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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
April 1, 2015**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:43 PM on April 1, 2015. 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, 2015. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen\*, Akin, Mascott  
Alt. Members Present: Messrs. Babb  
Members Absent: Messrs. Cullen, Napolitano, Popper  
Alt. Members Absent: Messrs. Kramer  
Staff Members Present: Executive Director (E.D.) Pucilowski, Attorney Gregory

\*arrived at 7:42 pm

**REGULAR MEETING**

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**SALUTE THE FLAG**

**CUSTOMER REQUEST TO WAIVE PENALTY**

Mr. & Mrs. England (ACCOUNT #1925) requesting waiver of penalty due to check dated 12/31/14 but received at the Authority on 1/5/15 due to the Holiday. The penalty is \$1.56 for water and \$4.16 for sewer.

Motion was made by Mr. Babb, and seconded by Mr. Mascott, to waive the penalty of \$5.72 for Mr. & Mrs. England.

Motion was carried by the following vote:

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

Mrs. England has been advised by her bank that the date that the payment is debited from her account is the date that the payment is processed with the payee. The Executive Director will advise her on what date the March 20<sup>th</sup> payment was received at the Authority.

Mr. England expressed that his displeasure with the uniformed sewer rate that is not based on usage. They were advised that the Board is looking at other options for sewer rates. It was confirmed that retail and restaurants are billed at a rate that is calculated based on DEP standards.

**PRIVATE WELL APPLICATION**

Mr. Harrington is requesting to keep his existing well at the Parker Rd. residence that is part of the new water extension. The water allocation does not include the Harrington's water use for the construction business. It only included residential use. The business water volume would help to keep the lines fresh although this is not the portion of the line that is a concern. The customer is being charged for multiple connections. The permit should note that the use of the private well is limited to the commercial, non-potable uses that are listed on the application and not for resale. Additionally the EPA needs to approve the personal well. If after connection, the EPA determines that the private well needs to be capped, it will be at the customer's expense. The permit will be renewable at 10 years. Backflow preventers will be required. A Resolution will be drafted for the next meeting.

**DAVE CARSWELL RETROACTIVE LICENSE COMPENSATION**

This topic is tabled until next meeting. The meeting with Mr. Carswell has not been scheduled. Mr. Gregory has prepared the release which will release the Authority from any and all claims arising out of Carswell's claim for retroactive pay based on the T-1 to T-2 change. Some releases are broader and include any claims. It was recommended that the broader form was inappropriate.

**REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL**

This topic is tabled until next meeting.

**NEW SEWER/WATER EMPLOYEE**

Currently there is a lot of overtime being paid for LVSTP. Another employee could be paid from that overtime cost. There is also the benefit of having someone else trained and knowledgeable of the plant. A full time person versus two part-time employees was discussed. The overtime increased when it was attempted to thicken the sludge to reduce hauling cost. Advisors brought in at the time due to the upsets to the plant advised that required testing wasn't being

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done to maintain the plant. Anticipate bringing in more staff in June. A comparison of the hiring options will be reviewed at the next meeting.

**APPROVAL OF MEETING MINUTES**

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve March 4, 2015 Open Meeting Minutes. Motion was carried by the following vote:

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

**APPROVAL OF RESOLVED CLOSED MEETING MINUTES**

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve February 4, 2009 and February 17, 2010 Closed Meeting Minutes correcting a typographical error on page 11 of the Minutes. Motion was carried by the following vote:

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

**MARCH CHECKBOOK REGISTER**

Tabled until next meeting.

**JANUARY BILLING ADJUSTMENTS**

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to approve the January 2015 Billing Adjustments. Motion was carried by the following vote:

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

**2014 BUDGET ADJUSTMENTS**

RESOLUTION AMEND WTMUA WATER 2014 FISCAL BUDGET
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No. 15-04-A

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director, Division of Local Government Service may approve the amendment of the budget of any Authority when there are increases in budgeted costs with corresponding increases in budgeted revenue; and

WHEREAS, the Washington Township MUA has amendments to the 2014 budget and seeks approval of the Director for said amendments;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, hereby request the Director of Local Government Service to approve the amendment to the 2014 budget as follows:

Adjust Water Appropriations as follows:

	<u>From</u>	<u>To</u>	<u>Difference</u>
Water Operating Wages	215,911	227,000	11,089
Water Operating Fringe Benefits	82,651	87,000	4,349
Water Operating Other Expenses	414,869	427,000	12,131
Water Administrative Other Expenses	192,579	165,010	(27,569)
	906,010	906,010	0

BE IT FURTHER RESOLVED, two certified copies of this budget amendment shall be transmitted to the Director within 3 days of the adoption of this Resolution.

INTRODUCED AND PASSED: April 1, 2015

RESOLUTION AMEND WTMUA SEWER 2014 FISCAL BUDGET
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No. 15-04-B

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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
April 1, 2015**

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WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director, Division of Local Government Service may approve the amendment of the budget of any Authority when there are increases in budgeted costs with corresponding increases in budgeted revenue; and

WHEREAS, the Washington Township MUA has amendments to the 2014 budget and seeks approval of the Director for said amendments;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, hereby request the Director of Local Government Service to approve the amendment to the 2014 budget as follows:

Adjust Sewer Appropriations as follows:

	<u>From</u>	<u>To</u>	<u>Difference</u>
Sewer Operating Fringe Benefits	117,659	125,000	7,341
Sewer Operating Wages	251,077	286,000	34,923
Sewer Operating Other Expenses	578,316	547,316	(31,000)
Sewer Administrative Wages	83,518	87,000	3,482
Sewer Administrative Other Expenses	151,248	136,502	(14,746)
	1,181,818	1,181,818	0

BE IT FURTHER RESOLVED, two certified copies of this budget amendment shall be transmitted to the Director within 3 days of the adoption of this Resolution.

INTRODUCED AND PASSED: April 1, 2015

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to approve Resolution 15-04-A and 15-04-B. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**MEL TRAINING FOR COMMISSIONERS**

Reminder that the Commissioners should take the MEL Training.

**LOCAL FINANCE – FINANCIAL DISCLOSURE STATEMENTS**

Reminder that the local FDS is due by the end of April. Kathy at the Township can help with this, but the process is the same as last year with the same login info. Email reminders would be helpful.

**ELECTRICAL SUPPLY AUCTION**

On March 25<sup>th</sup> the reverse auction was held with a private company. The results were one thousands of a penny less than what we are currently paying which is less than the target rate for the NJSEM. It was decided to go with the private auction results which is a 24 month contract and a savings of approximately \$1,753 for the year not including the new facilities

**CUSTOMER DISPUTE OF WATER USAGE/BILL**

The December bill was high and there were two lower readings in the previous quarters. A new meter was installed and a billing adjustment was done after averaging the three readings. The customer did not think that the adjustment was sufficient. Her next reading after the new meter was installed was 16,000 gallons which was lower than her average. The customer is looking for an additional credit based on a usage of 16,000 gallons. It was advised that the Authority would look at one year's usage to determine if 16,000 is her new average. She was not happy with this and went on Facebook discussing perceived issues with the Authorities billing. The customer could not attend tonight's meeting. The Executive Director's recommendation is to wait the full year to see what her usage will be. A lot of times the old meter slows down. Only occasionally a bad meter might speed up. It cannot be determined if the outside reader or the actual meter failed. The Board advised that the Executive Director should do what he thinks is best.

**NEW WELL LOCATED ON SMITH FARM**

Waiting for the property owner's attorney to advise what Mr. Smith's thinks is an acceptable compensation for the easement.

**CLIFFSIDE PARK**

Mr. Costic's email with background on the Cliffside Park water system was reviewed. Aqua is considering purchasing Cliffside Park's water system. The only concern the Authority had with the purchase was payment of the outstanding

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REGULAR MEETING  
April 1, 2015**

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loans. Aqua refused to take over the loans. Cliffside agreed to pay off the one loan that was never secured. The advantage to the Authority is to avoid the DEP initiating the Small Water Company Take Over Act which could force the Authority or the HMUA to take over the system.

<p><b>RESOLUTION IN SUPPORT OF CLIFFSIDE PARK ASSOCIATES SALE OF ITS WATER SYSTEM TO AQUA AMERICA, INC.</b></p>
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No. 15-04-E

**WHEREAS**, The Cliffside Park Association ("CPA") is the owner of a water supply and distribution system part of which is in the Township of Washington, Morris County, New Jersey and part of which is located in Township of Mansfield, Warren County, New Jersey ("System"); and

**WHEREAS**, CPA has obtained grants from the United States Department of Agriculture (USDA) for 75% of the cost to upgrade the System to address NJDEP violations and residents' complaints and to comply with applicable Safe Drinking Water Regulations; and

**WHEREAS**, in addition to said grants, the Authority provided CPA with a loan for the remaining 25% of the cost to upgrade the System; and

**WHEREAS**, despite the grants and loan, CPA has been unable to complete the required System upgrades and the CPA residents are either unwilling or unable to contribute the funds necessary complete the System upgrades; and

**WHEREAS**, it is the Authority's understanding that CPA now desires to sell the System to Aqua America, Inc. ("Aqua") with Aqua taking over all responsibility for the System including bringing same into compliance, repair, maintenance, billing and general operations; and

**WHEREAS**, the Authority has been informally requested by individual residents of CPA to grant permission for the Sale of the CPA System to Aqua America, Inc.; and

**WHEREAS**, the Authority is generally in support of the sale of the CPA System to Aqua America, Inc. as a solution to provide a secure, safe and adequate supply of water to the CPA residents.

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

1. The Executive Director is hereby authorized and directed to provide Cliffside Park Associates and Aqua America, Inc. with a copy of this Resolution confirming the Authority's support of the sale of the CPA water system to Aqua America, Inc.
2. It is anticipated that approval of the sale of the CPA water system to Aqua America, Inc. will be provided upon formal request to the Authority from CPA and Aqua America, Inc. along with input from the Township of Washington, Township of Mansfield, Hackettstown Municipal Utilities Authority and the United States Department of Agriculture.
3. The resolution shall become effective as provided by law.

**INTRODUCED AND PASSED:** April 1, 2015

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 15-04-E to be amended by Jim Gregory as discussed. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**FEBRUARY BILLING ADJUSTMENTS**

Tabled until next meeting.

**PPE PLAN – SAFETY SHOES**

The Personal Protection Equipment Manual was updated to be OSHA compliant and distributed to operating staff requiring continuous use of steel toed shoes. It was discussed in a Safety Meeting. Subsequently, Mr. Carswell purchased two pairs of shoes that did not have the protective toe. His prior purchase of two pairs of shoes was in November of 2014. The new contract needs to be amended so there is no question as to what type of work shoes will be reimbursed. The expired contract and prior practice did not require OSHA compliance. One pair of new boots was worn and one pair was not. It is the legal opinion that the Authority can require as of a certain date that steel toed shoes must be worn as specified in the PPE Manual under the old contract. It was the Board's consensus that the

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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
April 1, 2015**

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Authority will pay for the one pair of boots that Mr. Carswell purchased and has worn. When the date the rules become effective for all staff, he will have his entire boot allowance to purchase PPE complaint shoes.

**CUSTOMER DELINQUENT ACCOUNT**

Customer provided correspondence requesting waiver of Tax Sale today and requested it to be discussed at tonight's meeting. Her account has been delinquent for over one year. The history of the account would be helpful to have in this discussion. The Tax Sale cannot be avoided if the 2014 balance is not paid in full by the deadline. Enforcing the Water Shut Off Policy needs to be discussed for her situation. The Executive Director has not had enough time to address this with her but he fulfilled her request to present it to the Board.

**HOCKENBURY PARKER RD CONNECTION**

Her request to keep her private well for her garden was declined. She had seen in the Authority Minutes that charging her Commercial rates because of the "farm" operation was discussed. She would like to know if the Board is willing to do this. She was advised that her usage needs to be reviewed to see if it will save her any money. She was also advised that she could qualify for a discount if she qualifies for the PAAD card. She has agreed to connect. The Commercial rates may not be advantageous due to the amount of water used.

**DIRECTOR'S REPORT**

- Parker Rd water main extension is being chlorinated. Connections should begin the end of next week. The SCADA is scheduled for April 12<sup>th</sup> or 13<sup>th</sup>.
- Two letters were provided from DEP advising that the Authority went over the 2011 Water Allocation for the Hager Water System and 2012 for Schooley's Mountain System. They were mostly due to leaks. Letters need to be submitted to the DEP explaining why the Authority was over the Allocation limits.
- The Excavation specs should be turned over to the QPA next week for Purchasing compliance.
- Yesterday, the Executive Director met with Andrew Holt from the Township regarding Brookside Water Main Project. The County is seeking RFP's to improve the intersection of Camp Washington Rd and Schooley's Mountain Rd. They are looking to replace the culverts just below and above Camp Washington. The Executive Director will contact the County to see how that impacts the reservoir property on the corner. The roof may not be structurally sound. The reservoir is no longer filled with water. The property was being considered for a Green Acres swap in exchange for property by the High Ridge tank.
- Well project on Smith property is waiting for the value of the easement. The Highland Application Determination Plan needs to be submitted.
- The pipe to the new well has passed pressure testing. Well will be turned on once the SCADA is done since there is no alarm system.
- The generator is working at Old Farmers Rd School. Environmental testing at the gas station has gone well with no concerns.
- The Authority has not looked into solar power because the system runs on 120 volts but the pump stations run a higher voltage.

**ADJOURNMENT**

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Motion was made by Mr. Akin, and seconded by Mr. Babb, to adjourn the meeting. Motion was carried by the following vote:

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

Meeting Adjourned: 10:25 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary