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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
October 7, 2015**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:35 PM on October 7, 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  
Alt. Members Present: Messrs.  
Members Absent: Messrs. Popper  
Alt. Members Absent: Messrs. Babb, Kramer  
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

**REGULAR MEETING**

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**SALUTE THE FLAG**

**APPROVAL OF MEETING MINUTES**

Motion was made by Mr. Mascott, and seconded by Mr. Napolitano, to approve September 9, 2015 Open Meeting Minutes with the discussed changes. Motion was carried by the following vote:

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

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve September 23, 2015 Open Meeting Minutes with the discussed changes. Motion was carried by the following vote:

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

**AUGUST 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, Akin, Mascott  
NAYS: Messrs.: None  
ABSTAIN: Messrs.: None

**VOUCHERS OVER \$5,000**

The sludge bill will be added to the exception list at the Reorganization Meeting next year.

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, that the vouchers for Pumping Services dated 9/4/15 for \$13,800, Passaic Valley Sewerage Commission dated 9/21/15 for \$5,400.00, Toby Barkman dated 9/4/15 for \$8,806.90 and Toby Barman dated 9/24/15 for \$7,902.17 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  
NAYS: Messrs.: None  
ABSTAIN: Messrs.: None

**SEPTEMBER CHECKBOOK REGISTER**

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

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

**93 HACKELBARNEY REQUEST**

The excavator advised that, in his opinion, the smaller piece of pipe was related to a rock protruding into the pipe. He is unsure what caused the split in the larger pipe. The opinion is that the Authority's pressure is not responsible for the breaks in the pipe. The Board decided not to pay for the installation of the pressure reducing valve.

**SMSTP RBC BUILDING**

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The structural engineer's report on the Schooley's Mountain Plant RBC building was provided to the Board. It was recommended to reinforce six to eight purlins. An estimate has been requested and the number of purlins will be increased for contingency. A second quote will be requested from another vendor. The DEP has requested the plan for the repair. The time frame is dependent upon the cost of the repair which will dictate the purchasing procedure per Public Purchasing Laws.

**AUTHORIZATON TO SPEND OVER \$5,000**

It is anticipated that it will cost up to \$16,000 to install the LV03 SCADA system. A second quote will be requested. This is the last well to get SCADA in the Long Valley system.

Motion was made by Mr. Mascott, and seconded by Mr. Akin, to authorize the Executive Director to spend over \$5,000 to install the LV03 SCADA system. Motion was carried by the following vote:

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

**REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL**

A comparison document detail the differences between the Personnel Policies/Procedures Manual (PPPM) and the Employee Association Agreement (EAA) was provided and the following differences were discussed:

- If an item is not included the EAA then the PPPM policy applies to the Employee Association members.
- If there is a conflict between the PPPM and the EAA, the EAA will prevail.
- The attorney advised that the PPPM is a guidance document and can be changed at any time. The EAA is a contract that prevails until it expires or is changed at the agreement of all parties.
- Pg. 6: The PPPM does not detail salary levels or amounts that the EAA does. General salary procedure guidance language that does not detail salary amounts will be provided by the Executive Secretary.
- Pg. 18: A grievance policy is not detailed in the PPPM. It is recommended that it should be included in the PPPM and it was discussed if it should it be same as EAA on page 18.
- Pg. 22: Job descriptions are not linked to salary in the PPM as they are in the EAA. It was recommended to leave the PPPM as it is. The Executive Director will consult with the Labor Attorney for input.
- Pg. 27: Privacy under Video Surveillance Section does not cover email, etc. It was determined that these items are detailed on pg.24 under the Telephone Policy.
- Pg. 28: Work limits for Part Time employees including number of hours were discussed. The Association document, states that part time employees are not part of the association even though there is language in the Agreement. The only part time/temporary employee was someone that did maintenance. The Authority uses the medical benefit rules for part time and full time as the guidance for the Authority's definition on part time. NJ Pensions frowns on categorizing temporary employees for long periods of time.
- Pg. 28: The Holiday pay policy was discussed and decided that this section in PPPM should remain as is.
- Pg. 29: In the PPPM, Vacation pay currently refers to the EAA making it the same for all employees. Having two different policies were discussed. It was suggested that all the language should be into the contract rather than the PPPM. This would give the Authority more leverage and authority if it was in the contract rather than only in the PPPM.
- Pg. 31: New regulations now limit pay out of unused sick to retirement with a payout limit. There is a specific date that the regulations are effective. This effects two or three employees. The language will need to be changed in the EAA as well as the PPPM. The Executive Secretary will provide the effective date of the new regulations. The Executive Secretary will provide the update language and the effective date of the change.
- Pg. 32: It was agreed to leave the bereavement policy as is.
- Pg. 33: Longevity is not included in the PPPM and has been requested to be removed from the EAA. Going forward no additional longevity pay will be received by any employees. The longevity reference will need to be removed from the Leave of Absence Policy in the PPPM.
- Pg. 37: Overtime policy is different from the EAA and the PPPM. The PPPM will be updated once the EAA is resolved. A comp time policy may need to be added to the PPPM. Language will be provided by the Executive Secretary with a limited time to use the comp time.
- Discussion was stopped on page 39. Additional review will be tabled until next meeting

**2016 BUDGET**

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- The increase in the water budget was a direct result of adding an additional management employee requiring an 8% increase in rates. The budget will be reviewed to attempt to bring the rate increase down.
- The Capital Budget was brought in line with the 2015 budget.

**JOB DESCRIPTIONS**

The Executive Director made changes to the existing job descriptions. Further discussion will take place at the next meeting.

**DIRECTOR'S REPORT**

- At the last meeting, the Executive Director advised, in error, that he did not get involved in approving the DMRs.
- The lab compliance is back in compliance after the audit.
- Several water main leaks were repaired. All were called in by customers.
- Inadequate water supply report is partially complete. Additional information is still needed for Schooley's Mountain.
- There was a meeting yesterday with the Board of Education Finance Committee regarding the Cuccinella easement. Executive Director is waiting to hear in order to complete the application.
- NJ Water Supply Authority contract should be ready for next week.
- Excavation spec is close to being done.
- The Executive Director has not met with Green Acres committee on another tank in the High Ridge area. A trade is usually a three to one. The ED will discuss this with the Township to see what their Green Acres plans are.

**PROPOSED AMENDMENT TO EXCESSIVE UNACCOUNTED FOR WATER USE/BILL POLICY**

A one-time leak adjustment that was in accordance with the current policy was approved at the last meeting. This customer has been continually delinquent on their payments. It is recommended that an account be in good standing in order to receive a leak adjustment and a cap on the amount of the deduction be instituted. It was suggested that the language be "current in accordance with MUA policy notwithstanding the quarter in dispute". This provides for the current practice of requesting the customer to pay the amount billed in the prior quarter balance and leave the disputed balance open until resolution. An accounting of the unexplained leaks will be provided at the next meeting for further discussion.

**2016 BUDGET**

- The Executive Director will explore an option to replace batteries on first generation radio read meters rather than installing new meters.
- Water rate increase should be reduced to 5%.
- Specifics outlining cost increases from 9/23/15 budget and 10/7/15 budget will be provided to the Board Members before next meeting. The investment into another employee will be discussed at the next meeting.
- The rates need to be approved no later than the meeting on November 4<sup>th</sup> in order to have the Rate Hearing in December.

**ADJOURNMENT**

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

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

Meeting Adjourned: 10:26 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary