
WASHINGTON TOWNSHIP MUA
Regular Meeting
February 1, 2012

The Regular Meeting of the W.T.M.U.A. was called to order at 7:35 p.m. on February 1, 2012. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News on February 7, 2011. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Akin*, Strawn, Napolitano,
Alt. Members Present: Messrs. Popper***, Kramer**
Members Absent: Messrs.
Alt. Members Absent: Messrs. Cullen
Township Liaison Present: Messrs.
Township Liaison Absent: Messrs. Kennedy
Staff Members Present: Executive Director Pucilowski, Secretary Waller, Attorney Gregory

*out at 9:10 in 9:45

**arrived at 7:36 p.m.

*** left at 9:48 p.m.

REGULAR MEETING

APPROVAL OF MEETING MINUTES

A motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve the October 12 and October 19, 2011 minutes as presented. Motion was carried to the following vote:

AYES: Messrs.: Akin, Strawn Napolitano

NAYS: Messrs.: None

ABSTAIN: Messrs.: Popper

SMITH AND SCHAEFFER WELLS

Rose Benson, residing at 342 Flocktown Road, Long Valley, inquired about the status of the Smith and Schaeffer property wells. Executive Director Pucilowski addressed her question and will contact Ms. Benson to provide further information once the 72-hour pump test, scheduled in mid-February, is completed.

JANUARY 2012 CHECKBOOK REGISTER

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve the January 2012 Checkbook Register as presented. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

DECEMBER 2011 BILLING ADJUSTMENTS

A motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve the December 2011 Billing Adjustments as presented. Motion was carried to the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

VOUCHERS OVER \$5,000

Motion was made by Mr. Strawn, and seconded by Mr. Popper to the payment of the Rio Supply, Inc. voucher dated 1/9/12 for \$8,862.00 for water meters. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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2011 CAPITAL BUDGET REVIEW

Motion was made by Mr. Strawn and seconded by Mr. Popper to approve the 2011 capital budget adjustments.

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

2012 BUDGET ADOPTION

<p>RESOLUTION 2012 AUTHORITY WATER UTILITY ADOPTED BUDGET WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY OPERATING and CAPITAL BUDGETS for the FISCAL YEAR: from JANUARY 1, 2012 to DECEMBER 31, 2012</p>
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No. 12-02-D

WHEREAS, the Water Utility Annual Budget and Capital Budget/Program for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2012 and ending December 31, 2012, has been presented for adoption before the Commissioners of the Authority at its open public meeting of February 1, 2012 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 \$1,080,037, Total Appropriations, including any Accumulated Deficit if any, of \$1,125,705 and Total Unrestricted Net Assets utilized to Balance Budget of \$45,668; and,

WHEREAS, the Water Utility Capital Budget as presented for adoption reflects Total Capital Appropriations of \$782,580 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$782,580; and,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Washington Township Municipal Utilities Authority, at an open public meeting held on February 1, 2012 that the Water Utility Annual Budget and Capital Budget/Program of the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2012 and ending December 31, 2012 is hereby adopted and shall constitute an appropriation for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Water Utility Annual Budget and Capital Budget/Program 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: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-D. Motion was carried by the following vote:

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

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RESOLUTION
2012 AUTHORITY SEWER UTILITY ADOPTED BUDGET
WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPERATING and CAPITAL BUDGETS
for the
FISCAL YEAR: from JANUARY 1, 2012 to DECEMBER 31, 2012

No. 12-02-E

WHEREAS, the Sewer Utility Annual Budget and Capital Budget/Program for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2012 and ending December 31, 2012, has been presented for adoption before the Commissioners of the Authority at its open public meeting of February 1, 2012 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 \$2,505,510, Total Appropriations, including any Accumulated Deficit if any, of \$2,505,510 and Total Unrestricted Net Assets utilized to Balance Budget of \$0; and,

WHEREAS, the Sewer Utility Capital Budget as presented for adoption reflects Total Capital Appropriations of \$351,120 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$351,120; and,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Washington Township Municipal Utilities Authority, at an open public meeting held on February 1, 2012 that the Sewer Utility Annual Budget and Capital Budget/Program of the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2012 and ending December 31, 2012 is hereby adopted and shall constitute an appropriation for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Sewer Utility Annual Budget and Capital Budget/Program 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: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-E. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

CONTINUED SERVICE AGREEMENT

Board requested additional research to be conducted and tabled this topic until next meeting.

2012 WATER BUDGET REVISED RESOLUTION

Due to a typo in the second Whereas regarding the Accumulated Deficit and Total Unrestricted Net Assets. These typos do not impact the budget and only requires a revised Resolution.

RESOLUTION
2012 Authority Water Utility Budget
WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
for the
FISCAL YEAR: from January 1, 2012 to December 31, 2012

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No. 12-02-K

WHEREAS, this Resolution replaces Resolution 11-12-D due to a typographical error that needs to be corrected; and,

WHEREAS, the Annual Budget and Capital Budget for the Washington Township Municipal Utilities Authority's Water Utility for the fiscal year period beginning January 1, 2012 and ending December 31, 2012, has been presented before the governing body of the Washington Township Municipal Utilities Authority at its open public meeting of December 7, 2011; and,

WHEREAS, the Water Utility Annual Budget as introduced reflects Total Revenues of \$1,080,037, Total Appropriations, including Accumulated Deficit if any, of \$1,125,705 and Total Unrestricted Net Assets utilized of \$45,668; and,

WHEREAS, the Water Utility Capital Budget as introduced reflects Total Capital Appropriations of \$782,580 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$782,580; and,

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and,

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Washington Township Municipal Utilities Authority, at an open public meeting held on December 7, 2011 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Washington Township Municipal Utilities Authority's Water Utility for the fiscal year beginning January 1, 2012 and ending December 31, 2012, is hereby approved; and,

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and,

BE IT FURTHER RESOLVED, that the governing body of the Washington Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 1, 2012.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-K. Motion was carried by the following vote:

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

JIF EPL PROGRAM

Board requested additional research to be conducted and tabled this topic until next meeting.

APPOINT LABOR ATTORNEY

Board authorized the Executive Director to retain Cleary, Giacobbe, Alfieri, Jacobs LLC for Labor Attorney services. It was advised that a Resolution was not required for this Profession Service since the anticipated cost would be under \$5,000.

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ASSISTANT WATER OPERATOR

Motion was made by Mr. Strawn and seconded by Mr. Napolitano to authorize the Executive Director to advertise in-house for the appointment an Assistant Water Operator.

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

LVSTP RAW SEWERAGE PUMP

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to authorize the Executive Director to spend over \$5,000 for the removal, installation and replacement pump as well as the authorization for the cost of rental pump including installation and removal. Motion was carried by the following vote:

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

STAFFING UPDATE

Board was made aware of a possible long term medical leave.

RENEW JIF MEMBERSHIP

<p>RESOLUTION RENEWAL OF MEMBERSHIP IN THE NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND</p>
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No. 12-02-G

WHEREAS, the Washington Township Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said membership terminated as of December 31, 2011 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Washington Township Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

2. The WTMUA Chairman shall be and hereby is authorized to execute the agreement, as approved by our attorney, to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-G. Motion was carried by the following vote:

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

APPOINTING A RISK MANAGER

<p>RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT</p>

WASHINGTON TOWNSHIP MUA
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No. 12-02-H

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

WHEREAS, members of the Fund typically appoint a Risk Management Consultant to perform insurance consultations services as outlined in the proposed form of Agreement attached hereto; and

WHEREAS, the standard rate utilized by the Fund's for consultation services is six percent (6%) of the Authority's assessment and it is anticipated that this amount shall not exceed \$3,000; and

WHEREAS, the Local Public Contracts Law allows for the retention insurance consultants without competitive bidding recognizing that it is impracticable to undertake competitive bidding for insurance consultants; and,

WHEREAS, **Brown & Brown Insurance** of Florham Park, New Jersey has provided Risk Management Consultant's services to the Authority for several years.

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

- (1) The firm of **Brown & Brown Insurance**, 30A Vreeland Rd., Florham Park, NJ be appointed as its Risk Management Consultant.
- (2) That the Executive Director is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto.
- (3) This contract is awarded without competitive bidding in accordance with 40A:11-5(m) of the Local Public Contracts Law.
- (4) A copy of this resolution shall be published in the Authority's Official Newspaper as required by law within ten (10) days of its passage.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-H. Motion was carried by the following vote:

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

GROVE STREET PUMP

RESOLUTION
AUTHORIZING EXECUTION OF LICENSE AGREEMENT WITH THE COUNTY OF MORRIS

No. 12-02-I

WHEREAS, the Camp Washington Road Reservoir was taken out of service because of surface water influence requiring approximately twelve (12) homes along Schooley's Mountain Road and West Maple Avenue, Washington Township, to be supplied with potable water from a temporary tanker truck; and

WHEREAS, in order to provide a safe and adequate supply of water to the affected residents of Washington Township, the Washington Township Municipal Utilities Authority ("Authority") proposes to construct a booster pump station to draw water from an 8" water main at the intersection of Grove Street and West Maple Avenue and boost the pressure and flow to supply potable water to approximately 12 homes along Schooley's Mountain Road and West Maple Avenue; and

WHEREAS, the proposed booster pump station will be located within an unimproved section of Grove Street as shown on tax map (No. 27) of the Township of Washington and within Block 33, Lot 19 owned by the County of Morris; and

WHEREAS, the Township of Washington, with apparent rights in the unimproved section of Grove Street, will execute a License Agreement allowing the construction, maintenance and use of the proposed Grove Street booster pump station.

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WHEREAS, the County of Morris, as the underlying fee owner of Block 33, Lot 19, will execute a License Agreement allowing the construction, maintenance and use of the proposed Grove Street booster pump station.

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

1. The Chairman of Washington Township Municipal Utilities Authority is hereby authorized and directed to execute and forward to the County of Morris a License Agreement, in the form of Agreement attached hereto as Schedule A, to allow the construction of the proposed Grove Street pump station.

2. This resolution shall take effect immediately.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-I. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

<p>RESOLUTION AUTHORIZING EXECUTION OF LICENSE AGREEMENT WITH THE TOWNSHIP OF WASHINGTON</p>

No. 12-02-J

WHEREAS, the Camp Washington Road Reservoir was taken out of service because of surface water influence requiring approximately twelve (12) homes along Schooley's Mountain Road and West Maple Avenue, Washington Township, to be supplied with potable water from a temporary tanker truck; and

WHEREAS, in order to provide a safe and adequate supply of water to the affected residents of Washington Township, the Washington Township Municipal Utilities Authority ("Authority") proposes to construct a booster pump station to draw water from an 8" water main at the intersection of Grove Street and West Maple Avenue and boost the pressure and flow to supply potable water to approximately 12 homes along Schooley's Mountain Road and West Maple Avenue; and

WHEREAS, the proposed booster pump station will be located within an unimproved section of Grove Street as shown on tax map (No. 27) of the Township of Washington and within Block 33, Lot 19 owned by the County of Morris; and

WHEREAS, the County of Morris, as the underlying fee owner of Block 33, Lot 19, will execute a License Agreement allowing the construction, maintenance and use of the proposed Grove Street booster pump station; and

WHEREAS, the Township of Washington, with apparent rights in the unimproved section of Grove Street, will execute a License Agreement allowing the construction, maintenance and use of the proposed Grove Street booster pump station.

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

1. The Chairman of Washington Township Municipal Utilities Authority is hereby authorized and directed to execute and forward to the Township of Washington a License Agreement, in the form of Agreement attached hereto as Schedule A, to allow the construction of the proposed Grove Street pump station.

2. This resolution shall take effect immediately.

INTRODUCED AND PASSED: February 1, 2012

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Motion was made by Mr. Strawn, and seconded by Mr. Popper, to approve Resolution 12-02-J. Motion was carried by the following vote:

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

VALLEY VIEW CHAPEL

Chairman Akin recused himself from the discussion of Valley View Chapel at 9:10 p.m. Based on the MUA's understanding of the building usage, the Executive Director recalculated the EDU's at 7. The Water Service Agreement and Sewer Connection Agreement should include a provision allowing Connection Fee EDU changes if the building usage changes in future years. The Executive Director will do a comparison of square footage between other churches in the service area in conjunction with developing the Agreements for signature.

DIRECTOR'S REPORT

- **WMP** – the WMP is expected to be approved in April.
- **Municipal Excess Liability Joint Insurance Fund** - Noted that a policy premium credit will be applied upon the attendance of a Commissioner at the March 13, 2012 meeting.

FINANCIAL DISCLOSURE FORMS

Advised that the Financial Disclosures are due to the Township on April 20th.

EMPLOYEE ASSOCIATION

The Agreement has been delivered and is currently awaiting a reply by the Employee Association.

CLOSED – 9:48 PM

RESOLUTION CLOSED SESSION
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No. 12-02-F

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating Personnel, Contract Negotiations and Litigation 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: February 1, 2012

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

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

OUT OF CLOSED – 10:00 PM

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REORGANIZATION

MUA BOARD APPOINTMENTS

RESOLUTION
WTMUA BOARD APPOINTMENTS

No. 12-02-R1

WHEREAS, it is in the interest of the Authority to appoint a Chairman, Vice Chairman and Executive Secretary/Treasurer to the Washington Township Municipal Utilities Authority Committee; and

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 1st day of February 2012 the following appointments are hereby made:

1. Chairman: Dean Strawn
2. Vice Chairman: Mark Napolitano
3. Secretary/Treasurer: E. Jill Waller

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R1. Motion was carried by the following vote:

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

EXECUTIVE DIRECTOR

RESOLUTION
WTMUA Executive Director Appointment

No. 12-02-R2

WHEREAS, it is in the interest of the Authority to appoint Michael P. Pucilowski as the Executive Director of the WTMUA; and

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 1st day of February 2012 the following appointments were made:

1. Upon the terms and conditions set forth on his appointment on February 2, 2011, Michael P. Pucilowski is hereby appointed as the Executive Director of the Washington Township Municipal Utilities Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R2. Motion was carried by the following vote:

AYES: Messrs.: Akin, Strawn, Napolitano, Kramer
NAYS: Messrs.: None

CUSTODIAN OF GOVERNMENT RECORDS

RESOLUTION
APPOINTING CUSTODIAN OF GOVERNMENT RECORDS

No. 12-02-R3

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

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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 1st day of February 2012 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: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R3. Motion was carried by the following vote:

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

PUBLIC AGENCY COMPLIANCE OFFICE

RESOLUTION DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER
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No. 12-02-R4

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 1st day of February 2012 as follows:

Michael Pucilowski, WTMUA Executive Director, is hereby designated as the Public Agency Compliance Officer.

This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R4. Motion was carried by the following vote:

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

JIF MUA COMMISSIONER

RESOLUTION APPOINTING COMMISSIONER FOR THE NEW JERSEY UTILITIES AUTHORITIES JOINT INSURANCE FUND

No. 12-02-R5

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

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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 1st day of February, 2012 as follows:

1. The WTMUA does hereby appoint Michael Pucilowski, 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 the New Jersey Utilities Authorities Joint Insurance Fund.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R5.

Motion was carried by the following vote:

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

GOV CONNECT OFFICIAL

RESOLUTION APPOINTING OFFICIAL FOR GOVCONNECT
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No. 12-02-R6

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 as follows:

1. E. Jill Waller, WTMUA Executive Secretary, is hereby designated as the District Official to be enrolled in the GovConnect program.
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: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R6.

Motion was carried by the following vote:

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

REGULAR MEETING SCHEDULE

RESOLUTION Regular Meeting Schedule
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No. 12-02-R7

BE IT RESOLVED that the regular meetings of the Washington Township Municipal Utilities Authority be held, per the attached schedule, at 7:30 p.m. at the Washington Township Municipal Utilities Authority Administration Building at 46 East Mill Road, Long Valley, New Jersey, for the year of

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2012.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R7.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2012

PLEASE TAKE NOTICE, that the Washington Township Municipal Utilities Authority will meet to discuss or take formal action upon business at 7:30 p.m. on each of the dates set forth below, at the Washington Township Municipal Utilities Authority Administration Building, 46 East Mill Road, Long Valley, New Jersey:

March 7	October 10
April 4	October 24
May 2	November 7
June 6	November 28
July 11	December 5
August 1	January 9, 2013
September 12	February 6, 2013
October 3	

Notice of any additions to the above schedule, or changes in the time, date or place of any scheduled meeting, will be posted in this location and delivered to the Observer Tribune in advance, as required by law.

WASHINGTON TOWNSHIP MUNICIPAL
UTILITIES AUTHORITY

By: E. Jill Waller, Secretary

OPEN PUBLIC MEETINGS ACT

RESOLUTION Open Public Meetings Act

No. 12-02-R8

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and hereinafter designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the amount therein set forth;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, for purposes of compliance with the "Open Public Meetings Act" aforesaid, the Washington Township Municipal Utilities Authority hereby makes the following designations:

(1) The Daily Record and Courier News are hereby designated as the newspapers to receive notice of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that those newspapers are more likely to inform the local public of such meetings.

(2) The notice of meetings shall be prominently posted in a space reserved for such posting in the Washington Township Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey.

(3) The notice of meetings shall be filed with the clerk of the Township of Washington and the clerk of the Township of Tewksbury.

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(4) The sum of \$15.00 is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R8. Motion was carried by the following vote:

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

AUDITING SERVICES CONTRACT

RESOLUTION
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR AUDITING SERVICES

No. 12-02-R9

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Auditing Services for fiscal year ending 2012; and,

WHEREAS, Nisivoccia & Company has submitted a proposal dated December 1, 2011 indicating they will provide the Auditing Services for the not to exceed price of \$27,425 for fiscal year 2012, attached hereto as Schedule A; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Nisivoccia & Company has submitted a Business Entity Disclosure Certification which certifies that Nisivoccia & Company has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Nisivoccia & Company from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the term of this contract is one year.

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

1. The Executive Director is hereby authorized and directed to accept the proposal of Nisivoccia & Company as the form of Professional Services Contract ("Contract") not to exceed \$27,425 for 2011 Auditing Services
2. A copy of this Resolution and the Contract engaging Nisivoccia & Company shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

WASHINGTON TOWNSHIP MUA
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INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R9. Motion was carried by the following vote:

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

LEGAL SERVICE CONTRACT

RESOLUTION
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR LEGAL SERVICES

No. 12-02-R10

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Legal Services; and

WHEREAS, James R. Gregory of Gregory & Reed has submitted a proposal dated 1/27/12 indicating they will provide the Legal Services in accordance with the rate schedule submitted; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Gregory & Reed has submitted a Business Entity Disclosure Certification which certifies that Gregory & Reed has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Gregory & Reed from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the anticipated term of this contract is one year.

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

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with Gregory & Reed for legal services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Gregory & Reed shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

INTRODUCED AND PASSED: February 1, 2012

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Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R10.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ENGINEERING SERVICE CONTRACT

RESOLUTION

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR ENGINEERING SERVICES**

No. 12-02-R11

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Engineering Services; and

WHEREAS, David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. has submitted a proposal dated January 25, 2010 indicating they will provide the engineering services in accordance with the rate schedule submitted; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) D.J. Egarian & Associates, Inc has submitted a Business Entity Disclosure Certification which certifies that D.J. Egarian & Associates, Inc has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit D.J. Egarian & Associates, Inc from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the anticipated term of this contract is one year; and

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

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. for engineering services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging David J. Egarian, P.E. shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

INTRODUCED AND PASSED: February 1, 2012

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Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R11.

Motion was carried by the following vote:

AYES: Messrs.: Akin, Kramer

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL NEWSPAPER

RESOLUTION Official Newspaper

No. 12-02-R12

BE IT RESOLVED that the official newspaper of the Washington Township Municipal Utilities Authority for the year 2012 shall be the Daily Record.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R12.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL DEPOSITORIES

RESOLUTION Official Depositories
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No. 12-02-R13

BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the following be designated as official depositories for the Authority's funds for the year 2012:

PNC Bank, N.A.

Peapack - Gladstone Bank

Wachovia Corporation

U.S. Bank

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R13.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

MEL PERSONNEL ADMINSTRATOR

RESOLUTION DESIGNATION of a MEL PERSONNEL ADMINISTRATOR

No. 12-02-R14

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

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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: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R14.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PAYMENT OF BILLS EXCEPTION

RESOLUTION

Authorization of Bills Exception

No. 12-02-R15

WHEREAS, the Washington Township Municipal Utilities Authority requires goods and services, and commitment for payment for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to secure the goods and services on a timely basis, and thereby committing payment for such goods and services, in order to maintain the operations of the Authority.

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

1. The Executive Director is authorized to commit the Authority's financial resources for certain goods and services prior to review by the MUA Committee except hiring decisions which shall not be made without MUA Board approval.
2. To qualify authorization of funds prior to Committee review, vouchers for such goods and services shall be:
 - Less than \$5,000 in the aggregate, and in accordance with applicable law, or
 - Covered by a contract previously approved by the Committee, or
 - For goods or services received from regulated utilities (e.g. - Electricity or Telephone) and required in the ongoing operation of the sewer and water systems.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R15.

Motion was carried by the following vote:

AYES: Messrs.: Akin, Kramer

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

RESOLUTION

Payment of Bills Exception

No. 12-02-R16

WHEREAS, the Washington Township Municipal Utilities Authority receives goods and services, and invoices for such goods and services at various times during any given month; and,

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WHEREAS, it is to the benefit of the Authority to make payments for goods and services on a timely basis to retain good relations with vendor, avoid interest amounts on overdue payments, and to take advantage of discounts.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that the Executive Secretary is authorized to make payments for certain goods and services, with voucher approval from the Executive Director or MUA Chairman and authorized staff, prior to review by the MUA Committee.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R16.

Motion was carried by the following vote:

AYES: Messrs.: Akin, Kramer

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

NJ SEM OFFICIAL REPRESENTATIVE

RESOLUTION

APPOINTING OFFICIAL REPRESENTATIVE FOR
NEW JERSEY SUSTAINABLE ENERGY MEETING

No. 12-02-R17

WHEREAS, the New Jersey Sustainable Energy Meeting (NJSEM) was formed as a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq, and;

WHEREAS, the Authority became a member of the NJSEM on April 15, 2011, and;

WHEREAS, in order to participate in the NJSEM, the Washington Township Municipal Utilities Authority ("Authority") must designate an NJSEM Representative as liaison for all communication between the NJSEM and 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 as follows:

1. Christine Kattermann, Authority Administrative Assistant, is hereby designated as the Official Representative for the NJSEM.
2. Upon enrollment, the designated Authority Official Representative agrees to act as liaison between the Authority and the NJSEM advising both parties of pertinent communications with regard to the procurement of natural gas, electricity and other forms of energy.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 1, 2012

Motion was made by Mr. Strawn, and seconded by Mr. Napolitano, to approve Resolution 12-02-R17.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 10:26 pm

Respectfully Submitted, E. Jill Waller, Secretary