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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
March 2, 2016**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:32 PM on March 2, 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  
Alt. Members Present: Messrs. None  
Members Absent: Messrs. Popper  
Alt. Members Absent: Messrs. None  
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory

**REGULAR MEETING**

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**SALUTE THE FLAG**

**5 STONE HILL COURT**

Since the customer has not made any payments on their delinquent account, this topic was tabled.

**65 WINAY**

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to waive the penalty. Motion was carried by the following vote:

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

**APPROVAL OF MEETING MINUTES**

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve February 17, 2016 Open Meeting Minutes. Motion was carried by the following vote:

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

**FEBRUARY CHECKBOOK REGISTER**

Discussed the multiple water main breaks on S. Washington last week and the easement for new well on Schooley's Mountain. Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve the February checkbook register. Motion was carried by the following vote:

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

**FEBRUARY BILLING ADJUSTMENTS**

This topic was tabled until next meeting.

**VOUCHERS OVER \$5,000**

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, that the vouchers for DJ Egarian, dated 1/31/16 for \$10,318.75, Toby Barkman Excavation dated 2/16/16 for \$5,376.92, Toby Barkman Excavation dated 2/10/16 for \$7,396.00 and Toby Barkman Excavation dated 2/1/16 for \$7,359.32. Motion was carried by the following vote:

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

**REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL**

The documents will be emailed to the Board and discussed next meeting.

**OPERATIONS STAFFING**

The ED spoke to Pete last week and he indicated that he is willing to pursue the licenses. He will look into it while he is on medical leave.

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The ED's plan is to bring Pete over to sewer assuming he is taking licensing classes. Then a new person will be hired for maintenance and meter reading to replace Pete. Les will get involved with the operations at the SM plant. The ED spoke to Les and this is acceptable to him. The ED spoke to Bob regarding working at the LV plant to learn more. Les will be on vacation for a week soon and Bob will be at the LV plant during that time. In the short term, if something were to happen, the ED would go outside the Authority to get temporary help to fill in for the Operator of Record for both plants. The new hire for maintenance would impact the budget. The new person would be required to get a license. A timeline should be set for acquiring the license. A written plan should be put in place specifying the license acquisition requirement. With the number of years that Pete has been here, he should be able to satisfy the experience requirement. Switching Bob and Les was discussed. The ED's concern is that each plant has many idiosyncrasies that take time to learn. The ED believes it is more important for Bob to learn the issues at the LV Plant since the operation at SM is more routine.

Paying for licensing was discussed. It was recommended that the Authority require employees to remain employed for a period of time after the Authority has paid for the licensing training. The ED will discuss this with the labor attorney. Another suggestion was to reimburse the employee on a schedule into the future ensuring they stay for a period of time.

A mid-level supervisor was discussed. The ED recommend a six month overlap with his predecessor. A tentative date for the ED's retirement is 1/31/18. It was recommended that the Authority should begin looking for a replacement at the end of 2016. The 2017 budget should include the new person plus the current ED overlapping for a period of time. The need for a mid-level supervisor is needed for other reasons besides a predecessor to the ED and is needed sooner rather than later. It was recommended that the new hire be at a managerial level and not a member of the Association.

The amount of time for notification of retirement has not be discussed with the labor attorney as yet. The ED will provide information at the next meeting.

The replacement for the Office Assistant position has been hired and she will begin with a partial schedule next week at 14.50/hour.

**LVSTP OPERATIONS**

The negotiating team advised that they did not have an opportunity to discuss a side agreement for an Operator of Record stipend for Les.

**NJWSA CONTRACT**

Comments were provided by the NJWSA on the Authority's requested contract changes. The NJWSA contract is based on the premise that the State owns the ground water, and if the Authority takes water they have to pay a depletive fee. The Agreement has to be amended because of the changes in the allocation permit. The following issues remain as provided by the Attorney in the Feb 11<sup>th</sup> letter:

- If water rationing is instituted, the Authority still has to pay NJWSA the same amount. The NJWSA refused to remove this, and the chance is slight that this would affect the Authority;
- A lot of provisions talked of an interconnection system that allows the NJWSA to inspect and make capital improvements. The request was to exclude the Authority's wells. The NJWSA agreed to delete the sections that relates to the interconnection system;
- Provision 7c provides that the NJWSA will double the Authority's rate if the Authority fails to provide sufficient notification to renew the contract. They refused to remove this. The recommendation is to accept this provision and make sure that the dates are met. Multiple steps are included before the rate increase becomes affective therefore providing enough notification and time that it should not become a problem;
- The NJWSA refused to add language stating that the agreement is subject to the NJ Water Authority Act but agreed to notate that it is consistent with law. It is recommended to accept this.

If this is acceptable to the Authority Board, a Resolution will be provided at the next meeting and can be authorized by a motion.

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve the contract with the changes as discussed by the Authority Attorney as set forth in the email from Mr. Sotiro, a representative of NJWSA. Motion was carried by the following vote:

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

**BARTLEY ROAD SEWER PUMP STATION ACCEPTANCE**

<p><b>RESOLUTION AUTHORIZING ACCEPTANCE OF BARTLEY ROAD COLLECTION SYSTEM PROJECT AND USER FEE CREDIT TO WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT</b></p>
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No. 16-03-C

**WHEREAS**, on or about October 5, 2006, the Washington Township Municipal Utilities Authority (“Authority”) entered into a Sewer Service Agreement (“WMCHS SSA”) with the West Morris Regional High School District (“WMCHS”) that provided, inter alia, that WMCHS would construct a sewerage collection system and pump station to connect the high school to the Authority’s sewerage treatment facility (the “Project”); and

**WHEREAS**, the WMCHS SSA also provided that for a period of ten (10) years following completion of the Project the Authority would reimburse WMCHS in the amount of twenty percent (20%) of any Sewer Connection Fees the Authority received for connections by others to the sewerage line constructed by WMCHS with any such reimbursements being applied towards WMCHS user fees (“Connection Fee Credit”); and

**WHEREAS**, after substantial completion of the Project and the connection of WMCHS to the Authority’s sewerage treatment facility, the Authority incurred expenses in the amount of \$17,816.77 relating primarily to the operation and repair of the pump station and as set forth on the attached invoice number 1000 to WMCHS dated November 1, 2009 (“Pump Station Expenses”); and

**WHEREAS**, as of November 1, 2009 the Authority collected \$189,600.00 in connection fees for customers connecting to the sewerage treatment facility via the collection system constructed by WMCHS; and

**WHEREAS**, the Authority and WMCHS have agreed that the Authority will accept the Project as of November 1, 2009, WMCHS will reimburse the Authority for Pump Station Expenses, as of November 1, 2009, WMCHS is entitled to a net credit against user fees in the amount of \$20,103.23, (\$37,920.00 Connection Fee Credit minus \$17,816.77 Pump Station Expenses) and WMCHS will continue to receive the Connection Fee Credit until October 31, 2019; and

**WHEREAS**, WMCHS has accepted the resolution of this matter as set forth in the letter from the WMCHS attorney dated February 10, 2016 and attached hereto and made a part hereof; and

**WHEREAS**, it is in the best interest of the Authority to resolve this matter as set forth above.

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

1. The Project as described above is formally accepted as of November 1, 2009.
2. The Executive Director is authorized and directed to provide WMCHS a credit against user fees as of November 1, 2009 in the amount of \$20,103.23 and to continue to provide the Connection Fee Credit to WMCHS through October 31, 2019.
3. This resolution shall take effect immediately pursuant to law.

**INTRODUCED AND PASSED:** March 2, 2016

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 16-03-C. Motion was carried by the following vote:

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

**ADMINISTRATIVE STAFF 2016 SALARY**

<p><b>RESOLUTION NON-ASSOCIATION MEMBERS SALARY ADJUSTMENT 2016</b></p>
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No. 16-03-B

**WHEREAS**, the Washington Township Municipal Utilities Authority (“the Authority”) employs personnel that are not members of the Washington Township Municipal Authority Employee Association; and

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**WHEREAS**, the Authority Board has reviewed the recommendations of the Executive Director regarding performance and salary for these employees; and

**WHEREAS**, on February 17, 2015 the Authority Board passed, by a Board Motion, increases for the Administrative Staff; and

**WHEREAS**, the Authority Auditor requires all changes to employee compensation be authorized by Board Resolution.

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

1. Elizabeth Waller, Executive Secretary: annual salary adjusted to \$67,026.73 with a one-time bonus of \$330; and
2. Christine Kattermann, Billing/Bookkeeping Clerk; hourly salary adjusted to \$20.25 with a one-time bonus of \$100; and
3. Erin King, Office Assistant : hourly salary adjusted to \$14.79 with a one-time bonus of \$100; and
4. The terms and conditions of the existing and future collective bargaining agreements for the Washington Township Municipal Utilities Authority Employees Association regarding salary will not apply to these employee; and

**BE IT FURTHER RESOLVED**, that this resolution shall take effect with payroll date February 26, 2016.

**INTRODUCED AND PASSED:** March 2, 2016

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 16-03-B. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Akin, Babb

NAYS: Messrs.: Napolitano

ABSTAIN: Messrs.: None

#### **41 WINAY BILLING ADJUSTMENT REQUEST**

The customer requested that the billing be adjusted to the lowest tier for their high usage bill.

In situations where a high usage bill incurred as a result of equipment failure, Mr. Napolitano recommended a policy to bill at the lowest tier because he felt it would be fair and a show of good faith since the equipment failure was the Authority's obligation. The past practice has been to average usage over a period of time or to apply the unaccounted for water policy. When applying the averaging practice, the amount of the adjustment for this customer is over \$600. It does not need to be approved by the Board since the customer is being billed for all the usage recorded.

Motion was made by Mr. Napolitano, and seconded by Mr. Akin, to reject the customer's request to calculate their bill on the lowest tier. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

#### **EXCESSIVE WATER USAGE POLICY**

Tabled until next meeting with the caveat that no adjustments are provided to customers until after next meeting.

The following scenarios were discussed briefly:

1. There is a large bill. It was determined that the remote reading and the meter readings were the same. There were no discrepancies in the prior readings. This is an example of unexplained/unaccounted for water which is addressed in the current policy. This policy has been updated to limit the adjustment to \$600 without Board approval.
2. The actual meter and the remote reader have different readings. In this case, the customer was under-billed for water that was actually used until the meter was changed. Historically, the usage would be averaged over a period of time.
3. High usage is a result of a documented leak which is addressed in the current policy
4. There are discrepancies in prior readings before a large usage reading or the inside meter and outside readers don't match. This is currently being handled by averaging the usage.
5. The situation is similar to #4 above but when the average is calculated the average usage is higher than before the readings became inconsistent. This adjustment would be brought to the Board.

The Executive Director will verify that touch pad wands can't pick up a reading for the wrong house.

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The Attorney will review the policy and review it with Mike and Mark prior to bringing it to the Board.

**DIRECTOR'S REPORT**

- The WT Board of Adjustment is reviewing an application for waivers for an OMG Burger on the property of the former Old Mountain View Restaurant. The ED did not have sufficient time to review the application and advised the Township that it was incomplete.
- The sewer capital is provided in the tonight's Meeting Packet. The water capital was previously provided. This topic will be reviewed in depth at April meeting.
- The customer at 69 Schooley's Mountain Road inquired as to the Board's decision regarding the booster pump to address her pressure. She was advised that additional readings will be taken. She may attend the next meeting.
- Information from JIF on the \$250 discount for Board Members taking their online Public Officials course for Board members. Instructions were provided.
- The excavation bid is expected to go out for bid around March 22<sup>nd</sup>
- An acknowledgement of Vince Kramer's service was discussed. A recommendation was made to invite him to a casual get together with the Board Members. The ED will email suggestions to the Board Members.
- The Employee Association Negotiating Subcommittee is going to incorporate the Board's positions into a draft contract to provide at next negotiating meeting. When a list of changes is provided, it can be typed up by the Executive Secretary with the changes indicated.

**ADJOURNMENT**

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Motion was made by Mr. Akin, and seconded by Mr. Babb, 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: 9:56 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary