
WASHINGTON TOWNSHIP MUA

July 7, 2010

The Regular Meeting of the W.T.M.U.A. was called to order at 7:36 p.m. on July 7, 2010.

Adequate notice of this meeting of the W.T.M.U.A. was given to the Observer Tribune and the Hunterdon County Democrat on February 17, 2010. Notice was also posted on the Municipal Building Bulletin Board.

Members Present:	Messrs.	Akin, Strawn*, Napolitano**, Peters
Alt. Members Present:	Messrs.	Popper***
Members Absent:	Messrs.	Cullen
Alt. Members Absent:	Messrs.	Kramer
Township Liaison Present:	Messrs.	
Township Liaison Absent:	Messrs.	Harmon

*Out at 10:25pm

**In at 7:45pm

***In at 7:39pm

‡Out at 9:24pm

Staff Members Present: Executive Director (E.D.) Costic‡, Secretary Waller, Steve Reed

APPROVAL OF MEETING MINUTES -JUNE 2, 2010 REGULAR MEETING & JUNE 21, 2010
REGULAR MEETING

Motion was made by Mr. Strawn and seconded by Mr. Peters that the June 2, 2010 and June 21, 2010 Regular Meeting Minutes be approved with the following changes. In the June 2nd meeting minutes under the Zion Church section, the end of the first sentence should read, "...user charge discussed in closed meeting." In June 21st minutes, under the Director's Report section, subsection New Wells, the end of the second sentence will be changed to "...two monitoring wells." And the last sentence will read "A determination of retesting, for iron and manganese, in the Smith well was postponed.". The motion was carried by the following vote:

AYES:	Messrs.:	Akin, Strawn, Napolitano, Peters, Popper
NAYS:	Messrs.:	None
ABSTAIN:	Messrs.:	None

PAYMENT OF BILLS -6/1/10-6/30/10- CHECK REGISTER

Motion was made by Mr. Strawn, and seconded by Mr. Popper, 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, Peters, Popper
NAYS:	Messrs.:	None
ABSTAIN:	Messrs.:	None

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July 7, 2010

10:17 AM
06/30/10
Accrual Basis

Washington Township MUA
Monthly Checkbook Register
June 2010

Date	Num	Name	Memo	Amount	Balance
Jun 10					
06/02/2010	20689	Institute for Professional...	6/11/10 seminar on Local Public Contract Laws	-99.00	-99.00
06/03/2010	20690	Post Office	postage for billing and 3 rolls stamps	-353.69	-452.69
06/03/2010		PNC Bank	PNC Merchant fee	636.83	184.14
06/04/2010	20691	Staples	acc #7972820004326617	-45.98	138.16
06/04/2010	20692	Rutgers, the State Univ...	Course Code En0203ca10-NJDEP Air Qualit...	-375.00	-236.84
06/04/2010	20693	Buckman's Inc.	chemicals-caustic soda-->	-6,627.46	-6,864.30
06/04/2010	20694	Clarks Cleaning	Cleaning Service	-495.20	-7,359.50
06/04/2010	20695	Elizabethtown Gas 0711	6839340711	-29.78	-7,389.28
06/04/2010	20696	Elizabethtown Gas 2661	4292272661	-16.15	-7,405.43
06/04/2010	20697	Elizabethtown Gas 302...	3023945621	-252.74	-7,658.17
06/04/2010	20698	Elizabethtown Gas 530...	5305345621	-16.15	-7,674.32
06/04/2010	20699	Elizabethtown Gas 6291	4540016291	-19.82	-7,694.14
06/04/2010	20700	Elizabethtown Gas 6641	0371846641	-45.28	-7,739.42
06/04/2010	20701	Elizabethtown Gas 9641	0150129641	-24.64	-7,764.06
06/04/2010	20702	Elizabethtown Gas 971...	9715445621	-19.82	-7,783.88
06/04/2010	20703	Verizon/Bell	acc #201 z42-3181 999 32y	-141.43	-7,925.31
06/07/2010	eft16...	PERS Health Div of Pe...	92-1683-0 Health Benefits	-8,207.41	-16,132.72
06/07/2010			monthly bond transfer	153,929.58	137,796.86
06/08/2010			6/11/10 payroll fuding	-23,219.10	114,577.76
06/10/2010	20704	A&M Industrial Supply	power lift magnet	-660.74	113,917.02
06/10/2010	20705	Accurate Pest Control, L...	april pest service	-62.00	113,855.02
06/10/2010	20706	Accurate Waste Removal	april 2010 sludge removal services	-3,644.20	110,210.82
06/10/2010	20707	Amerigas - Chester 7500	acc #7500001497 - Pheasant tank rental	-93.00	110,117.82
06/10/2010	20708	AT&T Mobility	05369412-001-42	-190.35	109,927.47
06/10/2010	20709	Barnes III & Sons LLC	office landscaping & plantings	per capital budget-->	107,427.47
06/10/2010	20710	Ceridian	cust #115204; April payroll services	-77.06	107,350.41
06/10/2010	20711	Coyne Chemical	WASH46	-983.28	106,367.13
06/10/2010	20712	D.J. Egarian & Associat...	April 2010 engineering services	-20,566.00	85,801.13
06/10/2010	20713	Embarq/CenturyLink		-725.95	85,075.18
06/10/2010	20714	Grainger	835911546	maintenance and safety items-->	82,557.37
06/10/2010	20715	Greenway Flowers	006775	-67.99	82,489.38
06/10/2010	20716	Hoffmans Supply, Inc.	lv03 emergency repair	-36.40	82,452.98
06/10/2010	20717	Internet Cake, Inc.	basic hosing & virtual domain	-250.00	82,202.98
06/10/2010	20718	J & D Sales And Services	WASHTWSP	-10.96	82,192.02
06/10/2010	20719	JCP&L	acc #20 00 00 0009 4 9	-25,123.85	57,068.17
06/10/2010	20720	Jill Waller	expenses	-35.00	57,033.17
06/10/2010	20721	Kowalski Roofing Corp	smstf roof repair	per capital budget-->	50,461.77
06/10/2010	20722	Kurts Locksmith Service	2 mailboes	-160.00	50,301.77
06/10/2010	20723	North East Scientific	acc #7003-7039-2018-5361	-25.00	50,276.77
06/10/2010	20724	One Call Concepts	acc #12-WA2; mark out call out services april...	-69.91	50,206.86
06/10/2010	20725	Oswald Enterprises Inc.	W479	annual jet vac cleaning of wet wells-->	48,206.86
06/10/2010	20726	Passaic Valley Sewerag...	4/19-5/14 sludge disposal	-3,480.00	44,726.86
06/10/2010	20727	Performance Plus		-1,763.45	42,963.41
06/10/2010	20728	QC Inc.	C00154	-2,923.00	40,040.41
06/10/2010	20729	Recorder Publishing Co.	3/11 second monthly meeting	-35.40	40,005.01
06/10/2010	20730	Samuel Stothoff Co. Inc.	WTMUA1	SM05 & LV03 pump replacement-->	28,620.01
06/10/2010	20731	Scarinci Hollenbeck	overtime	-892.61	27,727.40
06/10/2010	20732	Simmons Transport, Inc.	trailer rental 4/1/10-4/30/10	-1,500.00	26,227.40
06/10/2010	20733	Sprint Long Distance	inv id #926520042	-62.55	26,164.85
06/10/2010	20734	Stephan Farm Supply		2010 clothing allowance purchases-->	23,953.85
06/10/2010	20735	Taylor Oil Co.	install EZ valve at Route 517 pump station; pave 65	-988.92	22,964.93
06/10/2010	20736	Toby Barkman	schooleys & 116 fairview due to repairs; misc sewer repairs	>	6,970.26
06/10/2010	20737	UPS	acc #1400994	-25.19	6,945.07
06/10/2010	20738	USA Bluebook	91874	-10.11	6,934.96
06/10/2010	20739	Valley Auto & Tire	veh 91 - oil change/lube/fleeter/flasher	-124.94	6,810.02
06/10/2010	20740	Valley Cleaners		-134.10	6,675.92
06/10/2010	20741	Verizon/Bell		-136.60	6,539.32
06/10/2010	20742	Washington Township	2nd qtr 2010 fuel deposit; 1st qtr 2010 fuel b...	-2,727.76	3,811.56
06/10/2010	20743	Waste Management of ...	100-0059416-0836-5	-565.62	3,245.94
06/15/2010		PNC Bank	refund PNC Merchant fee	667.45	3,913.39
06/15/2010		Sprint Long Distance	Sprint credit deposit	6.98	3,920.37
06/18/2010			money deposited into wrong account	-27,707.51	-23,787.14
06/18/2010	eft57...	*Capital Funds Transfer	barnes c57	2,500.00	-21,287.14
06/18/2010	eft57...	*Capital Funds Transfer	egarian c108	7,762.50	-13,524.64
06/18/2010	eft57...	*Capital Funds Transfer	egarian 146a	234.38	-13,290.26
06/18/2010	eft57...	*Capital Funds Transfer	egarian 146a	234.38	-13,055.88
06/18/2010	eft57...	*Capital Funds Transfer	egarian 146b	234.37	-12,821.51
06/18/2010	eft57...	*Capital Funds Transfer	egarian 146b	234.37	-12,587.14

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July 7, 2010

10:17 AM
06/30/10
Accrual Basis

Washington Township MUA
Monthly Checkbook Register
June 2010

Date	Num	Name	Memo	Amount	Balance
06/18/2010	eft57...	*Capital Funds Transfer	egarian 146c	400.00	-12,187.14
06/18/2010	eft57...	*Capital Funds Transfer	egarian 141g	337.50	-11,849.64
06/18/2010	20744	Theiller	Reimburse for Plumber costs	-140.00	-11,989.64
06/23/2010		Internal Revenue Service	reimbursement for overpayment of 941 from ...	165.31	-11,824.33
06/23/2010			6/25/10 payroll funding	-21,073.69	-32,898.02
06/24/2010	eft17...	PERS Div of Pens & Be...	2nd qtr 2010 reconciliation	-2,908.19	-35,806.21
06/28/2010	20745	Staples	acc #7972820004326617	-17.00	-35,823.21
Jun 10				-35,823.21	-35,823.21

BILLING ADJUSTMENTS -WATER & SEWER- APRIL & MAY 2010

Motion was made by Mr. Popper, and seconded by Mr. Strawn, that the Billing Adjustments for April & May 2010 be approved as presented. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Peters, Popper
 NAYS: Messrs.: None
 ABSTAIN: Messrs.: None

OPEN TO THE PUBLIC

Open to the public. There being no public present, the meeting was immediately closed to the public.

PERSONNEL COMMITTEE

The revised Personnel Policies Manual & Employee Handbook was presented to the committee for approval. The following changes were requested. Under Driver's License Policy, the first line will read "Any employee whose work requires the operation...". Under the Health Insurance Policy section, the end of the first paragraph, the word agreement will be capitalized. Addendums will be provided as needed.

**RESOLUTION
ADOPTION
of
PERSONNEL POLICIES AND PROCEDURES MANUAL**

No. 10-07-B

WHEREAS, it is the policy of the Washington Township Municipal Utilities Authority (the Authority) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to:

Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Age Discrimination in Employment Act, Equal Pay for Equal Work Act, Fair Labor Standards Act, New Jersey Law Against Discrimination, Americans with Disabilities Act, Family and Medical Leave Act, Conscientious Employee Protection Act, Public Employee Occupational Safety and Health Act, New Jersey Workers Compensation Act, Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and Open Public Meetings Act; and,

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WHEREAS, the Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

1. The Personnel Policies and Procedures Manual attached hereto is hereby adopted.
2. These personnel policies and procedures shall apply to all Authority officials, appointees, employees, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.
3. This manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.
4. To the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."
5. The Executive Director and all managerial/supervisory personnel are responsible for these employment practices.
6. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED:

July 7, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to adopt Resolution 10-07-B Adoption of Policy & Procedures Manual. Motion was carried by the following vote:

AYES:	Messrs.:	Akin, Strawn, Napolitano, Peters, Popper
NAYS:	Messrs.:	None
ABSTAIN:	Messrs.:	None

RESOLUTION ADOPTION of EMPLOYEE HANDBOOK

No. 10-07-C

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) has insurance coverage through New Jersey Utility Authorities Joint Insurance Fund (JIF); and,

WHEREAS, JIF coverage for Personnel Practices Risk Control is provided through the New Jersey Municipal Excess Liability System (MEL); and,

WHEREAS, MEL requires that the Authority maintain an Employee Handbook; and,

WHEREAS, MEL also requires that the Employee Handbook be by updated and redistributed at least every two years; and,

WHEREAS, the Authority has updated its Employee Handbook and it is ready it for redistribution.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

1. The Employee Handbook, originally adopted December 2, 2004 and last revised May 5, 2010, be hereby adopted.

WASHINGTON TOWNSHIP MUA

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2. The Employee Handbook procedures shall apply to all Authority officials, appointees, employees, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, the Employee Handbook shall prevail.
3. The Employee Handbook is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.
4. To the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."
5. That the Executive Director and the MEL Personnel Administrator are authorized to distribute said **Employee Handbook** to all Employee personnel.
6. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: July 7, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to adopt Resolution 10-07-C Adoption of Employee Handbook. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Peters, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

<p>RESOLUTION DESIGNATION of a MEL PERSONNEL ADMINISTRATOR</p>

No. 10-07-D

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) has insurance coverage through New Jersey Utility Authorities Joint Insurance Fund (JIF); and,

WHEREAS, JIF coverage for Personnel Practices Risk Control is provided through the New Jersey Municipal Excess Liability System (MEL); and,

WHEREAS, MEL requires that all members designate a Personnel Administrator to assist the Executive Director in the implementation of personnel practices; and,

WHEREAS, E. Jill Waller has, as part of her duties as the Executive Secretary, been assigned human resource responsibilities; and,

WHEREAS, it is the best interest of the Authority to appoint E. Jill Waller as the MEL Personnel Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

1. E. Jill Waller hereby appointed as the Authority's MEL Personnel Administrator.
2. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: July 7, 2010

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Motion was made by Mr. Strawn, and seconded by Mr. Popper, to adopt Resolution 10-07-D Appointment of E. Jill Waller as MEL Personnel Administrator. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Popper, Peters
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

ADMINISTRATIVE ASSISTANT FOR FIELD OPERATIONS

To be discussed further during closed session.

WATER LEAK BILLING ADJUSTMENTS

A 125% reduction of use in the prior quarter has been proposed after reviewing billing history and re-reading meters to determine that a leak was present. A leak certification form will be created as well as a form for residents requesting their meter to be tested. The leak certification form is to be signed by the customer stating that: 1.) they were unaware of the excess use, 2.) no known explanation was found for the leak, and 3.) repair receipts were presented.

<p>RESOLUTION Excessive Unaccounted for Water Use / Bill Policy</p>

No. 10-07-E

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) occasionally finds that customers have used an abnormally large quantity of water for which there is, or is claimed to be, no known immediate explanation; and,

WHEREAS, billing for such Excessive Unaccounted for Water Use is often disputed by the customer; and,

WHEREAS, it is the best interest of the Authority to have a policy that will allow administrative disposition of such disputed bills in a uniform manner.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

2. The policy for handling and disposing of billings for Excessive Unaccounted for Water Use shall be as follows:
 - a. When a bill for Excessive Unaccounted for Water Use remains in dispute after the meter at the location in question has been re-read, it has been verified that the water use is excessive when compared to prior actual metered water use (based on actual readings) for that location, and that no additional excessive use is present, the customer may be offered the following options by the Authority staff in the order shown below:
 - i. The customer may have their bill adjusted by a reduction to an amount based on 125% of the water use for the same quarter of the previous year, provided the Customer signs a certification:
 - (1) That they were unaware of the excess usage problem until alerted by the MUA or through review of his/her bill, and
 - (2) Stating that there was a leak found, but that it was reasonably beyond their control to have discover it, and

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- (3) Receipts from a plumber, or, in the case of a do-it-yourself repair, receipts for materials purchased showing that the leak has been repaired.
- ii. In the event the customer contends that there is no known explanation for the leak, or the proper documentation is not presented, the customer may have their bill adjusted by a reduction to an amount based on 150% of the water use for the same quarter of the previous year, provided that the Customer signs a certification stating:
 - a) That they were unaware of the excess usage problem until alerted by the MUA or through review of his/her bill, and
 - b) That the reason for the excess water use was unknown, and
 - c) They have had the interior and exterior plumbing at the premises reviewed by a licensed plumber and no leaks were found, and
 - d) A copy of the plumber's bill including a statement of findings presented, and
 - e) They acknowledge that such settlement shall be a one time settlement and no further settlements of such nature shall be available during the Customers occupancy of the premises.
- 2. The customer may have the meter replaced and tested. The customer shall be advised that:
 - (1) If the meter is found to be operating properly or reading less flow than acceptable for such equipment, they will be responsible for, completing information on the required form, in addition to the amount of the disputed bill, the cost associated with replacing and testing the original meter, or
 - a) If the meter is found to be reading flow at a rate greater than acceptable for such equipment, the disputed bill will be adjusted, in the next regular billing cycle, to account for the excess rate indicated by the testing.
 - B. Should the customer still protest the bill when excess water use continues after the meter has been reread, the prior reading(s) verified, and the premises checked for leaks, the Authority may offer replacement and testing of meter as covered under item 1.a.iii. above.
 - C. Should the customer not accept any of the above options, or the meter testing results, the full amount of the bill shall be due, with accumulated interest, at the next regular billing cycle. If unpaid, it shall be treated as a delinquent account.

This Resolution replaces Resolution 97-10-B, Resolution Establishing Policy for Billing of Water Leaks for Residential Users.

This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED:

July 7, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano to adopt Resolution 10-07-e Excessive Unaccounted for Water Use. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Peters, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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CLIFFSIDE PARK ASSOCIATES

The May 2007 Operating Agreement was discussed with the following items addressed:

- There may be additional start up costs that affect usage rates. May consider a different rate class for CPA customers.
- An analysis of operating costs should be done. May only need someone at CPA once a week once they are hooked into the SCADA system and the system is upgraded.
- Should detail out the power to collect user fees. The MUA should be able to collect by the same means as the rest of the MUA customers.
- There should be some reference to the loan.
- Cover the MUA on rights of access if pipes need to be dug up.
- Ensure that section #7 includes the same restrictions for private wells that are currently in place for MUA customers.
- References to capital improvements are not consistent. Some sections include #1f, 11 and 3.
- Section #4 needs to address issue of when we don't have manpower.
- Section #2; commencement should begin when clean water runs through the pipes.
- Section #8b to include supplies, chemicals and legal fees.

Motion was made by Mr. Strawn, and seconded by Mr. Popper for Attorney Gregory to revise the Agreement and bring it back to the Board for a vote prior to going back to Cliffside with changes.

Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Peters, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

CLOSED SESSION AT 9:24 PM

RESOLUTION CLOSED SESSION

No. 10-07-A

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Litigation, Personnel and Contract Negotiations 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 aforesated matter will be discussed.

INTRODUCED AND PASSED: July 7, 2010

Motion was made by Mr. Strawn, and seconded by Mr. Popper to go into Closed Session. Motion was carried by the following vote:

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AYES: Messrs.: Akin, Strawn, Napolitano, Peters, Popper
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OUT OF CLOSED SESSION AT 10:35 PM

Motion was made by Mr. Popper, and seconded by Mr. Napolitano to adjourn the meeting.

AYES: Messrs: Akin, Napolitano, Peters, Popper
NAYS: None
ABSTAIN: None

Meeting Adjourned: 10:35 pm

Respectfully submitted,

E. Jill Waller
Secretary