
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
May 6, 2015**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:31 PM on May 6, 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, Napolitano, Akin**, Mascott, Popper**
Alt. Members Present: Messrs. Babb*
Members Absent: Messrs.
Alt. Members Absent: Messrs. Kramer
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

*Arrived at 8:01 PM

**Left at 10:36 PM

REGULAR MEETING

SALUTE THE FLAG

PRIVATE WELL APPLICATION

The WTMUA Rules & Regulations allow for "...hardship and/or special reasons...". Discussion regarding the Authority's Water Allocation; the large use of the water for commercial, non-potable use; the current business practice for water use and the disconnection of the well from the public water source piping. A concern was raised regarding if the well dried up; the customer cannot draw from other sources regardless if the other source is within the Authority's public water system. A provision will be incorporated into the permit requiring another connection due to the change of use. The permit would not transfer to the new property owner.

<p>RESOLUTION AUTHORIZING CONTINUED USE OF EXISTING PRIVATE COMMERCIAL WELL 50 PARKER ROAD PARTNERSHIP, LLC</p>
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No. 15-05-G

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") owns and operates a public water supply system within the Township of Washington; and

WHEREAS, the Authority's Rules and Regulations, Section 7, Part A - General, prohibits the installation or use of private wells on any property connected to the Authority's water system unless specific written approval for such private well is granted by the Authority; and

WHEREAS, the Authority's Rules and Regulations, Section 7, Part A - General, provides that when a property owner desires to install or continue to use a private well on property connected to the water supply system, the owner shall make application to the Authority for a permit to make such installation, or to continue the use of any existing private wells, and said application shall set forth the reasons for the installation or use of said private wells and demonstrate hardship and/or special reasons for making such installation or continuing such use; and

WHEREAS, 50 Parker Road Partnership LLC, (the "Applicant"), is a commercial business located at 50 Parker Road, Chester, New Jersey 07930, has made application (attached as Exhibit A) to maintain its private well for non-potable, construction and landscaping purposes; and

WHEREAS, Applicant will connect all buildings and all potable water uses to the public water supply system as part of the Chester Line Extension Project; and

WHEREAS, the Authority considered all information submitted by the Applicant and finds sufficient hardship and/or special reasons for maintaining the existing private well for use of commercial, non-potable water at the Applicant's location, 50 Parker Road, Chester, New Jersey 07930; and

WHEREAS, subject to the conditions set forth herein and Applicant's execution of the Private Well Permit, the Authority will approve the application for maintaining Applicant's existing private well for commercial purposes only.

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

1. The Executive Director is hereby authorized and directed to issue to a Permit to 50 Parker Road Partnership, LLC to maintain its existing private well at the property located at 50 Parker Road, Chester, New Jersey in the form attached hereto.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: May 6, 2015

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Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 15-05-G. Motion was carried by the following vote:

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

EMPLOYEE ASSOCIATION CONTRACT NEGOTIATING COMMITTEE

Due to Mr. Kramer not having time to meet with the Negotiating Committee, a replacement member needs to be appointed to the Committee.

Motion made by Mr. Cullen, and seconded by Mr. Popper, to appoint Don Babb to replace Vince Kramer on the Negotiating Committee. Motion was carried by the following vote:

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

DAVE CARSWELL RETROACTIVE LICENSE COMPENSATION

Discussion of status of Mr. Carswell's request for retroactive compensation. As per Mr. Carswell's request, it was confirmed that the labor attorney received all documents submitted by Mr. Carswell. No formal action taken. Mr. Napolitano to continue negotiations as per direction of Board. Any settlement to be approved by Board resolution.

REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL

This has been tabled until next meeting.

NEW SEWER/WATER EMPLOYEE

The Executive Director provided options for a new Water/Sewer employee. The recommended duties would be LVSTP processing and two days a week installing water meters. A full time person allows for cross training for redundancy. It would be difficult to source two people to work 20 hours a week. Another issue is the Employee Association Agreement does not spell out that work schedules can include weekends ie. Tuesday to Saturday. The Contract should be resolved prior to hiring someone full-time. The Executive Director is requesting quotes from plumbers to do meter installs on a contract basis. A plumbing license is required if the installer is not an Authority employee. The recommended rate is based on expired contract with a two year experience reduction. A license would not be required. All new full-time hires should be required to get the first level license to continue employment. The Executive Director may need to hire part-time until the Contract is settled. It could move to full time. The Executive Director will verify with plumbing inspector that the contractor needs to be a licensed plumber.

Motion was made by Mr. Popper, and seconded by Mr. Mascott, to authorize the Executive Director to begin the searching for a part-time employee.

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

APPROVAL OF MEETING MINUTES

Motion was made by Mr. Akin, and seconded by Mr. Popper, to approve April 1, 2015 Open Meeting Minutes with the discussed changes. Motion was carried by the following vote:

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

APPROVAL OF RESOLVED CLOSED MEETING MINUTES

Motion was made by Mr. Akin, and seconded by Mr. Popper, to approve July 7, 2010 and August 16, 2010 Closed Meeting Minutes. Motion was carried by the following vote:

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

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MARCH & APRIL CHECKBOOK REGISTER

Motion was made by Mr. Akin, and seconded by Mr. Popper, to approve the March & April 2015 Checkbook Register. Motion was carried by the following vote:

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

VOUCHERS OVER \$5,000

Motion was made by Mr. Popper, and seconded by Mr. Akin, that the vouchers for Hayes Pump dated 4/1/15 for \$16,789.00, Nisivoccia dated 3/24/15 for \$12,285.00, Passaic Valley dated 3/19/15 for \$5,692.50, JIF dated 4/10/15, for \$26,833.53, DJ Egarian dated 3/31/15 for \$11,912.350 and Passaic Valley Sewerage dated 4/17/15 for \$9,630.00 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, Popper, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

FEBRUARY BILLING ADJUSTMENTS

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

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

2014 AUDIT CERTIFICATION

RESOLUTION Certification of FY 2014 Audit Review

No. 15-05-E

WHEREAS, Nisivoccia & Company, the Auditor for the Washington Township Municipal Utilities Authority (Authority) has prepared an Audit of the Authority's financial position for Fiscal Year 2013; and,

WHEREAS, the New Jersey Department of Community Affairs (NJDCA) requires that each of the Authority's Commissioners certify that they have reviewed said FY 2014 Audit; and,

WHEREAS, the five (5) below signed are of full age and duly appointed Commissioners (Members) of the Authority; and,

WHEREAS, by signing this instrument, each of the five (5) below signed certifies that they have personally reviewed the recommendation and comment section of the FY 2014 Audit as prepared by Nisivoccia & Company.

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

- (1) Upon adoption of this resolution, it shall be signed by each of the Authority's five Commissioners; and,
- (2) Upon signature, this resolution shall be attested by the Authority's Secretary who shall forward it to the NJDCA in compliance with its request.

INTRODUCED AND PASSED: May 6, 2015

Motion was made by Mr. Popper, and seconded by Mr. Mascott, to approve Resolution 15-05-E. Motion was carried by the following vote:

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

2014 AUDIT CORRECTIVE ACTION PLAN

RESOLUTION 2014 AUDIT CORRECTIVE ACTION PLAN ACCEPTANCE
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No. 15-05-F

WHEREAS, the 2014 Annual Audit of the Washington Township Municipal Utilities Authority (Authority), conducted by Nisivoccia & Company LLP, contained certain recommendations requiring action; and

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WHEREAS, these recommendations have been reviewed by the Executive Director and the duly appointed Authority Board of Commissioners; and

WHEREAS, the Division of Local Government Services requires a corrective action plan to be prepared and submitted per N.J.A.C 5:31-7.6(i)

WHEREAS, the corrective action plan has been developed and covers all findings and recommendation in the audit report

NOW, THEREFORE, BE IT RESOLVED that the Authority Board of Commissioners hereby approves the corrective action plan and directs the Executive Secretary to transmit a certified copy of this resolution and the attached corrective action plan to the Division of Local Government Services.

INTRODUCED AND PASSED: May 6, 2015

Motion was made by Mr. Popper, and seconded by Mr. Mascott, to approve Resolution 15-05-F. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Washington Township Municipal Utilities Authority Morris County Audit Report Year Ending: December 31, 2014

RECOMMENDATION #1 - An analysis by individual of escrow deposits payable be prepared and reconciled to the general ledger on a monthly basis.

Response:

The escrow deposit account money will be reconciled to the payee.

RECOMMENDATION #2 – The budget be reviewed and any necessary budget amendments be approved by the Board and submitted to the Division of Local Government Services by the end of the year in order to prevent overexpenditure of individual budget appropriation line items.

Response:

The necessary budget amendments will be done at the December meeting going forward.

WATER THEFT FROM FIRE HYDRANTS

Mr. Napolitano presented options for hydrant locks to deter water theft. The recommended option is a plastic cap with crimped seal rather than padlocks. This would give the Authority an opportunity to determine the vulnerable hydrants. An Adopt a Hydrant program could be implemented to inspect the hydrants for tampering. Metal locks cost up to \$100. Plastic hydrant locks are around \$15-20. Information could be added to bills to call police if you see someone drawing water from the hydrants. The fire departments should be contacted, since this requires additional tools to access the hydrants. The Executive Director will address this at the Chief's meeting. It is also recommended to begin this as a test with remote hydrants.

PAST DUE ACCOUNTS

The shut off policy is being addressed in two phases. The first phase is to deal with anyone with outstanding 2014 balances. The second phase is to then address the 2015 delinquent accounts.

DIRECTOR'S REPORT

- 50% of parker customers are connected.
- There was a large water main break on Old Farmers last week. The piping in this area is 30 years old, so testing will need to be done to determine the condition of the rest of the line. This is the transmission line to the Parker Acres storage tanks. Morris County communications provided notification to the fire department members of the hydrants being out in the area. Afterwards, the OEM provided an SOP for future issues. Additionally, the Township OEM office offered their Nixle notification service to the Authority for emergency notifications.
- The Resolution in support of the sale of the Cliffside water system was sent to Aqua's attorney. They are proceeding with the sale.
- The NJSEM auction came in at .09083. The Authority auction was .086. The savings resulted in approximately a couple of thousand dollars. The Township may join with the Authority for the next auction.
- Hydrant flushing has begun in the Schooley's Mountain system. The Hager system flushing will be in June.

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- Water Restrictions begin May 15th. The Water Restrictions ran in the Observer Tribune, included on the LV Patch, notices will be included in the Consumer Confidence Report and signs are up around town.
- The Executive Director is attending Water Environment Association conference.
- The Executive Director will present to Township Committee on June 10th on the status of the Authority projects.
- Any Committee Member that is interested in viewing the new Parker facilities, can meet 6.45 PM before the June 3rd meeting for a tour.
- The Garden Club will be selling flowers this weekend in the Authority parking lot.
- The Backflow Preventer Inspection Process has not been developed as yet. There are a few customers within the CIC connections that have never been inspected.
- The smell in the LVSTP has been noticeable to residents. A new chemical has just been introduced into the system to increase sludge settlement and reduce smell.
- If a well goes dry and new one needs to be drilled, the old well must be sealed.

CLOSED SESSION – 10:37 PM

RESOLUTION CLOSED SESSION

No. 15-05-D

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Personnel and Contract Negotiations which 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 aforesaid matter will be discussed.

INTRODUCED AND PASSED: May 6, 2015

Motion was made by Mr. Mascott, and seconded by Mr. Akin, to approve Resolution 15-05-D. Motion was carried by the following vote:

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

OUT OF CLOSED – 11:35 PM

ADJOURNMENT

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

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

Meeting Adjourned: 11:36 PM

Respectfully Submitted,
E. Jill Waller
Secretary