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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
September 9, 2015**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:34 PM on September 9, 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, Mascott  
Alt. Members Present: Messrs. Babb, Kramer\*  
Members Absent: Messrs. Akin, Popper  
Alt. Members Absent: Messrs.  
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

\*arrived at 8:10 PM

**REGULAR MEETING**

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**SALUTE THE FLAG**

**APPROVAL OF MEETING MINUTES**

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve August 5, 2015 Open Meeting Minutes with the discussed changes. Motion was carried by the following vote:

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

**AUGUST CHECKBOOK REGISTER**

Motion was made by Mr. Mascott, and seconded by Mr. Napolitano, to approve the Checkbook Register as presented. Motion was carried by the following vote:

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

**JUNE & JULY BILLING ADJUSTMENTS**

Motion was made by Mr. Mascott, and seconded by Mr. Babb, to approve the presented Billing Adjustments. Motion was carried by the following vote:

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

**OPEN TO THE PUBLIC: 7:47 PM**

**CUSTOMER REQUEST FOR HELP RESOLVING PRESSURE ISSUE**

The customer from 93 Hackelbarney Rd has very high water pressure coming from the meter pit and has had two leaks in the past two months. A pressure reducing valve (PRV) is recommended at the pit at a cost of \$1,500 just for the parts. There is pressure of 140-160psi coming from the pit. The parts supplier told the customer that they have never seen breaks at this pressure. The pipe is rated up to 300psi. The Authority Rules and Regulations call for a PRV for over 55psi. The customer has spent about \$6,000 on line repairs. There is three connections on this portion of the water main. One lot is vacant and the other home is closer to the meter pit than #93. The home in the lower Long Valley system have 160-165psi but the service line is copper. The Authority requires that properties with plastic service lines need the meter to be installed in a pit. There is a PRV in the home. The Authority does not install PRVs. The Authority's Rules and Regulations does provide guidance on when a PRV is necessary and where it should be installed. There is no prior history that high pressure causes the pipe in the trench to vibrate and break. There has been situations, due to improper back fill, where the pipe rested on a rock and the rock wore a hole. The supplier has only seen this kind of break when it was tested at 600psi. The Executive Director advised that in order to accommodate the PRV in the meter pit, a larger meter horn is required but the pit is too small. A new pit will be required. There shouldn't be a water hammer effect when water is turned off within the home. The homeowner has repaired three service line leaks and installed two PRVs in the home. The unique factor in this situation is the length of the service line being a quarter mile. Customer has requested that the Authority pay for the installation of the PRV and the customer will pay for the part. It was suggested that it looks like an object protruded into the pipe. The pressure is not unusual within the Authority system. More information will be collected and it will be discussed further at next month's meeting.

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**CLOSED TO THE PUBLIC 8:20 pm**

**VOUCHERS OVER \$5,000**

Motion was made by Mr. Babb, and seconded by Mr. Mascott, that the vouchers for Precision Electric Motor dated 8/6/15 for \$5,680.00, Passaic Valley Sewerage Commission dated 8/1/15 for \$5,400.00, and Toby Barkman dated 8/25/15 for \$10,173.20 be approved for payment and authorized by the signature of the proper official. Motion was carried by the following vote:

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

**SMSTP RBC BUILDING**

The DEP inspected both sewer plants. The report has not arrived but the inspector advised that he was concerned about the condition of the SMSTP RBC building and would be contacting PEOSHA to do an inspection. The Executive Director met with the Structural Engineer and discussed temporary solutions until the permit conditions are advised. An inquiry to the DEP advised that the treatment permit, submitted this time last year, has not been reviewed. Indications are that the permit limitations won't be advised until Spring of next year. If the permit limits change, it could impact how the RBCs operate. The challenge is to do enough to make the building functional and not be a concern to anyone. Winter temperatures are a concern if the building is removed and the RBCs are left in the open. Additionally some items in the building need to be within a building. A portion of the RBC tubs sit above the floor rather than at ground level can cause temperature issues. The 2014 report indicated it would cost \$850,000 to replace the building. Another option, in the report, was to keep the support structures and replace the faulty pieces at a cost of \$350,000. If a modification is required by the new Permit, the building may hinder the modifications to the system. Currently the Authority spends a lot of money to heat the building. Additionally, it is unknown how the cold will affect the sludge process. It is not anticipated that PEOSHA will condemn the building. Currently, there is no sagging visible. The Executive Director advised that he will call an emergency meeting if the building is condemned.

Motion was made by Mr. Napolitano, and seconded by Mr. Mascott, to authorize the Executive Director to spend up to \$40,000 for required repairs to the SMSTP RBC Building. Motion was carried by the following vote:

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

**AUTHORIZING PURCHASES OVER \$5,000**

The Executive Director has spoken with the engineer for Schooley's Mountain Rd sight distance at the intersection for Camp Washington Rd and it will not impact the Reservoir. The Reservoir demolition can proceed. Two quotes have been provided for the Bartley paving. Quotes have been requested for paving Springtown Pump Station. A second quote has been requested for the landscaping. A second quote has been requested for the pump.

Motion was made by Mr. Mascott, and seconded by Mr. Babb, to authorize the Executive Director to spend over \$5,000 for the following items:

- Camp Washington Reservoir Demolition
- Bartley Road Pump Station Paving
- Springtown Pump Station Paving
- Grove Street Water Pump Station Landscaping
- SMSTP Pump Replacement

Motion was carried by the following vote:

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

**ADMINISTRATIVE SAFETY SHOES/UNIFORMS**

The Executive Director has been advised that all staff entering the LVSTP lab should wear safety shoes. A recommendation is that when lab work is being done, the door should be closed to prevent anyone from entering without safety shoes. An administration solution is recommended rather than requiring safety shoes.

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**REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL**

M. Napolitano has reviewed the proposed Personnel Policies and Procedures Manual, the Handbook and the Employee Association Contract. A summary outlining differences between the documents was emailed to all Board Members. The summary included the attorney's recommendations for the Employee Association Contract. It was recommended that the document be reviewed at the next meeting. There should be one document combining the Handbook and the Personnel Policies and Procedures Manual. Suggested changes should be provided at the next meeting.

**EMPLOYEE SUCCESSION PLAN**

This topic to be discussed in Closed Session.

**CLOSED SESSION – 8:56 PM**

<b>RESOLUTION CLOSED SESSION</b>
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No. 15-09-B

**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:** September 9, 2015

Motion was made by Mr. Babb, and seconded by Mr. Mascott, to approve Resolution 15-09-B. Motion was carried by the following vote:

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

**OUT OF CLOSED – 10:00 PM**

**DIRECTOR'S REPORT**

- The shut off valve for the shopping center has been fixed. The majority of the balance due has been paid preventing shut off. There has been a lot of communication with the building owner at Krausers. Several checks have been provided. There is a remaining balance of approximately \$2,000. With the next billing, the process will begin again. The store owners have been advised that shut offs will happen if the bills are not paid. Other residential curb boxes have been fixed so the shut offs can begin again. The Health Department has to get involved with tenant situations. Some customers did not comply with their payment plans and will need to be shut off.
- A question was raised about the meters installed backwards on the Parker Rd project. Some of the compound meters were installed incorrectly creating the flow to reverse. The compound meters will be changed to regular 2" meters. Some meter numbers needed to be corrected.

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**ASSISTANT WATER OPERATOR**

<p><b>RESOLUTION AUTHORIZE HIRE OF DUSTIN HINGEL AS ASSISTANT WATER OPERATOR</b></p>
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No. 15-09-C

**WHEREAS**, there exists a need for the Washington Township Municipal Utilities Authority to hire an Assistant Water Operator; and

**WHEREAS**, Dustin Hingel, a current an employee of the Washington Township Municipal Utilities Authority (“the Authority”), has met all the qualifications including possession of water licenses as required by the NJDEP.

**NOW, THEREFORE, BE IT RESOLVED** by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, as follows:

1. Dustin Hingel shall be hired as the Assistant Water Operator under the terms of the Employee Association Agreement with an initial salary of \$24.06 per hour.
2. To the maximum extent permitted by law, the employment practices of the Authority shall operate under the legal doctrine known, as “employment at will.” Consistent with Federal and State law, and any applicable bargaining unit agreement, the Authority shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Authority shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.
3. This resolution shall take effect immediately pursuant to law.

**INTRODUCED AND PASSED:** September 9, 2015

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 15-09-C. Motion was carried by the following vote:

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

**ADJOURNMENT**

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

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

Meeting Adjourned: 10:15 PM

Respectfully Submitted,  
E. Jill Waller, Secretary