
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
January 6, 2016**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:39 PM on January 6, 2016. 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, Babb
Alt. Members Present: Messrs. None
Members Absent: Messrs. Akin, Popper
Alt. Members Absent: Messrs.
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

REGULAR MEETING

LVSTP OPERATOR

To be discussed in Closed Session.

CLOSED SESSION – 7:42 PM

RESOLUTION CLOSED SESSION

No. 16-01-A

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: January 6, 2016

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 16-01-B. Motion was carried by the following vote:

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

OUT OF CLOSED – 8:11 PM

BOARD MEMBERS

The Executive Director approached Mr. Popper about his intent to remain a Member of the Board or to move to an Alternate Position. Mr. Popper is concerned about his renewal of his appointment. The Township has appointed Mr. Babb from an Alternate Position to a Member Position. The Authority Attorney, confirmed with Mr. Babb that he has accepted the Member position and he was advised that the swearing in for the Authority Alternate Position carries over to the Member Position. It was pointed out that the Township Resolution appointed him through January 31, 2016. The Executive Director will follow up with the Township.

APPROVAL OF MEETING MINUTES

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve December 30, 2015 Open Meeting Minutes. Motion was carried by the following vote:

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

DECEMBER CHECKBOOK REGISTER

Repairs to the SMSTP RBC were reviewed. The new contractor did a great job and will be considered for additional maintenance work. The history on why the Authority uses the current auto repair vendor was reviewed. It was suggested to request a volume discount. The Executive Director advised that he would like to approach the Township

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
January 6, 2016**

for shared services. It was recommended to provide mileage statistics when approaching the Township so there is tangible information on how much work is required.

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

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

NOVEMBER BILLING ADJUSTMENTS

Customers that were put on payment plans to avoid shut off for non-payment that have not adhered to the plan will need to be shut off. Initial shut off notifications for the next wave of shut offs have been included on the bills. Letters will be going out within a few months. The copy of the letter will be provided to the Board. Two customers were shut off in the first round of notices. The process takes a lot of man hours as well as repair of curb stops for the shut offs.

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

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

VOUCHERS OVER \$5,000

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, that the vouchers for Accurate Waste dated 11/2/15 for \$6,953.20, JIF dated 12/7/15 for \$20,959.97, Passaic Sewerage Authority dated 11/17/15 for \$6,120.00, Passaic Sewerage Authority, dated 12/17/15 for \$7,470.00, Toby Barkman dated 11/29/15 for \$6,685.46, Toby Barkman dated 12/18/15 for \$5,784.44, Gregory & Reed, dated 12/2/15 for \$5,772.00 and Darlington Equipment dated 12/8/15 for \$10,060.00 be approved for payment and authorized by the signature of the proper official.

Motion was carried by the following vote:

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

APPOINTMENT OF FINANCE COMMITTEE CHAIRPERSON

Mr. Kramer was the Committeeman who signed off on the payment vouchers. With his retirement, someone should be appointed to a Finance Committee Chairperson as a second check for the check signer. Mr. Napolitano volunteered for the position and the process will be adjusted to allow vouchers to be approved prior to payment when possible. It was advised that time-sensitive payments will not require sign off prior to payment per Board authorization by prior Resolution.

Motion was made by Mr. Babb, and seconded by Mr. Cullen, to appoint Mark Napolitano as the Finance Committee Chairperson for the Authority

Motion was carried by the following vote:

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

PROPOSED AMENDMENT TO EXCESSIVE UNACCOUNTED FOR WATER USE/BILL POLICY

The Authority Attorney had some questions that may clarify some things. He will consult with Vice Chairman Napolitano and provide the input for the next meeting.

TEMPORARY STAFF REPLACEMENT

One of the operation employees is schedule to have major surgery tentatively the end of February. The amount of time out of the office could be extensive. The person that the Authority previously used has not returned the Executive Director's calls. The employee will be paid based on the current contract. The Assistant Water Operator is willing to take on some Meter Reading duties. The person needs to be familiar with the process for meter reading and can be trained. There is a concern that there are too many things that are currently being put off and having the Assistant Water Operator do the work would be a mistake. The prior temporary employee was receiving \$20.00 and requested an increase. An increase is acceptable to the Board. The employee may be out for six months.

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
January 6, 2016**

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to authorize the ED to hire a temporary

Motion was carried by the following vote:

AYES: Messrs. Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ADMINISTRATIVE STAFF 2016 SALARY

Tabled until Closed Session

JOB DESCRIPTIONS

The Executive Director met with Dave Carswell and Dustin Hingel regarding their job descriptions. He will also be meeting with Pete Kaltsas. He advised Dustin Hingel that the Assistant Water Operator position will require T-1 and S-1 licenses in the future. Dave had a lot of concerns.

The job final job descriptions should be provided to the employees with the employee certifying in writing that they received them. The certification should include a deadline for the employee to voice any concerns with the new job description.

A good practice is to have an employee sign off on having received the new job description. The labor attorney advised that the employees do not have to agree to the job description and a salary increase is not guaranteed when a job description is updated.

The Executive Director has requested everyone to do a self-review. The job descriptions can be discussed at that time. It was recommended that the Employee Association should meet prior as they requested a discussion of the job descriptions. The Executive Director has to get back to Dave with some answers to his questions. The Executive Director offered to be present at the Employee Association meeting to discuss the job descriptions. The Executive Director advised that the salaries are within an acceptable range of the job descriptions. He has researched salaries and advises that the title of Sewer Operator at the Authority is a higher level position than the same title in Parsippany.

REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL

This topic was tabled until the next meeting when all Board Members are present.

69 SCHOOLEY'S MOUNTAIN – WATER BOOSTER PUMP

At the December meeting the reading was 22psi in the back and 24psi in the front. This week it was 21psi in the front and 19psi in the back. The pressure is fluctuating. To give better pressure on the entire line, the Authority needs to replace the pipe with ductile iron from the bend up. The cost of the pump is about \$2,000 and about \$1,800 to install due to electrical work. The pressure one house down is about 2psi better. There is no problem with all other homes. It was recommended to postpone decision until Sam Akin is at the next meeting since he had strong opinions about this topic. The customer was under the impression that her pressure issues would go away when the Grove Street Pump Station came online.

DIRECTOR'S REPORT

- The Authority received a Notice of Violation for the Water Conservation Plan and Public Supply Report. The collection of the information caused the delays. The reports have been submitted. Requirements for Water Conservation will be provided once a response is received on the report. Leaks have been the main concern and are being successfully addressed. The Authority will have to do another report in 2016. There should be an improvement due to better household metering. The acceptable amount of loss is 15% although very few water systems have met this level. An acceptable target would be in the high teens to low twenty percent range. The Authority has to estimate leaks and fire usage. One of the three Township fire departments is good at providing usage. Now that officers have changed at the fire departments, the Executive Director will go to some meetings to educate them on the need for the water usage information.
- There is interest by the owner of the Brew Pub in opening the Mountain View Inn. There would be a sewer connection fee for this property. There is room in the Sewer Plant to take on the connection.
- The Executive Director is recommending having the Bond attorney present to the Board on available financing options. The infrastructure improvement needs will cost more than available reserves. A partial list of improvements are:
 - getting SM23 well operational including the running water lines,
 - repair/replace SM RBC building,

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
January 6, 2016**

- High Ridge Tank improvement/replacement,
- additional standpipe near the Naughtright Tank,
- nitrate and phosphorus needs dependent upon the permit. The nitrate has improved but the phosphorus is still an issue.

The Board requested costs and schedules for next meeting.

- On January 11 the work on RBC roof repair will begin.
- A second quote on SCADA has been received and will included in the 2016 budget.
- The DEP compliance evaluation noted the High Ridge and Parker Tanks have rusting that need to be addressed. This will be reviewed and quotes requested.
- Operation and Maintenance manuals were done for SM system. Hager now needs to be done.
- This Friday the Employee Association staff will be tested for hearing and hopefully for facemask. There has been resistance due to facial hair.
- The safety manuals have been updated. The Executive Director would like to give copies to the Commissioners for review and adoption. Hearing and eye protection has been provided. Other kits will be provided. A defibrillator may also be provided.

CLOSED SESSION – 9:52 PM

RESOLUTION CLOSED SESSION

No. 16-01-D

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INTRODUCED AND PASSED: January 6, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-01-D. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED – 10:27PM

ADMINISTRATIVE STAFF 2016 SALARY

To be tabled until next meeting.

ADJOURNMENT

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

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 10:28 PM

Respectfully Submitted,
E. Jill Waller
Secretary