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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
February 17, 2016**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:35 PM on February 17, 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 5, 2016. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen\*, Napolitano, Akin, Babb, Popper\*\*  
Alt. Members Present: Messrs. None  
Members Absent: Messrs. None  
Alt. Members Absent: Messrs. None  
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

\*in at 7:53 PM

\*\*out 10:00 PM

**REGULAR MEETING**

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**SALUTE THE FLAG**

**REAPPOINTMENT OF BOARD COMMISSIONER**

Mr. Popper was sworn into office by the Authority Attorney.

**APPROVAL OF MEETING MINUTES**

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve February 3, 2016 Open Meeting Minutes.

Motion was carried by the following vote:

AYES: Messrs.: Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: Popper

**FEBRUARY CHECKBOOK REGISTER**

Tabled until next meeting.

**JANUARY BILLING ADJUSTMENTS**

Tabled until next meeting.

**VOUCHERS OVER \$5,000**

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, that the vouchers for Case Construction dated 1/31/16 for \$19,200.00 be approved for payment and authorized by the signature of the proper official. Motion was carried by the following vote:

AYES: Messrs. Napolitano, Akin, Babb, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**CHESTER TOWNSHIP SHARED SERVICES**

Chester Township has a position available for a Water Compliance Manager who is responsible for the wells in the parks. They asked if the Authority would be interested in shared services. The ED advised that the Authority doesn't have the time to take on the additional responsibility and suggested advising the operators of the opportunity.

Motion was made by Mr. Popper, and seconded by Mr. Akin, to not participate in shared services with Chester Township at this time.

AYES: Messrs. Napolitano, Akin, Babb, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**NJWSA CONTRACT**

The Authority Attorney provided his final change requests to the NJWSA. The main concern is that the language suggests an interconnect. This doesn't apply to the Authority since the Authority is connected to wells rather than the NJWSA's pipe line. This distinction needs to be addressed.

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**WEST MORRIS CENTRAL HIGH SCHOOL SEWER SERVICE AGREEMENT**

In 2009, Paul Costic sent the High School a bill for costs incurred prior to the Authority accepting the pump station. The High School did not respond until the outstanding balance was added to their user fee invoice. The High School advised that the Authority never officially accepted the pump station so they want the 10 year connection credit period to begin now. The Authority advised that there were costs occurred after the bill date that they would be responsible for. It was agreed to deduct the amount of the bill from what the Authority owes them for the connection credits that is owed them. A resolution will be voted on at the March meeting.

**CUSTOMER LEAK ADJUSTMENT REQUEST**

Customer information provided regarding his request for a leak adjustment without a receipt for the repair since the vendor has not billed him. It was also noted that the customer needs to bring his account current in order to receive any relief. This will be voted on at the March meeting.

**SUCCESSION PLANNING WATER & SEWER OPERATOR**

The Authority Attorney advised that this is an open discussion and should only focus on Authority policies. The discussion should not include individual employee performance.

Each sewer plant requires a S-2 and a C-2 license. If the operator leaves, the backup employee can stand in if they have S-1 and C-1. The backup employee has a year to get the next license level. The labor attorney advised that you need to give him sufficient time to get the new license. If the license is not acquired, the employee can be let go and someone with the required license can be hired to replace him. If the employee refuses to get the license then the "reasonable" amount of time is not required. Both water systems require both the T-2 and W-2 licenses. Several employees have the T-1 and W-1 water licenses. Dustin has all four water licenses.

It is anticipated that Les will retire within three to four years, Bob in five years, Jeff possibly in two years and Dave is unknown. Dustin is short on experience at the Long Valley Sewer Plant. The course is estimated to be a 90 hour class over a couple of months. Shortly after taking the course, the exam is provided. Pete has no licenses. Jeff and Pete's position should have licenses. It has been recommended to Pete that he work on getting his licenses. It was suggested that he could take the online license course while he is out on long term medical.

It was suggested that the Authority could be in a position, in the future, to have one person to supervise both water and sewer while being a hands on supervisor.

If someone retires without notice, the Executive Director recommends going to an outside resource until the retiree could be replaced. The SM Plant will be easier to acquire outside resources. The LV Plant may be a little more difficult. The LV Plant now requires more time doing testing and with little time remaining for maintenance. The additional testing is to adjust the processes to keep the bug life active and stay within DEP compliance.

It was suggested that a time limit be required for the employee's retirement notices. There may be policies that tie certain retirement benefits to the amount of notice that is provided. This doesn't address a change of life event that requires an employee to leave their employment. Language for this will be requested from the labor attorney.

The Executive Director recommends hiring a low level position, involved in maintenance and train them in both water and sewer. The Executive Director is also planning on retiring in two years and a person with all the licenses could move into the Executive Director position. A management employee could also be the Operator of Record. A Deputy Executive Director who would be closely involved in the water and sewer and would be the person to succeed the Executive Director when he retires after he turns 65 in a year and half from now.

It was agreed to bring someone in to learn the LV Plant at a maintenance level. That person could be Pete with the provision of him getting a license. If the Sewer Operator is willing to sign off that he has the one year experience, that part would be satisfied. It was suggested to move Pete to help Les and spend some time at the SM plant, then bring in another person to do maintenance and meter reading. All new employees should be required to learn both water and sewer operations.

It was suggested to switch Bob and Les so they could learn both plants fully. There is a need to develop detailed SOPs for each plant that detail the unique particulars of the Authority's plants. It is beneficial to the Authority to have cross training between water and sewer. It should be a requirement for all employees.

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The following summarizes the discussions:

- Move Pete toward an assistant sewer position in Long Valley Plant
- Jeff stays as Assistant Sewer Operator in Schooley's Mountain
- Dustin stays in the Assistant Water Operator position with overlap to sewer
- A new unlicensed employee should be hired for maintenance / meter reading and be required to acquire licenses.
- The Executive Director will look at retirement notice requirements
- Pete will be required to get licenses
- SOPs will be developed to include unique particulars of the plants
- Les will get experience with SMSTP (the DEP considers Les as Bob's backup)
- Hiring a new maintenance / meter reader. The 10-12 hours of OT per week that is being incurred by the LVSTP Assistant Operator can be used to fund this new position. It needs to be determined when the new person will be hired.
- Creating a Deputy Executive Director position

**LVSTP OPERATOR**

The issue was discussed briefly and will be discussed in more detail in Closed Session.

**CLOSED SESSION – 9:02PM**

<b>RESOLUTION CLOSED SESSION</b>
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No. 16-02-G

**WHEREAS**, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to attorney advice 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:** February 17, 2016

Motion was made by Mr. Popper, and seconded by Mr. Napolitano, to approve Resolution 16-02-F. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**OUT OF CLOSED – 9:50 PM**

**OFFICE ASSISTANT REPLACEMENT**

A Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to authorize the Executive Director to replace the Office Assistant at a salary not to exceed 16.00 per hour. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb, Popper

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**ADMINISTRATIVE STAFF 2016 SALARY**

It was advised that retroactive salaries need to be input into the Pension system electronically. The electronic system will only allow one retroactive submission. If there are multiple retroactive adjustments, the Authority will have to get guidance from the PERS.

It was noted that the salary percentage increases did not correlate with the review scores between the three

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employees. Increases were recommended as the same percentage for all the three employees, by the Executive Director, because he felt they were all doing well. Increases based on pass / fail versus the review scores were discussed. It was suggested that if increases are tied to a pass / fail versus the reviews score, then reviews might not be needed. The Executive Director advised that evaluations are recommended by the JIF and the labor attorney.

The proposed salaries were reviewed. It was recommended not to provide bonuses to remain consistent with the Employee Association members. It was notated that the wrong salary was provided for Jill Waller and the increase shall be applied to the correct current salary. Rather than make the salary increase retroactive to the first of the year, it was suggested that the increase be affective at the next pay with the bonus.

A Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the Administration salaries as presented by the Executive Director to begin with the next pay date with the bonuses. Motion was carried by the following vote:

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

**REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL**

Tabled until next meeting.

**DIRECTOR'S REPORT**

Tabled until next meeting.

**ADJOURNMENT**

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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, Akin, Napolitano, Babb  
NAYS: Messrs.: None  
ABSTAIN: Messrs.: None

Meeting Adjourned: 10:20 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary