS Health Div of ...	Accounts Payable:2119...	92-1683-0 Hea...	6,733.42			273,990.92
12/08/2009	20299	Redwoods	Accounts Payable:2119...	2009 awards di...	1,234.57			272,756.35
12/09/2009			1121 · Payroll Checking	12/11/09 payro...	23,286.98			249,469.37
12/10/2009	20300	Accurate Pest Contro...	Accounts Payable:2119...	acc #4567/Octo...	62.00			249,407.37
12/10/2009	20301	Accurate Waste Rem...	Accounts Payable:2119...	october sludge ...	2,685.20			246,722.17
12/10/2009	20302	All Industrial Safety ...	Accounts Payable:2119...	WASTOW	87.38			246,634.79
12/10/2009	20303	AT&T	Accounts Payable:2119...		69.78			246,565.01
12/10/2009	20304	Auto Parts Plus	Accounts Payable:2119...	veh #92	334.24			246,230.77
12/10/2009	20305	Beaumont Landscapi...	Accounts Payable:2119...	october 2009 la...	1,305.00			244,925.77
12/10/2009	20306	Branded Screen Print...	Accounts Payable:2119...	meter reader ve...	104.00			244,821.77
12/10/2009	20307	Buckman's Inc.	Accounts Payable:2119...	acc #WASHIN	2,011.57		<-- chemicals	242,810.20
12/10/2009	20308	D.J. Egarian & Asso...	Accounts Payable:2119...	october 2009 e...	16,528.26		<-- 64% \$10,562.50	226,281.94
12/10/2009	20309	Daily Record	Accounts Payable:2119...		88.90		was for c136-water system models	226,193.04
12/10/2009	20310	Grainger	Accounts Payable:2119...	835911546	269.28			225,923.76
12/10/2009	20311	Graybar Electric Co...	Accounts Payable:2119...	lvstp	111.04			225,812.72
12/10/2009	20312	Greenway Flowers	Accounts Payable:2119...	006775	185.98			225,626.74
12/10/2009	20313	Gregory and Reed, P...	Accounts Payable:2119...	Legal Srves	5,537.50			220,089.24
12/10/2009	20314	Hoffmans Supply, Inc.	Accounts Payable:2119...		42.59			220,046.65
12/10/2009	20315	Home Depot	Accounts Payable:2119...	603532250043...	120.77			219,925.88
12/10/2009	20316	Hunterdon County D...	Accounts Payable:2119...		36.14			219,889.74
12/10/2009	20317	I.C.E. Systems, Inc.	Accounts Payable:2119...		3,332.00		<-- heat repairs that were never billed early in 2009	216,557.74
12/10/2009	20318	JLM Computers	Accounts Payable:2119...	october 2009 m...	47.50			216,510.24
12/10/2009	20319	Lee Co.	Accounts Payable:2119...	acc #WASTOW	329.10			216,181.14
12/10/2009	20320	North East Scientific	Accounts Payable:2119...		514.00			215,667.14
12/10/2009	20321	Office Direct Inc.	Accounts Payable:2119...	1500 return ad...	253.50			215,413.64
12/10/2009	20322	One Call Systems, Inc.	Accounts Payable:2119...	75503	63.80			215,349.84
12/10/2009	20323	Pumping Services, Inc.	Accounts Payable:2119...	acc #000853/or...	507.00			214,842.84
12/10/2009	20324	QC Inc.	Accounts Payable:2119...	C00154	4,001.00			210,841.84
12/10/2009	20325	R/T Performance Ce...	Accounts Payable:2119...	Veh # 94 tires ...	873.53			209,968.31
12/10/2009	20326	Recorder Publishing ...	Accounts Payable:2119...	spl meeting 10/...	25.71			209,942.60
12/10/2009	20327	Samuel Stothoff Co. ...	Accounts Payable:2119...	WTMUA1	35,540.00		<-- new wells	174,402.60
12/10/2009	20328	Shingle & Gibb	Accounts Payable:2119...	20499	5,185.14		<-- 2 RBC drive bearing replacements	169,217.46
12/10/2009	20329	Simmons Transport, ...	Accounts Payable:2119...	transferring wa...	2,825.00		<-- water transport	166,392.46
12/10/2009	20330	Sprint Long Distance	Accounts Payable:2119...	acc #92652004...	90.99		for spring	166,301.47

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Washington Township MUA

12/22/2009 4:47 PM

Register: 1156 · Operating Checking  
 From 12/01/2009 through 12/31/2009  
 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>
12/10/2009	20331	Standard Register	Accounts Payable:2119...	3354830	1,405.39			164,896.08
12/10/2009	20332	Sysice, Inc.	Accounts Payable:2119...	2 year domain r...	24.00			164,872.08
12/10/2009	20333	T and T Plumbing	Accounts Payable:2119...	quarterly back ...	1,150.00			163,722.08
12/10/2009	20334	Toby Barkman	Accounts Payable:2119...		962.50			162,759.58
12/10/2009	20335	U.S. Bank-1998 A &...	Accounts Payable:2119...	2576824644	3,771.25			158,988.33
12/10/2009	20336	United States Plastics...	Accounts Payable:2119...	100771	56.35			158,931.98
12/10/2009	20337	USA Bluebook	Accounts Payable:2119...	91874	1,731.55			157,200.43
12/10/2009	20338	Valley Cleaners	Accounts Payable:2119...		233.05			156,967.38
12/10/2009	20339	Verizon/Bell	Accounts Payable:2119...		280.19			156,687.19
12/10/2009	20340	VS Land Data LLC	Accounts Payable:2119...		1,520.00			155,167.19
12/10/2009	20341	Washington Township	Accounts Payable:2119...	3rd qtr fuel bill...	2,119.54			153,047.65
12/10/2009	20342	Waste Management ...	Accounts Payable:2119...	100-0059416-0...	565.62			152,482.03
12/10/2009	20343	Water Environment ...	Accounts Payable:2119...	Robert Carpent...	75.00			152,407.03
12/10/2009	20344	Petty Cash	Accounts Payable:2119...	Reimburs Pett...	194.99			152,212.04
12/10/2009	20345	JCP&L	Accounts Payable:2119...	ACC #20 00 00...	24,772.59			127,439.45
12/10/2009	20346	Passaic Valley Sewer...	Accounts Payable:2119...	10/20/09-11/13...	3,080.00			124,359.45
12/10/2009	20347	Pete Kaltsas	Accounts Payable:2119...		174.98			124,184.47
12/10/2009	20348	Embarq/CenturyLink	Accounts Payable:2119...	acc #908-876-3...	921.20			123,263.27
12/18/2009	20349	Ceridian	Accounts Payable:2119...		272.00			122,991.27
12/21/2009	eft508424	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,875.00	124,866.27
12/21/2009	eft508424	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			237.50	125,103.77
12/21/2009	eft508424	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			100.00	125,203.77
12/21/2009	eft508424	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			380.00	125,583.77
12/21/2009	eft608232	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			900.00	126,483.77
12/21/2009	eft608232	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,912.50	128,396.27
12/21/2009	eft796687	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			325.00	128,721.27
12/21/2009	eft796687	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			575.00	129,296.27
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			300.00	129,596.27
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			547.50	130,143.77
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			35,540.00	165,683.77
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,140.00	166,823.77
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			987.50	167,811.27
12/21/2009	20350	Jill Waller	Accounts Payable:2119...	VOID: expenses		X		167,811.27
12/21/2009	eft508424	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			5,612.50	173,423.77
12/21/2009	eft084390	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			900.00	174,323.77
12/21/2009	eft608232	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			1,069.00	175,392.77
12/21/2009	eft796687	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			9,912.50	185,305.27
12/21/2009	eft883474	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			10,562.50	195,867.77
12/21/2009			1121 · Payroll Checking	12/23/09 payro...	21,154.88			174,712.89
12/21/2009			0764 · SUI Acct	fund unemploy...			4,672.00	179,384.89

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12/22/2009 4:47 PM

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/22/2009	20351	Cartal Electric Comp...	Accounts Payable:2119...		5,796.00			173,588.89
12/22/2009	20352	Jill Waller	Accounts Payable:2119...	expenses	221.02			173,367.87
12/22/2009	20353	Elizabethtown Gas 0...	Accounts Payable:2119...	6839340711	28.01			173,339.86
12/22/2009	20354	Elizabethtown Gas 2...	Accounts Payable:2119...	4292272661	16.11			173,323.75
12/22/2009	20355	Elizabethtown Gas 3...	Accounts Payable:2119...	3023945621	414.89			172,908.86
12/22/2009	20356	Elizabethtown Gas 5...	Accounts Payable:2119...	5305345621	52.85			172,856.01
12/22/2009	20357	Elizabethtown Gas 6...	Accounts Payable:2119...	4540016291	17.06			172,838.95
12/22/2009	20358	Elizabethtown Gas 6...	Accounts Payable:2119...	0371846641	70.21			172,768.74
12/22/2009	20359	Elizabethtown Gas 9...	Accounts Payable:2119...	0150129641	55.05			172,713.69
12/22/2009	20360	Elizabethtown Gas 9...	Accounts Payable:2119...	9715445621	27.59			172,686.10
12/22/2009	20362	Verizon/Bell	Accounts Payable:2119...	acc #201 z42-3...	141.30			172,544.80
12/22/2009	20363	AT&T Mobility	Accounts Payable:2119...	05369412-001-...	188.94			172,355.86
12/22/2009	20364	Advance Auto Parts	Accounts Payable:2119...	cus id #908-87...	82.75			172,273.11
12/22/2009	eft719895	*Capital Funds Trans...	6183 · Con Fee / Mortg...	fund capital ex...			5,472.00	177,745.11

Billing Adjustments - November 2009

E.D. to review Outstanding Balances and make a determine if anything can be done to reduce the balance trend.

Start Batch: 004373      Washington Township Municipal Utilities Auth.      Printed: 12/17/09 3:14 PM  
 End Batch: 004439      Trial Balance for the Period - 11/01/09 - 11/30/09      Page 1 of 1

<b>Total Outstanding Balance - Start of Business on 11/01/09 :</b>	263,317.55
<b>Total Amount Billed :</b>	276,974.57
<b>Total Payments Received :</b>	-249,713.17
<b>Payments-Principal :</b>	-246,947.51
<b>Payments-Interest :</b>	-2,765.66
<b>Total Adjustments :</b>	-645.78
<b>RETURNED PAYMENTS ONLY (Bad Checks, etc.)</b>	
<b>Principal:</b>	800.11
<b>Miscellaneous:</b>	.00
<b>Interest:</b>	6.32
<b>Total:</b>	<b>806.43</b>
<b>Total Outstanding Balance - Close of Business on 11/30/09 :</b>	289,933.17

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

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

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**WASHINGTON TOWNSHIP MUA  
MEETING MINUTES**

January 6, 2010

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Adoption of Budgets for FY 2010

<p><b>RESOLUTION</b></p> <p><b>2010 AUTHORITY SEWER UTILITY BUDGET</b></p> <p><b>WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY</b></p> <p><b>OPERATING and CAPITAL BUDGETS</b></p> <p><b>for the</b></p> <p><b>FISCAL YEAR: from JANUARY 1, 2010 to DECEMBER 31, 2010</b></p>
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**10-01-K1**

**WHEREAS**, the Sewer Utility Annual Budget and Capital Budget for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2010 and ending December 31, 2010, has been presented for adoption before the Commissioners of the Authority at its meeting of January 6, 2010 and,

**WHEREAS**, the Sewer Utility Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

**WHEREAS**, the Sewer Utility Annual Budget as introduced reflects Total Anticipated Revenues of \$2,344,879, Total Appropriations, including any Accumulated Deficit if any, \$2,344,879 and Total Unreserved Retained Earnings utilized to Balance Budget of \$0; and,

**WHEREAS**, the Sewer Utility Capital Budget as introduced reflects Total Capital Appropriations of \$345,620 and Total Unreserved Retained Earnings planned to be utilized as funding thereof, of \$345,620; and,

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Washington Township Municipal Utilities Authority that the Sewer Utility Annual Budget and Capital Budget for the fiscal year period beginning January 1, 2010 and ending December 31, 2010 is hereby adopted and shall constitute an appropriation for the purposes stated and authorization of Total Revenues \$2,344,879, Total Appropriations of \$2,690,499 and Total Unreserved Retained Earnings of \$345,620; and,

**BE IT FURTHER RESOLVED**, that the Sewer Utility Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**INTRODUCED AND PASSED:** January 6, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, that the foregoing Resolution to adopt the 2010 Sewer Utility Budget be approved as presented. Motion was carried by the following vote:

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

<p><b>RESOLUTION</b></p> <p><b>2010 AUTHORITY WATER UTILITY BUDGET</b></p> <p><b>WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY</b></p> <p><b>OPERATING and CAPITAL BUDGETS</b></p> <p><b>for the</b></p> <p><b>FISCAL YEAR: from JANUARY 1, 2010 to DECEMBER 31, 2010</b></p>
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**10-01-K2**

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**WASHINGTON TOWNSHIP MUA  
MEETING MINUTES**

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January 6, 2010

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**WHEREAS**, the Water Utility Annual Budget and Capital Budget for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2010 and ending December 31, 2010, has been presented for adoption before the Commissioners of the Authority at its meeting of January 6, 2010 and,

**WHEREAS**, the Water Utility Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

**WHEREAS**, the Water Utility Annual Budget as introduced reflects Total Anticipated Revenues of \$1,262,241, Total Appropriations, including any Accumulated Deficit if any, \$1,262,241 and Total Unreserved Retained Earnings utilized to Balance Budget of \$0; and,

**WHEREAS**, the Water Utility Capital Budget as introduced reflects Total Capital Appropriations of \$428,550 and Total Unreserved Retained Earnings planned to be utilized as funding thereof, of \$428,550; and,

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Washington Township Municipal Utilities Authority that the Water Utility Annual Budget and Capital Budget for the fiscal year period beginning January 1, 2010 and ending December 31, 2010 is hereby adopted and shall constitute an appropriation for the purposes stated and authorization of Total Revenues \$1,262,241, Total Appropriations of \$1,690,791 and Total Unreserved Retained Earnings of \$428,550; and,

**BE IT FURTHER RESOLVED**, that the Water Utility Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**INTRODUCED AND PASSED:** January 6, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, that the foregoing Resolution to adopt the 2010 Water Utility budget be approved as presented. Motion was carried by the following vote:

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

2010 Rate Schedule - Public Hearing

The Authority is required to provide affirmative evidences at the Public Hearing, required by the NJSA 40:14B-23 Statute for the record. Attorney Read sworn in E.D. Costic and confirmed that he is responsible for developing and recommending the budget to the Board. It was also confirmed that the rates were published in the Hunterdon Review, Hunterdon Democrat, Daily Record and the Recorder Publisher-Observer Tribune and will be marked Exhibit A. Additionally the Rate Schedule was forwarded to the Washington Township and Tewksury Clerk offices. The E.D. advised that the process was to review budget needs and capital improvement needs for the upcoming year. It was determined that increases were necessary due to upcoming increase operational costs as well as capital improvement needs to maintain the facilities. Resolution #09-12-C was marked Exhibit B. The E.D. confirmed that the increase is reasonable and necessary.

Being no public present, the Hearing was Opened and Closed to the Public and concluded at 8:30pm.

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**RESOLUTION**

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**No. 10-01-F**

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**WASHINGTON TOWNSHIP MUA  
MEETING MINUTES**

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January 6, 2010

**WHEREAS**, upon proper notice having been made and a public hearing having been held pursuant to the Municipal and County Utilities Authorities Law, a resolution was adopted amending service charges of the **Washington Township Municipal Utilities Authority (“WTMUA”)** and to ensure adequate revenues will be available to pay the expenses of operation and maintenance of the utility systems; and

**WHEREAS**, to reflect these new rates, Appendix “A”, Rate Schedule of the Rules and Regulations as well as other sections of the WTMUA’s Rules and Regulations will hereby be amended to be consistent with the 2010 Rate Schedule; and

**WHEREAS**, it is the desire of the WTMUA to amend its Rules and Regulations in accordance with the form of amendments attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Washington Township Municipal Utilities Authority as follows:

1. The Rules and Regulations of the Washington Township Municipal Utilities Authority are hereby amended as set forth in the amended Rules and Regulations, attached hereto.
2. This resolution shall take effect immediately.

**INTRODUCED AND PASSED:** January 6, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, that the foregoing Resolution to adopt the 2010 Rate Schedule, Appendix A of the Rules and Regulations be approved as presented. Motion was carried by the following vote:

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

Joint Insurance Fund Risk Management Consultant

At this time there seems to be no requirement from Brown and Brown that the MUA needs to sign this Resolution. It was agreed to hold off on this Resolution until Brown and Brown advises differently.

Resolutions for Making Appointments to Various Positions

<p><b>RESOLUTION APPOINTING COMMISSIONER FOR THE NEW JERSEY UTILITIES AUTHORITIES JOINT INSURANCE FUND</b></p>
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**No. 10-01-A**

**WHEREAS**, the Washington Township Municipal Utilities Authority (WTMUA) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund) and

**WHEREAS**, the bylaws of said Fund require that each member of the Fund is required to appoint a Fund Commissioner to represent the member concerning matters undertaken by the Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 6th day of January, 2010 as follows:

1. The WTMUA does hereby appoint Paul J. Costic, WTMUA Executive Director, as Fund Commissioner to the New Jersey Utilities Authorities Joint Insurance Fund.
2. The Secretary is directed to forward copies of this resolution to aul J. Costic, WTMUA Executive Director, Fund Commissioner and the New Jersey Utilities Authorities Joint Insurance Fund

**INTRODUCED AND PASSED::** January 6, 2010

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**WASHINGTON TOWNSHIP MUA**  
**MEETING MINUTES**  
January 6, 2010

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**RESOLUTION**  
**APPOINTING CUSTODIAN OF GOVERNMENT RECORDS**

**No. 10-01-B**

**WHEREAS**, the Washington Township Municipal Utilities Authority (“Authority”) is a public agency created by the Township of Washington; and

**WHEREAS**, the Open Public Records Act requires the Authority to designate, by formal action, a “Custodian of Government Records.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 6<sup>th</sup> day of January 2010 as follows:

1. E. Jill Waller, is hereby designated as the Custodian of Government Records for the Authority.
2. This resolution shall take effect according to law.

**INTRODUCED AND PASSED:** January 6, 2010

**RESOLUTION**  
**DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER**

**No. 10-01-C**

**WHEREAS**, all public agencies that award contracts are required to comply with N.J.S.A. 10:5-31 et seq. (Administering Equal Employment Opportunity in Public Contracts) and its implementing regulations at N.J.A.C. 17:27-1.1 et seq. (Equal Employment Opportunity and Affirmative Action Rules); and

**WHEREAS**, in accordance with N.J.A.C. 17:27-3.2, the Washington Township Municipal Utilities Authority (“Authority”) must designate a Public Agency Compliance Officer as the person responsible for implementing the conditions of these regulations on behalf of the Authority.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 6<sup>th</sup> day of January 2010 as follows:

1. Paul J. Costic, WTMUA Executive Director, is hereby designated as the Public Agency Compliance Officer.
2. his resolution shall take effect immediately according to law.

**INTRODUCED AND PASSED:** January 6, 2010

**RESOLUTION**  
**APPOINTING OFFICIAL FOR GOVCONNECT**

**No. 10-01-D**

**WHEREAS**, the State of New Jersey has developed an Internet site, known as GovConnect, to facilitate interaction and the exchange of information between and among State government and local authorities;

**WHEREAS**, in order to participate in GovConnect, the Washington Township Municipal Utilities Authority (“Authority”) must designate an Authority Official as the person responsible for accessing the GovConnect system and receiving email on behalf of the Authority.

**NOW, THEREFORE BE IT RESOLVED**, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 6<sup>th</sup> day of January 2010 as follows:

1. Paul J. Costic, WTMUA Executive Director, is hereby designated as the District Official to be enrolled in the GovConnect program.

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**WASHINGTON TOWNSHIP MUA  
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2. Upon enrollment, the designated Authority Official agrees to accept and uphold GovConnect usage policies on behalf of the Authority.
3. This resolution shall take effect immediately according to law.

**INTRODUCED AND PASSED:** January 6, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, that the foregoing Resolutions to point a Commissioner to the NJ Utilities Authority Joint Insurance Fund, a Custodian of Government Records for the Authority, a Public Agency Compliance Officer and an Official for GovConnect be approved as presented.

Motion was carried by the following vote:

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

**Sewer**

Wastewater Treatment Plant Update

For Sewer Plant Permitting, the MUA is required to have a Local Limits Analysis to review what is coming into the plants and analyze the outflow. The testing was determined and the analysis initiated to a cost of about \$15,000.

WMP

The MUA has information that needs to be provided to the DEP for both the entire WMP and the select homes that have failing septic systems. The Engineer is working on pulling some of this information together. Once the WMP is approved, a determination of expending the cost to extend the main lines has to be made. The Attorney will look into the legalities of requirement of having the customer pay to extend the mains once the new WMP is approved.

**Water**

Comb Fill South - Water Main Extension

It was determined that a small water system for this area was rejected. At this time, the EPA is not promising any money to extend the water lines to service the area until they review the situation. There will be another conference call this month and a Public Hearing at the end of the month. The MUA will request an allocation permit increase to service these customers.

Cliffside Park

No progress has been made.

Camp Washington Spring

It needs to be considered if the MUA wants to close the Camp Washington Spring or to keep it for fire fighting needs. Also in considering this, a cost analysis was requested to look at the difference between the well/tank and pumping station. A bigger concern is the need for any system to have redundancy or enough storage for one day the well/tank scenario does not allow for a back up. If a line was ever put up the mountain, then the booster needs to be designed to accommodate that.

An issue over the Christmas weekend, resulted in a low water level in the tanker and reduced water pressure to customers. Determining if a Boil Water Notice should have been given when water pressure reduced Christmas weekend when the tanker level fell is being reviewed.

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**WASHINGTON TOWNSHIP MUA**  
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Closed Session

Closed Session began 9:30pm

<b>RESOLUTION</b> <b>CLOSED SESSION</b>
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**No. 10 - 01 - G**

**WHEREAS**, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Litigation & Employee Association Agreement which matter is permitted by Section 7.6 of the Open Public Meetings Act (Chapter 231 of the Public Laws of the State of New Jersey for 1975) to be discussed in closed session in the absence of the Public; and

**WHEREAS**, the Washington Township Municipal Utilities Authority has determined that it is necessary in the public interest that the matter in fact be discussed in closed session, and has estimated that, as nearly as can be ascertained, the results of the discussion can be disclosed to the public when formally acted upon.

**NOW, THEREFORE, BE IT RESOLVED** by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, that the public be excluded from the closed portion of this meeting, during which only the afore stated matter will be discussed.

**INTRODUCED AND PASSED:** January 6, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, that the foregoing Resolution to go into Closed Session be approved as presented. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Cullen

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Closed Session adjourned at 10:45pm

Excessive Water Use Policy

Mr. Aiken provided thoughts on the documents that have been developed to this point. He would prefer a policy versus a procedure. This will be reviewed at the next meeting.

Camp Washington Spring House

If the MUA kept the tanker in the Spring House, it becomes a closed system with the need for firm capacity and redundancy. Adding the limitations of the current well, another well would be required. A cost estimate on the pumping station and the option of laying larger pipes up the mountain was requested. Recommending soft start pumps to be able to utilize the older piping. Based on the time-frame to build the pump station, the purchase of a tanker may be most economical. A cost analysis with all the options is being generated by the engineer.

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

AYES: Messrs.: Akin, Napolitano, Cullen

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting adjourned: 10:56 p.m.

Respectfully submitted,  
E. Jill Waller, Secretary