
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
February 5, 2014**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:31PM 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, Akin, Mascott
Alt. Members Present: Messrs. Babb
Members Absent: Messrs. Napolitano, Popper
Alt. Members Absent: Messrs. Kramer
Staff Members Present: Executive Director (E.D.) Pucilowski, Secretary Waller, Attorney Gregory

REORGANIZATION MEETING

SALUTE THE FLAG

MUA BOARD APPOINTMENTS

RESOLUTION WTMUA BOARD APPOINTMENTS
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No. 14-02-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 5th day of February 2014 the following appointments are hereby made:

1. Chairman: Walter Cullen
2. Vice Chairman: Mark Napolitano
3. Secretary/Treasurer: E. Jill Waller

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to approve Resolution 14-02-R1. Motion was carried by the following vote:

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

EXECUTIVE DIRECTOR

RESOLUTION WTMUA Executive Director Appointment
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No. 14-02-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 5th day of February 2014 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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R2. Motion was carried by the following vote:

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

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CUSTODIAN OF GOVERNMENT RECORDS

**RESOLUTION
APPOINTING CUSTODIAN OF GOVERNMENT RECORDS**

No. 14-02-R3

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

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

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2014 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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R3. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PUBLIC AGENCY COMPLIANCE OFFICER

**RESOLUTION
DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER**

No. 14-02-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 5th day of February 2014 as follows:

1. Michael Pucilowski, WTMUA Executive Director, is hereby designated as the Public Agency Compliance Officer.
2. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R4. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

JIF MUA COMMISSIONER

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

No. 14-02-R5

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

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

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February, 2014 as follows:

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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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R5. Motion was carried by the following vote:

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

GOV CONNECT OFFICIAL

RESOLUTION APPOINTING OFFICIAL FOR GOVCONNECT

No. 14-02-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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R6. Motion was carried by the following vote:

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

REGULAR MEETING SCHEDULE

RESOLUTION Regular Meeting Schedule

No. 14-02-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 2014.

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R7. Motion was carried by the following vote:

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

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 5	June 4
April 2	July 2
May 7	August 6

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September 10
October 1
October 8
October 22
November 5

November 12
December 3
January 7, 2015
February 4, 2015

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. Advanced notice will not be provided for qualified emergency meetings as per the provisions of N.J.S.A. 10:4-9.

OPEN PUBLIC MEETINGS ACT

RESOLUTION

Open Public Meetings Act

No. 14-02-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.

(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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R8. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUDITING SERVICES CONTRACT

RESOLUTION

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

No. 14-02-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 20, 2013 indicating they will provide the Auditing Services for the not to exceed price of \$27,975 for fiscal year 2013, 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

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& 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 \$27,975 for 2013 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 Pucilowski
Executive Director

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R9. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

LEGAL SERVICES CONTRACT

RESOLUTION

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

No. 14-02-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 January 29, 2014 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.

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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 Pucilowski

Executive Director

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R10. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ENGINEERING SERVICES CONTRACT

RESOLUTION

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

No. 14-02-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 29, 2014 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.

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CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY
Michael Pucilowski
Executive Director

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R11. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL NEWSPAPER

RESOLUTION
Official Newspaper

No. 14-02-R12

BE IT RESOLVED that the official newspaper of the Washington Township Municipal Utilities Authority for the year 2014 shall be the Daily Record.

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R12. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL DEPOSITORIES

RESOLUTION
Official Depositories

No. 14-02-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 2014:

PNC Bank, N.A.

Peapack - Gladstone Bank

Wachovia Corporation

U.S. Bank

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R13. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

MEL PERSONNEL ADMINISTRATOR

RESOLUTION
DESIGNATION
of a
MEL PERSONNEL ADMINISTRATOR

No. 14-02-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 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

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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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R14. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PAYMENT OF BILLS EXCEPTION

RESOLUTION

Authorization of Bills Exception

No. 14-02-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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R15. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

RESOLUTION

Payment of Bills Exception

No. 14-02-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,

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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R16. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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APPOINT NJ SUSTAINABLE ENERGY MEETING REPRESENTATIVE

**RESOLUTION
APPOINTING OFFICIAL REPRESENTATIVE FOR
NEW JERSEY SUSTAINABLE ENERGY MEETING**

No. 14-02-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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R17. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUTHORIZING PURCHASES UNDER PURCHASE COOPERATIVES AND NJSEM

**RESOLUTION
AUTHORIZING PURCHASES UNDER
THE NJ COOPERATIVE PURCHASING PROGRAM, THE MORRIS COUNTY COOPERATIVE COUNCIL
(MCCC), THE SOMERSET COUNTY COOPERATIVE PRICING SYSTEM (SOCCP) and THE NEW JERSEY
SUSTAINABLE ENERGY JOINT MEETING (NJSEM)**

No. 14-02-R18

WHEREAS, the Washington Township Municipal Utilities Authority (the "Authority"), pursuant to N.J.S.A. 40A:11-10 – 40A:11-12 and N.J.A.C. 5:34-7 may by resolution and without advertising for bids, purchase goods or services under the State of New Jersey Cooperative Purchasing Program, the Morris County Cooperative Council ("MCCC"), the Somerset County Cooperative Pricing System (SOCCP) and the New Jersey Sustainable Energy Joint Meeting (NJSEM) for any contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury, the MCCC, the SOCCP and the NJSEM; and,

WHEREAS, The Authority has the need on a timely basis to purchase goods or services utilizing State, MCCC, SOCCP and NJSEM contracts; and

WHEREAS, The Authority intends to enter into contracts with State Division of Purchase and Property, MCCC, SOCCP and NJSEM contract vendors through this resolution and properly executed purchase orders.

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the purchase of goods and services from the New Jersey State contract, MCCC, SOCCP and NJSEM vendors, pursuant to all the conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the Authority intends to authorize the purchase of the following items as indicated below:

1. New Jersey State Contract:
 - a. ultra low sulfur diesel and biodiesel fuel
 - b. office supplies & equipment
 - c. environmental testing instruments
 - d. vehicles/trucks
 - e. industrial MRO supplies

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- 2. MCCC
 - a. office supplies
 - b. water treatment chemicals
 - c. DPW uniforms/work shoes/boots
 - d. #2 fuel oil (for heating)
 - e. #2 ultra low sulfur diesel fuel
 - f. tree removal/trimming/stump grinding services
 - g. purchase of communications equipment (radios)
 - h. preventive maintenance/repair of communications equip. (radios)
 - i. fencing materials & installation
 - j. utility vehicles
 - k. janitorial supplies
 - l. pest control services (buildings)
 - m. office paper supplies
 - n. light bulbs
 - o. personal protection items & equip. for Emergency personnel
 - p. propane gas
 - q. septic pumping/sludge removal & disposal services
 - r. preventive maintenance/repair of emergency generators
 - s. water meters/data recorders & radio frequency meter interface units
- 3. SOCCP
 - a. Industrial & Commercial Equipment & Supplies – Catalog Sales
- 4. NJSEM
 - a. natural gas
 - b. electricity
 - c. other forms of energy

BE IT FURTHER RESOLVED that, pursuant to the N.J.A.C. 5:30-5.5(b), the certification of available funds shall be completed by the Authority's Chief Financial Officer prior to placing an order for goods and services from the New Jersey State contract, SOCCP and MCCC vendors and said certification shall be in the form of an authorized purchase order; and

BE IT FURTHER RESOLVED that the duration of this authorization shall be until February 28, 2014.

INTRODUCED AND PASSED: February 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R18. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APPOINT RISK MANAGER

RESOLUTION APPOINTING A RISK MANAGER

No. 14-02-R19

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, payable by the Fund; 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, *Stanford Risk Management Services, Inc.* of Lafayette, 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 *Stanford Risk Management Services, Inc.*, 10 Thomas Rd., Lafayette, 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.

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February 5, 2014**

(3) This contract is awarded without competitive bidding in accordance with 40A:II-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 5, 2014

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 14-02-R19. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

REGULAR MEETING

SWEARING IN OF BOARD COMMISSIONERS

With the re-appointed commissioner being absent, this was tabled until next meeting.

JANUARY 2014 CHECKBOOK REGISTER

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to approve the January 2013 Checkbook Register.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER BILLING ADJUSTMENTS

Motion was made by Mr. Mascott, and seconded by Mr. Babb, to approve the June, July, August, September, October, November and December Billing Adjustments. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

VOUCHERS OVER \$5,000

Motion was made by Mr. Akin, and seconded by Mr. Babb, that the vouchers for, DJ Egarian dated 1/13/14 for \$8,865.22, Toby Barkman dated 1/6/14 for \$6,157.77, Capitol Supply dated 1/16/14 for \$6,457.57, Passaic Valley dated 1/23/14 for \$8,100 and DeMaio Electric dated 2/4/14 for \$28,628.02 be approved for payment and authorized by the signature of the proper official. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

CREDIT CARD ACCEPTANCE

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to authorize absorb the credit card transaction fee of no more than \$1.75 per credit card transaction. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

FROZEN METER POLICY

It was agreed to enforce the Rules and Regulations to replace frozen meters and charge the customer for the expense to replace the meter. It was also recommended that the hourly charge for labor should be reviewed now that the Employee Association Agreement has increased salary costs.

VFD LV07 PURCHASE OVER \$5,000

Motion was made by Mr. Babb, and seconded by Mr. Akin, to authorize the Executive Director to spend up to \$8,500 to replace the VFD for LV07 well. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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DIRECTOR'S REPORT

- An estimate was requested for a snow plow two trucks. It was determined a plow on Bob's old truck would require a residential plow. This will not be sufficient since many of the facilities are not paved. The plow for Dustin's truck will be approximately \$5,000. One of the Commissioners highly recommended West Chester to purchase the plow because they have 24 hour service. The Executive Director will check the co-ops for pricing. The new truck should be delivered on Thursday.
- The Authority has received \$51,000 in connection fees for the Parker Road water extension. Due to weather delays, the EPA is asking if they can supply water to residence prior to the completion of the re-chlorination building and the pump station. The DEP has advised that if any problems occur as a result of this, the liability is on the Authority. The additional well needs to be online prior to supplying water. A timeline will be put together for presentation to the DEP. It is expected that water will be supplied by June or July. A meeting will take place with the DEP on the Highlands Applicability Determination Permit. Some of the Permit issues are with SM23. There is a 3% impervious land coverage improvement requirement that needs to be waived because the driveway will be so long.
- Grove Street Pump gas is installed. The electric is connected. The expectation is that we may be operational by the end of the month.
- A large water leak was found. The leak is estimated at 150,000 gallons a day since November 2013. It will be determined what the operational costs for the leak cost the Authority. If the cost is big, it is recommended to find a better way to locate these leaks.
- The Executive Director is reaching out to Roxbury Township to review the replacement of their RBCs and the methodology that they used. The ED is trying to determine how to reduce phosphorus at the SMSTP and if the RBCs need to be replaced or upgraded. The chemical jar tests have come back with positive results in reducing the phosphorus. Additional chemicals are being used at the plant and test results are coming back with a slight reduction in the phosphorus levels.
The Regency Service Agreements were provided to the Township Engineer. It was confirmed that the development is going back to the over 55 plan. They are planning to start construction in February.
- The NJ Water Supply Authority hearing for the increase in Water Allocation is scheduled for February 21st.
- The Iron/Manganese Permit should be coming through soon.
- The Christians had to start all over with County for moving their driveway.
- The letter included in the packet regarding United Water was discussed briefly.
- Completion of the backlog of Meeting Minutes will be the priority between now and the next meeting date.

ADJOURNMENT

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 9:12 PM

Respectfully Submitted,
E. Jill Waller
Secretary