

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
November 4, 2015**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:40 PM on November 4, 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, Kramer*
 Members Absent: Messrs.
 Alt. Members Absent: Messrs.
 Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

*arrived at 8:12 pm, left at 10:12 pm

**left at 9:28 pm

***left at 10:12 pm

REGULAR MEETING

SALUTE THE FLAG

2016 BUDGET

- It was recommended to change batteries on radio read meters rather than buying new meters to reduce budget. The replacement meter budget was developed based on the potential amount of meters that could fail and would only be used only on actual meters that failed. The cost difference between a new meter and meter head is \$25.00. It was agreed to reduce the 2018 meter budget.
- The budget reflects one additional employee at the highest hourly rate in the Employee Association Agreement. It was recommended to remove this salary from the budget until a determination is made as to the position and salary. The Executive Director suggested that a management employee could potentially step into the Executive Director position when he retires. It was agreed to leave the budget as presented.
- The presented budget proposes a 5% increase in the water budget and 2% in sewer.
- The presented capital budget was reduced to the 2015 level for sewer. Water is about \$34,000 over the 2015 amount.

2016 RATES

The water rate analysis was reviewed. It was requested to include sewer in any future analysis.

Besides the 5% water increase and the 2% for sewer, it is recommended to increase the hydrant per 1,000 gallon charge to \$10.00.

**RESOLUTION
WATER AND SEWER 2016 RATE REVISION**

No. 15-11-A

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is authorized from time to time to revise its rate schedule of service charges to ensure that the revenues of the Authority will at all times be adequate to pay the expense of operation and maintenance of its utility system; and

WHEREAS, the revised rate schedule shall be approved after adequate notice and public hearing; and

WHEREAS, it is in the best interest of the Authority to provide adequate notice and proceed with the public hearing on the revised rate schedule as set forth below.

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

1. That adequate notice be provided and a public hearing be scheduled regarding the following proposed Residential, Commercial, Industrial and Municipal Rate Schedules for water and sewer services:

III. **USER FEES**

A. **Water User Fees -**

1. Single Family Homes - Rates shown for Quarterly Billing for each residential unit:

a. Metered

..... GALLONS RATES	
Base	Less than	Base	Plus ¹
0	7,500	\$ 73.55	\$ 0.00
7,500	17,500	\$ 73.55	\$ 3.38
17,500	27,500	\$ 107.35	\$ 8.30
27,500	32,500	\$ 190.35	\$ 9.21

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32,500	42,500	\$ 236.40	\$ 11.05
42,500	52,500	\$ 346.90	\$ 13.38
52,500	85,000	\$ 480.70	\$ 17.58
Over	85,000	\$ 1,052.05	\$ 21.54

¹ - Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

- b. Unmetered - \$ 186.06 per quarter.
2. Apartments, Multi-Family, Commercial, Industrial, Public, & Commercial Condominium:

a. Metered

..... GALLONS RATES	
Base	Less than	Base	Plus ¹
0	7,500	\$ 73.55	\$ 0.00
7,500	17,500	\$ 73.55	\$ 3.38
17,500	27,500	\$ 107.35	\$ 6.14
27,500	32,500	\$ 168.75	\$ 7.81
32,500	42,500	\$ 207.80	\$ 7.86
42,500	52,500	\$ 286.40	\$ 8.52
52,500	85,000	\$ 371.60	\$ 8.89
Over	85,000	\$ 660.53	\$ 9.71

¹ -Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

- b. Unmetered - \$165.53 per quarter.
3. *Historical* - \$10.22 per quarter.
4. Fire Hydrant Rental -
a. *Annual Charge* - There shall be a charge of \$95.00 per year, payable on January 1st of each year, for each fire hydrant, public or private, connected to the Authority's Water Distribution System, regardless of frequency of use or volume of water consumed.
b. *Temporary Use* - Fire Hydrant permit may be obtained at the WTMUA Office at a cost of \$25.00 for the first week or part thereof and \$20.00 for each subsequent week or part thereof for any use over one week plus \$10.00 per 1,000 gallons or part thereof used. For any use requiring a 3" meter, the fee shall be \$75.00 per week plus \$10.00 per 1,000 gallons or part thereof used in addition to a \$300.00 refundable security deposit.

B. Sewer User Fees –

Unit Type	Per Quarter ¹	Per Year
Single Family Homes	\$ 291.38	\$ 1,165.53
Apartments & Multi Family ²	\$ 291.38	\$ 1,165.53
Commercial, Industrial, Public, Commercial Condominium, Public Education ³	\$ 291.38	\$ 1,165.53
Public - Unoccupied	This category shall be exempt from annual sewer user fee.	
Historical	\$ 17.85	\$ 71.40

1 - All Sewer Users Fees are payable in advance of the quarter in which the service is provided.

2 - For Each Residential Unit.

3 - The quarterly and annual rates show are a base charge which shall be multiplied by the EDU for the facility, plus any surcharge as determined by the WTMUA based on the chemical characteristics of the effluent

2. This Resolution shall take effect immediately upon passage according to law.

INTRODUCED AND PASSED: November 4, 2015

Motion was made by Mr. Akin, and seconded by Mr. Mascott, to approve Resolution 15-11-A. Motion was carried by the following vote:

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

APPROVAL OF MEETING MINUTES

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve October 7, 2015 Open Meeting Minutes with the discussed changes. Motion was carried by the following vote:

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

OCTOBER CHECKBOOK REGISTER

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

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

SEPTEMBER BILLING ADJUSTMENTS

It was requested that future reports include number of customers.

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

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

PROPOSED AMENDMENT TO EXCESSIVE UNACCOUNTED FOR WATER USE/BILL POLICY

It was recommended that the adjustments only be provided for accounts that are current as well as capping the dollar amount of the adjustment to \$600.00. The Executive Director suggested that any amount over the cap should come to the Board for approval. Another suggestion would be to bill for all the water at a lower billing tier. A Resolution will be provided at the next meeting to include a cap of \$600 with Board discretion for any amount over that as well as an account must be current.

AWARDS DINNER

Response to the dinner invitation was low and only one Employee Association Member responded that they will attend. The restaurants will be asked if November 13th or 14th is available. The Executive Director will pick the date and if response is low again, the dinner will be cancelled.

Motion was made by Mr. Popper, and seconded by Mr. Napolitano, to approve the same award as last year. Motion was carried by the following vote:

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

VOUCHERS OVER \$5,000

Motion was made by Mr. Babb, and seconded by Mr. Popper, that the vouchers for Capital Supply dated 10/5/15 for \$11,265.21, DJ Egarian dated 10/13/15 for \$6,389.82, Edmunds dated 10/5/15 for \$9,029.00, HD Supply dated 10/28/15 for \$11,265.21, Toby Barkman dated 10/1/15 for \$7,057.86, Toby Barkman dated 10/19/15 for \$5,429.24, Passaic Valley Sewerage Commission dated 10/20/15 for \$7,200.00 and David Heiner dated 10/7/15 for \$6,389.82 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, Kramer, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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SMSTP RBC BUILDING

The Authority is working on getting quotes for replacement of the purlins. The structural engineer revised plans today. One of the vendors is concerned about the structural integrity of the roof since someone will have to go on the roof for the repair. The insulation will need to be removed to inspect the roof panels for corrosion. The DEP has requested weekly updates and are discussing a violation notice and a penalty. They are concerned about a collapse due to snow load and how it will impact the ability to treat sewerage.

Motion was made by Mr. Babb, and seconded by Mr. Mascott, to authorize the Executive Director to spend up to \$40,000 to make necessary repairs to the RBC building. Motion was carried by the following vote:

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

69 SCHOOLEY'S MOUNTAIN – WATER BOOSTER PUMP

The amount of the installation has increased to just under \$4,000. The need for the Authority to install this pump was discussed. A pressure reading will be acquired on the house below this one before a decision to be made.

SM23 EASEMENTS

The BOE had no objection an easement but would like some consideration for the cost of the connection fee. Prior to discussing this further, the Executive Director would like to get an appraisal to determine the value of the easement

AUTHORIZATION TO SPEND OVER \$5,000

Motion made by Mr. Akin, and seconded by Mr. Napolitano, to authorize the Executive Director to spend over \$5,000 for SM23 easements surveys and appraisals. Motion was carried by the following vote:

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

The attorney advised that the appraisals need to be done in a specific way.

EVACUATION PROCEDURES

Evacuation maps were provided. A drill will be held at a future meeting.

DIRECTOR'S REPORT

- The Church of Messiah was connected to the Parker Rd line extension last week and the well will be capped. The hydrant by the Church will be repaired under warranty.
- The cost difference between changing a meter versus a head is \$25.00 and 10 minutes of labor. The cost for changing the battery will be requested.
- A second quote has been requested on the LV3 SCADA.
- The Deputy Attorney General responded on the NJ Water Supply contract and details will be provided at the next meeting.
- The Excavation Contract is close to being ready to go out to bid.

EMPLOYEE ASSOCIATION AGREEMENT

The Subcommittee advised that they need the job descriptions before they can meet with the Association.

JOB DESCRIPTIONS

The existing job descriptions were modified. Most of the changes relate to technology.

- The Water Operator Job Description was modified to include DEP requirements.
- It was recommended to include language that states that the Operator reports to "Executive Director or Designee".
- The Assistant Operator Job Description indicates that accountability and reportability are to two different people. It was suggested that the organizational chart provides a reporting chain that could make these two different people.
- Performance based increases for Association members need to be discussed. Language is provided for employees not included in the Association. It was suggested that performance should dictate what percentage of an increase all employees receive.
- Remove word "basic" from skills.
- OSHA will be checked to see if there is a weight limit on lifting.

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- "Duty outside business hours" needs to be adjusted to give the option to limit the overtime.
- The ED will verify that job descriptions can be changed at any time.
- Expand "self-contained breathing apparatus" to include "within OSHA guidelines". It was suggested that the Executive Director check with the fire departments about getting fit tests at the same time that they do their fit tests
- Performance objectives should include the operator's input on the assistant operator. The ED will check with the attorney if you can evaluate an employee in the same bargaining group. Maybe there is a rater and a senior operator.

REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL

Employee Compensation PPPM policy language seems to contradict and should be reviewed.

Additional discussion has been tabled until next meeting.

COMMITTEE MEMBERS

Joe Mascott advised that he is resigning from the Board and his last meeting will be December.

ADJOURNMENT

Motion was made by Mr. Napolitano and seconded by Mr. Babb, 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: 10:31 PM

Respectfully Submitted,
E. Jill Waller
Secretary