
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
January 8, 2014**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:34 PM on January 8, 2014. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News on February 12, 2013. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen, Napolitano, Akin*, Mascott
Alt. Members Present: Messrs. Babb
Members Absent: Messrs. Popper
Alt. Members Absent: Messrs. Kramer
Staff Members Present: Executive Director Pucilowski, Secretary Waller, Attorney Gregory

*arrived at 7:47 PM

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SALUTE THE FLAG

DECEMBER 2013 CHECKBOOK REGISTER

It was recommended to consider having fire extinguishers in each of the trucks. It was also recommended to have a hands training with the use of the extinguishers.

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve the December 2013 Checkbook Register. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Mascott, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

VOUCHERS OVER \$5,000

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, that the vouchers for Coppola Services for \$23,500, Harper Control Solutions for \$12,275.00, JIF for \$21,069.00, R&R Construction for \$6,208.00, Passaic Valley for \$9,540.00 and DeMaio Electric for \$21,854.00 be approved for payment and authorized by the signature of the proper official. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Mascott, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OPEN TO THE PUBLIC – 7:55PM

SENIOR CITIZEN/FINANCIAL HARDSHIP RATE QUALIFICATION

Reviewed letter provided by the Mr. Stanilious. The State statute refers only to the PAAD program for discounts for senior citizens. The Authority is required to have all the rates uniformed with the only exception being a senior citizen, who is under 65 years of age and is eligible for PAAD. The Authority is not permitted by law to use the Senior Gold Program to qualify for the discount.

CLOSED TO THE PUBLIC – 8:08PM

CREDIT CARD ACCEPTANCE

A customer has complained about the new third party provider charges for using credit cards. Other options are being reviewed and should be ready for discussion next meeting.

RISK MANAGER

Stanford Risk Management Services approach the Executive Director with interest in handling the Authority's Risk Management. The JIF pays the risk manager 6% of our insurance premium goes to the Risk Manager. The change in a Risk Manager may save the Authority some of that 6%. It was recommended that the Authority look into if a reduction in the 6% is allowable through the JIF. Stanford has been proactive in offering additional review of the Authority's contract review of risk. The Executive Director will find out if the premium could be reduced if a new Risk

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Manager takes steps to reduce the Authority's risk. It was agreed that the Executive Director can make the decision on if the Risk Manager should change.

OFFICE HOLIDAYS

Amending the 2014 Holiday schedule to replace Election Day with the day after Christmas was discussed for the office schedule. It was determined that the office could be closed while the Employee Association Members worked or took paid time off. Changing this date on the Employee Association Agreement will be reviewed with the Association during Contract Negotiations. A floating holiday was suggested.

Motion was made by Mr. Babb, and seconded by Mr. Akin, to amend the 2014 Office Holiday Schedule to replace Election Day with the day after Christmas. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Mascott, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

UTILITY BILLING GRACE PERIOD

Currently the billing practice has been to allow 10 days grace into the following month for payments. If a finance charge has been assessed the finance charge is removed. This practice has created additional administrative time for removing the penalty especially since a large amount of the customer base wait until the last minute to pay their bills. The 10 days grace is not a policy in the Authority's Rules and Regulations. Since bills are due upon receipt according to the Authority's Rules and Regulations, it is recommended that the due date be moved up to an earlier date and then advise the customer that penalty will be assessed on the last day of the month. It was agreed to move the due date to the 20th of the billing month and penalty will be assessed on the last day of the month.

LVSTP MODU-PRO CONTROLLER REPAIR

The SCADA communications with two of the pump stations and the LVSTP failed as a result of the hurricane last year. A similar problem happened in North Carolina and a custom adaptation is proposed which will address our situation. This proposed option costs a third of the new SCADA cost plus it is possible that 90% of the cost could be reimbursed from FEMA since it is not an improvement.

Motion was made by Mr. Babb, and seconded by Mr. Mascott, to authorize the Executive Director to spend no more than \$11,500 for the repair of the LVSTP Modu-pro controller with the understanding that a second quote will be requested. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Mascott, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

EDMUNDS WIPP - ACCOUNT INFORMATION ACCESS

The attorney advised that the account information can be accessible online as long as personal information such as social security numbers, unlisted phone numbers, etc is protected. It was agreed to leave the information public accessible.

Motion was made by Mr. Mascott, and seconded by Mr. Babb, to leave the billing information public assessable as currently provided. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Mascott, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

DIRECTOR'S REPORT

- It is anticipated that there are two weeks of work remaining on the Parker Road line water main extension.
- The Grove Street pump station should be operational by the end of January. The tanker will be removed as soon as the pumping station is operational. The spring structure will be removed in 2014. It was suggested that the garden club or a boy scout may be interested in prettying up the site.

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- Two water main breaks on December 21 and 22. One of the breaks required boil water notices. It is believed that there is a leak on Fairmount toward Tewksbury and in the Parker Acres area that could total 50,000 gallons a day. Some of the leaks may be on service lines.
- The LV07 VFD failed and estimates are being requested for repair or replace.
- LVSTP had an upset and some sludge discharged to the river. The DEP came in and reviewed the incident. There is no indication of any fines from the DEP. It was determined that the bug life in the SBR's was down and a problem with the Alum levels. There may also have been some issues with the discharge that comes into the plant. There are repairs that are needed to some of the equipment. The SCADA computer upgrade has not been working properly. Timers have been added to the equipment to compensate for problems with the SCADA system. A temporary consultant has been brought in to help. When the plant was first brought online, testing was done on the bug life. This process was cancelled but has been begun again. There are additional chemicals being introduced and may have an added benefit of helping with the phosphorus levels. Additional staff is being trained on the operations of the Plant to ensure smooth operations when staff is out.
- The Smith Farm has been preserved.
- The Regency at Long Valley service agreements have been signed. There is indication that Regency may go back to an age restricted development.
- There was a DEP inspection for both water and sewer. The rusting of the water tanks were written up. Estimates are being requested for minor repair work. Anything above minor will be addressed in the 2015 budget. If the work is major and the tank needs to be taken out of service, supply will have to be addressed.
- The NJ Water Supply Authority agreement will be submitted tomorrow.
- The iron and manganese treatment application has been submitted and awaiting approval.
- A pre-application meeting for the Smith well will be requested with the DEP. The Executive Director is recommending including a tank in the application. The recommended location is in the back side of the property by the well house. It would be an elevated tank, but the elevation and size needs to be determined. One of the concerns is having a larger capacity tank to be able to take either the Naughtright or High Ridge tank out of service. This may require the School Board's approval. The Executive Director will meet with the Administrator prior to DEP meeting. It was recommended that the Authority should be sure of the tank placement prior to putting in too much time and effort.
- The Christian's are requesting approval for their driveway from the County and the Township. To be discussed further once they have approvals.
- The JIF requirements for the Personnel Policy and Procedures Manual changes will be provided next meeting.
- It was approved to allow the Executive Director to carry over more than the allowable amount of vacation time.
- The representatives for Christopher Drive water and sewer extensions met with the Executive Director for an update on their request.

ADJOURNMENT

Motion was made by Mr. Babb, and seconded by Mr. Mascott, to adjourn the meeting.

AYES: Messrs.: Cullen, Napolitano, Akin, Mascott, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 9:45 PM

Respectfully Submitted,
E. Jill Waller
Secretary