
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
June 1, 2016**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:39 PM on June 1, 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
Alt. Members Present: Messrs. None
Members Absent: Messrs. Babb, Popper
Alt. Members Absent: Messrs. None
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory

REGULAR MEETING

SALUTE THE FLAG

APPROVAL OF MEETING MINUTES

Motion was made by Mr. Napolitano, and seconded by Mr. Akin, to the May 4, 2016 with the corrections to the Closed Session Resolution. Motion was carried by the following vote:

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

MAY CHECKBOOK REGISTER

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

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

FEBRUARY, MARCH, APRIL, MAY BILLING ADJUSTMENTS

This topic was tabled.

VOUCHERS OVER \$5,000

It was agreed to waive the approval limit for insurance at the next reorganization meeting.

Motion was made by Mr. Napolitano, and seconded by Mr. Akin, that the vouchers for NJ JIF dated 4/11/16 for \$28,103.63, Pumping Services dated 3/28/16 for \$6,316.00, and Technical Components dated 5/9/16 for \$15,500.00. Motion was carried by the following vote:

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

2015 AUDIT CERTIFICATION

RESOLUTION Certification of FY 2015 Audit Review

No. 16-06-A

WHEREAS, Nisivoccia & Company, the Auditor for the **Washington Township Municipal Utilities Authority (Authority)** has prepared an Audit of the **Authority's** financial position for Fiscal Year 2015; and,

WHEREAS, the New Jersey Department of Community Affairs (NJCA) requires that each of the **Authority's Commissioners** certify that they have reviewed said FY 2015 Audit; and,

WHEREAS, the five (5) below signed are of full age and duly appointed Commissioners (Members) of the Authority; and,

WHEREAS, by signing this instrument, each of the five (5) below signed certifies that they have personally reviewed the recommendation and comment section of the FY 2015 Audit as prepared by Nisivoccia & Company.

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

- (1) Upon adoption of this resolution, it shall be signed by each of the **Authority's five Commissioners;** and,

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- (2) Upon signature, this resolution shall be attested by the **Authority's** Secretary who shall forward it to the **NJDCA** in compliance with its request.

INTRODUCED AND PASSED: June 1, 2016

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve Resolution 16-06-A. Motion was carried by the following vote:

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

2015 AUDIT CORRECTIVE ACTION PLAN

RESOLUTION 2015 AUDIT CORRECTIVE ACTION PLAN ACCEPTANCE
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No. 16-06-B

WHEREAS, the 2015 Annual Audit of the Washington Township Municipal Utilities Authority (Authority), conducted by Nisivoccia & Company LLP, contained certain recommendations requiring action; and

WHEREAS, these recommendations have been reviewed by the Executive Director and the duly appointed Authority Board of Commissioners; and

WHEREAS, the Division of Local Government Services requires a corrective action plan to be prepared and submitted per N.J.A.C 5:31-7.6(i)

WHEREAS, the corrective action plan has been developed and covers all findings and recommendation in the audit report

NOW, THEREFORE, BE IT RESOLVED that the Authority Board of Commissioners hereby approves the corrective action plan and directs the Executive Secretary to transmit a certified copy of this resolution and the attached corrective action plan to the Division of Local Government Services.

INTRODUCED AND PASSED: June 1, 2016

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve Resolution 16-06-B. Motion was carried by the following vote:

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

EXPENDITURE REQUEST

Motion made by Mr. Akin, and seconded by Mr. Napolitano, to authorize the Executive Director to spend over \$5,000 and less than \$7,000 for VFD replacement at Old Farmer's Rd Pup Station shaft repair. Motion was carried by the following vote:

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

NON-FAIR AND OPEN REPAIR OF SMSTP RBC #3 SHAFT

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR REPAIR OF THE SCHOOLEY'S MOUNTAIN SEWER TREATMENT PLANT RBC #3 SHAFT
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No. 16-06-D

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has the need to make immediate repairs to the Schooley's Mountain Sewer Treatment Plant RBC #3 shaft; and

WHEREAS, proposals were solicited and three companies provided price quotes; and

WHEREAS, Darlington Equipment Company ("Darlington") submitted the lowest priced proposal dated June 1, 2016 indicating they will replace the drive end of the Clow RBC in the amount of \$24,995; and,

WHEREAS, the "Pay-to-Play" Law (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of a contract over \$17,500 without competitive bids and the contract for said services must be made available for public inspection; and,

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WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the pump installation is anticipated to exceed \$17,500, (2) Darlington has submitted a Business Entity Disclosure Certification, (3) Darlington will submit a certification that Darlington has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous year, and (4) the Contract will prohibit Darlington from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the anticipated term of this contract will expire December 31, 2016; and

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

1. The Executive Director is hereby authorized and directed to execute the attached Proposal Agreement with Darlington for the repair of the Schooley's Mountain Sewer Treatment Plant RBC #3 shaft repair attached hereto as Schedule A.
2. A copy of this Resolution and the Agreement engaging Darlington shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. This contract is made without competitive bidding as the value is under the bid threshold in accordance with N.J.S.A. 40:11-3(a) and (c) of the Local Public Contracts Law.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.
5. This Resolution will take effect immediately pursuant to law.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P Pucilowski

Executive Director

INTRODUCED AND PASSED: June 1, 2016

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve Resolution 16-06-D. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

EPL PROGRAM UPDATE

The Policies and Procedures Manual was provided for a vote at the July meeting to allow time to obtain the attorney review and provide to the JIF to meet the EPL program update October deadline.

DIRECTOR'S REPORT

- The Executive Director is looking into the infrastructure trust loan and will follow up with the auditor1
- The Executive Director attended a cyber security seminar that was hosted by the JIF.
- AT&T will be providing a quote on evaluating our IT system security.
- The DEP has advised that the rusting at the High Ridge Standpipe must be addressed. Two vendors evaluated the job and have advised that there isn't a lot of work that needs to be done. They both advised that the tank could be lifted. It was determined that green acres property surrounds the tank. The pricing on how to handle tank pressure will be provided and reviewed, but the repair is the first priority.
- The meter has been replaced at 56 FawnRidge.
- A letter was sent to 69 Schooley's Mountain Rd. regarding the Board's decision not to contribute to the installation of a booster pump at the residence.
- The excavation spec will be delayed until July.
- The Attorney is working on appraisals for the Cucinella School and the Naughtright Rd easements for SM23. Options were reviewed since the Smith property is for sale. Costs will be provided on the options.

OPERATION STAFFING / LVSTP OPERATIONS

Since the Employee Association Agreement does not allow for a laborer, the Agreement needs to be approved before a laborer is hired. A Part time person can be hired.

A word version of the contract that shows the changes was provided to the Association two weeks ago. It appears they may be willing to negotiate. Another email will be sent out to the Employee Association.

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A management employee could be hired with the thought that they could move into the ED position. A concern was brought up about hiring a management person that is also hands on. The Attorney will talk with the Labor Attorney regarding this issue. An additional concern is that the Authority has a need and is being held up by the Employee Association contract.

WATER CHARGE ADJUSTMENT POLICY

The current water charge adjustment process was reviewed. A policy approved by the Board includes a cap of \$600 on one-time leak adjustments. The adjustment process for malfunctions in readings where the customer was either overbilled or under-billed was discussed. The current issues go back a few years due to reading errors. The water reading procedure was reviewed as well. The ED will confirm what the meter reader will see when readings are input into the laptop when getting drive-by remote readings.

PAUSED SESSION – 9:00 PM

The Attorney and the Chairman took a break to have a side conversation.

9:02PM BACK IN SESSION

WATER CHARGE ADJUSTMENT POLICY

The proposed and current processes were reviewed. It was determined that the current process is close to the proposed policy. It was agreed that the current process should be approved by the Board. The proposed resolution will be updated to include the current process with section IV. B. of the proposed policy will be removed. This will be a separate Resolution to supplement the current Resolution on Excessive Water Use Policy.

ADJOURNMENT

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

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

Meeting Adjourned: 9:16 PM

Respectfully Submitted,
E. Jill Waller
Secretary