

---

**WASHINGTON TOWNSHIP MUA**  
**Regular Meeting**  
January 17, 2011

---

The Regular Meeting of the W.T.M.U.A. was called to order at 7:33 p.m. on January 17, 2011. Adequate notice of this meeting of the W.T.M.U.A. was given to the Observer Tribune and the Hunterdon County Democrat on March 4, 2010. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Akin, Strawn, Napolitano, Cullen  
Alt. Members Present: Messrs.  
Members Absent: Messrs. Peters  
Alt. Members Absent: Messrs. Kramer, Popper  
Township Liaison Present: Messrs.  
Township Liaison Absent: Messrs.  
Staff Members Present: Executive Director (E.D.) Platt, Secretary Waller, Attorney Gregory

**MEETING MINUTES**

A motion was made by Mr. Strawn, and seconded by Mr. Cullen, to approve the September 20, 2010 and October 6, 2010 Minutes with the following changes:

September 20, 2010:

Page 1, item #4 under the Director's Report: "E. Platt..." will be changed to "F. Platt..."; on page 2, second paragraph under WMP Meeting: "The final draft of the Washington Township Performance..." will be changed to "...Washington Township Conformance"; third paragraph, last line: "...provided by the County Wastewater Management..." will be changed to "...County Planning Board...."

October 6, 2010:

Page 2, under Director's Report: "Ed Platt sent out insurance reports to the DEP..." will be changed to "F. Platt sent out capacity assurance reports..."

Motion was carried to the following vote:

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

**EXCESSIVE UNACCOUNTED FOR WATER USE**

<b>RESOLUTION</b> Excessive Unaccounted for Water Use / Bill Policy
--

No. 11-01-H

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) approved Resolution 10-07-E on July 7, 2010; and

WHEREAS, a typographical error was found in Resolution 10-07-E; and

WHEREAS, this Resolution replaces Resolution 10-07-E.

WHEREAS, the Washington Township Municipal Utilities Authority (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:

- 1) The policy for handling and disposing of billings for Excessive Unaccounted for Water Use shall be as follows:

---

**WASHINGTON TOWNSHIP MUA**  
**Regular Meeting**  
January 17, 2011

---

- 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
      - (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 excessive use, 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:
      - (1) That they were unaware of the excess usage problem until alerted by the MUA or through review of his/her bill, and
      - (2) That the reason for the excess water use was unknown, and
      - (3) They have had the interior and exterior plumbing at the premisses reviewed by a licensed plumber and no leaks were found, and
      - (4) A copy of the plumber's bill including a statement of findings presented, and
      - (5) 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.
    - iii. 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
      - (2) 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.
  - a. 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.
  - b. 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.
1. This Resolution replaces Resolution 97-10-B, Resolution Establishing Policy for Billing of Water Leaks for Residential Users.
  2. This Resolution shall take effect as provided by law.

---

**WASHINGTON TOWNSHIP MUA**  
**Regular Meeting**  
January 17, 2011

---

INTRODUCED AND PASSED: January 17, 2011

Motion to approve the revised Resolution for Excessive Unaccounted for Water Use/Bill Policy. Motion was carried to the following vote:

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

**DIRECTOR'S REPORT**

- F. Platt has provided comments on the Excavation Specs to J. Gregory and D. Egarian for review.
- The Highlands Council has not commented on the sewer map revisions provided by F. Platt.
- D. Egarian is working on the GIS mapping.
- There is currently a shortage of staff due to illness and long-term surgery. Temporary help is being brought in. There has been no significant impact on operations. Essential work is being taken care of.
- A preliminary budget estimate of \$100,000 has been determined to remove the sludge from the phragmites beds at the Schooley's Mountain Plant. This is the same range as the prior Executive Director's budget. The beds have not been used in the last two months. Some of the money for this project is included 2012. Three estimates for the trucking and deposal were acquired. The cost of loading the sludge was confirmed by a contractor. One of the beds will need major repairs. A few may need some rehabilitation. After the sludge is removed, they will be evaluated as to their rehabilitation costs.
- The General Notice page of the Reverse 911 Standard Operating Procedure has been forwarded to all involved parties for review.
- The repair of the pump for the WT Library will be forwarded to the Township for payment per the February 2002 Agreement.

**DJ EGARIAN BILLING**

The subcommittee met last Wednesday. A letter has been sent requesting additional billing information from DJ Egarian. It was suggested to hold discussion until the additional information has been provided.

**REORGANIZATION MEETING**

This is scheduled for February 2<sup>nd</sup>. It was agreed to request Professional Services proposals from all current professional service providers.

The Meeting schedule in 2011 will include two meetings per month through June and one per month for the remaining months. With an offer being provided to a candidate for the Executive Director's position, the new Executive Director may need the extra meetings for the first six months. The offer is contingent on clarification from NJ PERSt that this candidate can work less than 32 hours per week as the WTMUA Executive Director while collecting retirement benefits through PERS for prior employment. PERS is the pension system that the WTMUA participates in.

**MEETING OPENED TO THE PUBLIC – 8:03 PM**

Being there were no comments from the Public, the meeting was immediately closed to the Public.

**CLOSED SESSION – 8:07 PM**

<b>RESOLUTION CLOSED SESSION</b>
--------------------------------------

No. 11-01-I

---

**WASHINGTON TOWNSHIP MUA**  
**Regular Meeting**  
January 17, 2011

---

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: January 17, 2011

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to go into Closed Session to discuss Litigation and Personnel matters. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**OUT OF CLOSED – 9:10 PM**

**CLOSED MEETING MINUTES**

With the Executive Secretary not participating in a portion of the Closed Session, Attorney Gregory will provide the Minutes for tonight's Closed Session as well as the Closed Session Minutes from the previous Meeting on January 5, 2011.

**PERSONELL**

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, to give the Executive Director the authority to execute the decision and instructions that were agreed upon in Closed Session.

**SEARLES WELL SITE**

The Eight Year Preservation Program was denied by the Township for the Searles property.

**TOWNSHIP MUA LIAISON**

It is understood that Bill Roehrich will be the new Township Liaison for the MUA. He has been on the Ag Board as well as the WT School Board.

Motion was made by Mr. Strawn, and seconded by Mr. Cullen, adjourn the meeting.

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

NAYS: None

ABSTAIN: None

Meeting Adjourned: 9:15pm

Respectfully Submitted,  
E. Jill Waller  
Secretary