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

The Regular Meeting of the W.T.M.U.A. was called to order at 7:42 PM on April 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 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

* left at 10:30 PM

REGULAR MEETING

SALUTE THE FLAG

2015 FINANCIAL DISCLOSURE REPORTING

Reminder to submit the financial disclosure reporting.

APPROVAL OF MEETING MINUTES

Tabled until next meeting.

MARCH CHECKBOOK REGISTER

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the March checkbook register. Motion was carried by the following vote:

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

JANUARY BILLING ADJUSTMENTS

Three high adjustments were reviewed. Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the presented Billing Adjustments. Motion was carried by the following vote:

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

VOUCHERS OVER \$5,000

Motion was made by Mr. Babb, and seconded by Mr. Akin, that the vouchers for DJ Egarian dated 2/29/16 for \$10,650.00, Toby Barkman Excavation dated 2/22/16 for \$7,359.32, Rio Supply dated 3/23/16 for \$6,300.00 and Toby Barkman Excavation dated 3/25/16 for \$5,817.61. 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

- Page 5: Change first sentence in the fifth paragraph to the following: The Personnel Policies and Procedures Manual, and any other WTMUA guidelines, policies and practices, adopted by the WTMUA Committee is intended to provide guidelines covering public service by the WTMUA employees and is not a contract.
- Page 18: There is a references to a grievance policy that is not documented in the Manual. The ED will address this with the labor attorney.
- It was suggested that the labor attorney be requested to limit the Manual to the minimum that is required by the JIF.
- Page 21 Driver's License Policy: may want to require them to report any violations within 30 days.
- Page 22 Change of Title: It was suggested that this topic not to be included in the Manual. This policy may want to be removed from the Employee Association Agreement.
- Page 28 Part-time employees: This will topic will not be included in the Manual
- Page 27 Video Surveillance: In the first paragraph, first sentence, the word "building" will become "buildings". In the third paragraph, third line, the sentence will be revised to "...within any of these systems without both (1)..."

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- Page 29 Vacations: Since the ED's vacation is different the word "all" should be removed. Paid versus non-paid lunch was discussed. The ED will check with the labor attorney if the policy can at the discretion of the ED as approved by the Board on an annual basis.
- Page 31 Sick time: same comments as vacations
- Page 32 Bereavement: should change from full time employees to all employees.
- It was suggested that a Resolution could be passed at the beginning of each year to detail out the policies that are not included in the PP&P Manual or it could be left to the ED's discretion.
- Page 37 overtime: There are differences between the Employee Association Contract and the non-Employee Association members
- Page 39 health benefits: same comments as vacation
- It was suggested to revise the Manual to include only the topics required by the JIF and to address specific policies in an annual Resolution. It was argued that approving the Resolution every year is not preferable.
- Mark and the ED will meet prior to the next meeting to discuss the document. The Executive Secretary will provide the JIF's recommended Manual for that meeting.

EPL PROGRAM UPDATE

The JIF's recommended changes will be provided for discussion at the next meeting.

WATER CHARGE ADJUSTMENT POLICY

The proposed adjustment policy was created for situations where the inside meter and the outside meter reader do not coincide. The attorney cautioned that the time frame of the high usage is an unknown component and could be considered unaccounted for water use. Mark will send the revised policy for discussion at the next meeting. The Auditor requested the Board to review and vote on customer billing adjustment. The language on the Board Motion will be changed to reflect an acknowledgement of review rather than an approval.

41 WINAY REQUEST TO RECONSIDER BOARD DENIAL

A letter was not forthcoming from the customer therefore this topic has been tabled.

NJWSA CONTRACT

The agreed upon changes were made and submitted to the Deputy Attorney General.

CAPITAL PROGRAM WATER & SEWER

The projected capital needs were reviewed in preparation of a discussion on funding. The current reserve balance is not sufficient to meet these needs. The first priority is to get the new Schooley's Mountain well on line. The water main extension from Cucinella to the Naughtright tank as well as the High Ridge tank repair were discussed. There is also a concern with the potential future nitrate requirements. The ED suggested that the bond attorney make a presentation to the Board of the options. The Infrastructure Trust loan could be better than bonding. The ED will reach out to the bond attorney and provide input to the Board.

EXPENDITURE REQUEST

Motion made by Mr. Akin, and seconded by Mr. Babb, to authorize the ED to spend up to \$18,500 to the purchase of both fall protection equipment for the LVSTP SBR's and ventilation fans for the SMSTP RBC building. Motion was carried by the following vote:

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

CLOSED SESSION – 10:25 PM

RESOLUTION CLOSED SESSION

No. 16-04-C

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.

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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 aforesated matter will be discussed.

INTRODUCED AND PASSED: April 6, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-04-C. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED – 11:05PM

RESOLUTION CORRECTING ADMINISTRATIVE SALARY RESOLUTION 16-03-B

<p>RESOLUTION NON-ASSOCIATION MEMBERS SALARY ADJUSTMENT 2016</p>

No. 16-04-B

WHEREAS, on March 2, 2016, the Washington Township Municipal Utilities Authority (“the Authority”) approved Resolution 16-03-B authorizing salary increases for Non-Association Members; and

WHEREAS, the Resolution incorrectly listed Elizabeth Waller’s prior salary rather than the new salary; 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 confirms that the correct 2016 salary amount for Elizabeth Waller, Executive Secretary, is \$68,031.13

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

INTRODUCED AND PASSED: April 6, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-04-B. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

2016 LAWN CARE CONTRACT

<p>RESOLUTION CONTRACT EXTENSION 21.17.16 LAWN CARE AND LANDSCAPE MAINTENANCE WTMUA SEWER AND WATER FACILITIES</p>

No. 16-04-A

WHEREAS, on May 7, 2014, the Washington Township Municipal Utilities Authority (Authority) awarded **Contract 21.17.14 Lawn and Landscape Maintenance, WTMUA Sewage and Water Facilities to Beaumont Landscaping Inc.** of Flanders, NJ (Beaumont); and,

WHEREAS, the provisions of the Contract allow for an extension of Contract Period for two additional one year periods or one additional two year periods beyond its expiration date; and,

WHEREAS, it has been determined that it is in the Authority’s best interest to extend the Contract Period for one additional year; and,

WHEREAS, Beaumont has agreed to such extension; and,

WHEREAS, sufficient funds are available for the payment of this Contract.

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

- (1) The Executive Director of the Authority shall be authorized to sign a contract extension with **Beaumont Landscaping Inc.** for **Contract 21.17.16 Lawn and Landscape Maintenance, WTMUA Sewage and Water Facilities** in accordance with the Contract upon receipt and approval of all mandatory Contract forms (e.g. - Insurance and the like).
- (2) The Executive Director is authorized to issue a Notice of Award to **Beaumont Landscaping Inc.**

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(3) This Resolution shall take effect immediately upon passage according to law.

INTRODUCED AND PASSED: April 6, 2015

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-04-A. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OPERATIONS STAFFING / LVSTSP OPERATION

Topic was not discussed.

CUSTOMER REQUEST FOR REMOVAL OF RETURNED CHECK FEE

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to apply a one-time only credit for the Returned Check Fee applied to account #1636-0 on 3/1/16 due to the unique situation that the customer prepays his account, had a credit balance when the payment was made and the transaction took place in the short month of February.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

DIRECTOR'S REPORT

There were no comments concerning the Director's Report.

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, Akin, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 11:14 PM

Respectfully Submitted,
E. Jill Waller
Secretary