
WASHINGTON TOWNSHIP MUA
Regular Meeting
Closed Sessions
January 6, 2016

CLOSED SESSION I

The Closed Session portion of the W.T.M.U.A. Meeting began at 7:42 PM on January 6, 2016.

Members Present: Messrs. Cullen, Napolitano, Babb
Alt. Members Present: Messrs. None
Members Absent: Messrs. Akin, Popper
Alt. Members Absent: Messrs. None
Staff Members Present: Executive Director Pucilowski, Secretary Waller, Attorney Gregory, Lester Wright

LVSTP OPERATOR

The Executive Director advised that when the DEP requested documentation on the Operator of Record for the Long Valley Sewer Plant, there was a discussion with the current Operator of Record, Bob Carpenter. He advised that he was "forced" to be the Operator of Record and will be providing a letter as to what occurred.

Lester Wright is requesting to be the Operator of Record for the LV Plant. Les advised that he previously provided his reasoning in a letter provided directly to Board members that was not presented at the meeting. Les feels the position requires someone to work from the LV Plant all the time. Currently, the requirements of the Plant are complicated and require a second staff member. Les is currently working six days a week and sometimes seven. A second staff member would also provide a plan for secession. Les advised that a change to Operator of Record would not change his daily schedule and tasks.

It was recommended that Bob and Les need to get Bob up to speed on the workings of the LV Plant. It was suggested that putting Les in the Operator of Record position would require cross training in both Plants. SOPs and worksheets have been created by Les on the Plant operation.

The Executive Director advised that the DEP Inspector has recently been pushing for a backup for each Plant. The DEP has indicated that they are not concerned with two Operators of Records due to the S-2 designation. It was confirmed that currently the LV Plant requires a 50 hour work week in addition to weekend hours. The additional testing and current waste requirements are creating more work hours. The SM Plant is not as time sensitive and the operation works with the current staff. A big issue at the LV Plant is getting the maintenance done within the 40 hour work week. The ED has previously recommended a full time person to split time doing maintenance on both water and sewer. Currently, the LVSTP and two pump stations dialer alarms go to Lester's cell phone and bypass the duty person.

The testing requirements were discussed. It was advised that the person doing the testing does not need licenses. The DEP did a lab certification audit at the LV Plant and recommended some changes that have been implemented. The DEP will be doing a lab test for renewal of the lab certification.

Les advised that it will take him another two to three months to complete all the SOP's for lab testing in addition to all the safety procedures that need to be implemented. It is estimated that the time needed to get Bob up to speed will take a minimum of six months. The LV Plant SOP's, procedures and processes should be current within two years.

The ED advised that some of the SOPs for the SM Plant have been created but there are more to do.

Bob Carpenter plans to attend the next meeting to discuss the history of the LV Operator of Record.

ADJOURNMENT OF SESSION I

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, that the closed session portion of this meeting be adjourned. Motion was carried by the following vote:

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

Closed Session I meeting adjourned at 8:11 PM

WASHINGTON TOWNSHIP MUA
Regular Meeting
Closed Sessions
January 6, 2016

CLOSED SESSION II

The Closed Session portion of the W.T.M.U.A. Meeting began at 9:52 PM January 6, 2016.

Members Present: Messrs. Cullen, Napolitano, Babb
Alt. Members Present: Messrs. None
Members Absent: Messrs. Akin, Popper
Alt. Members Absent: Messrs. None
Staff Members Present: Executive Director Pucilowski, Secretary Waller, Attorney Gregory

LVSTP OPERATOR

Although the Executive Director does not have a problem with two Operators of Record with each being a back up to the other, he recommends that one of the Operators oversee both operations.

Any impact to the Water Department was discussed.

The impact of two Sewer Operators of Record for the Executive Director will be having to watch both Operators. Although it shouldn't be too much more work since he has been working closely on the issues at the LV Plant. Both Operators will be responsible for reporting on their own system. The backup requirement could be included in the job descriptions or the policy added to the Employee Handbook.

ADMINISTRATIVE STAFF PERFORMANCE REVIEW

Performance reviews and wage increase recommendations were provided for the Administrative Staff. The Executive Director's recommendation is to hold off on the increase until next meeting.

EMPLOYEE ASSOCIATION AGREEMENT

The Negotiating Committee will be recommending a five year contract. Increases that were presented were .5% for 2014, 1% for 2015 and 1.5% for 2016. Percentages increases 2017 and 2018 will need to be presented. Currently the Negotiating Committee presented the removal of longevity pay, limiting the incremental hours assigned after the top of the tier, limiting sick days to 10 and overtime based on hours worked.

It is recommended that there be a high level supervisory employee between the Executive Director and the Operators who understands water and sewer. There isn't enough time for the Executive Director to attend to the operational and employment issues that the Authority has. This person needs to get a good handle on what is being done, what needs to be done and to recommend staffing. This person could also replace the Executive Director when he retires. A Profession Engineer license is not a requirement. Only once did the current Executive Director need to sign off using his PE license on a submission that should have been done on a project that ended before he started at the Authority. Executive Director will review job descriptions and put together needs for this position that would be helpful in planning and filling the position.

ADJOURNMENT OF SESSION II

Motion was made by Mr. Babb and seconded by Mr. Napolitano, that the closed session portion of this meeting be adjourned. Motion was carried by the following vote:

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

Closed Session II meeting adjourned at 10:27 PM

Respectfully submitted,
E. Jill Waller
Executive Secretary