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

The Regular Meeting of the W.T.M.U.A. was called to order at 7:34 PM on July 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, Akin, Babb
Alt. Members Present: Messrs. None
Members Absent: Messrs. Napolitano, Popper
Alt. Members Absent: Messrs. None
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller*, Attorney Gregory

*left at 10:05 pm

REGULAR MEETING

SALUTE THE FLAG

Open to the Public 7:35 PM

69 SCHOOLEY'S MOUNTAIN RD

Mrs. Simon moved in to her home in February 2006. She was advised that within six months she would see better water pressure when improvements were made to the system. She still cannot water her lawn, has a drizzle for one of the showers and a toilette that needs to be plunged once a day due to pressure. The average water pressure is 60psi and hers is 20 psi at the house. Within the home the psi is 10. She was advised that the booster tank would increase the psi by 5 to 10 points. The pressure became worse when the booster tank was brought online. She has been advised that the pressure through the new booster tank cannot be increased because the water main needs to be replaced. She is appealing the Board's decision to not install a booster system in her home since she does not have sufficient pressure due to the Authority's lack of maintenance to the system. Additionally she is paying the same rates as a customer who has enough pressure to water their lawn. The Authority has spent a lot of money to provide the system. Individual homes are required to pay for their own booster pumps. It was suggested that a toilette should work if the tank is filled to capacity. The State guideline is a minimum of 20 psi to the home. There doesn't appear to be any reason for the reduction in pressure since the new system was brought online. The Authority has tested the water pressure three or four times at her home.

Closed to the public 8:02 pm

69 SCHOOLEY'S MOUNTAIN RD

It was suggested that the pressure should be taken at peak times. The pressure tests were taken with a new gauge. The pressure is right at the minimum. It appears that the Authority is providing what is required. The pressure is 90psi coming out of the station. The water pressure on West Maple Ave is 65 psi. The next house down has not come to the Executive Director to complain about their pressure.

APPROVAL OF MEETING MINUTES

This topic was tabled until next meeting.

JUNE CHECKBOOK REGISTER

This topic was tabled until next meeting

FEBRUARY and MARCH BILLING ADJUSTMENTS

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the February and March Billing Adjustments.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, 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 5/31/16 for \$9,431.92, Passaic Valley Sewerage dated 6/2016 for \$8,640.00, Accurate Waste dated 5/1/16 for \$5,041.60 and Toby Barkman dated 6/24/16 for \$7,308.48 be approved for payment and authorized by the signature of the proper official.

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Motion was carried by the following vote:

AYES: Messrs. Cullen, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PARTICIPATION IN THE NJIT FUNDING PROGRAM

The NJIT is now accepting applications on a rolling basis. They are doing away with the two applicant dates a year. The amortization debt service schedules were provided and reviewed. Overall the rate is about 1% with the forgiveness that is available. This should be used for future capital projects.

7 PINE WAY – EXCESSIVE UNACCOUNTED FOR WATER USE OVER \$600 APPEAL

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the customer's request for a one-time only leak adjustment in excess of the \$600 limit that requires Board approval. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

EPL PROGRAM UPDATE

RESOLUTION ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL
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No. 16-07-A

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) has insurance coverage through New Jersey Utility Authorities Joint Insurance Fund (JIF); and,

WHEREAS, JIF coverage for Personnel Practices Risk Control is provided through the New Jersey Municipal Excess Liability System (MEL); and,

WHEREAS, MEL requires that the Authority maintain a Personnel Policies and Procedures Manual; and,

WHEREAS, the Authority has updated its Personnel Policies and Procedures Manual and it is ready for redistribution.

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

1. The Personnel Policies and Procedures Manual, originally adopted December 2, 2004 and last revised April 2, 2014, attached hereto is hereby adopted.

2. The Personnel Policies and Procedures Manual procedures shall apply to all Authority officials, appointees, employees, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, the Personnel Policies and Procedures Manual shall prevail.

3. The Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.

4. To the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

5. That the Executive Director and the MEL Personnel Administrator are authorized to distribute said Personnel Policies and Procedures Manual to all Managerial Personnel and Sections One through Five of the Manual to all Employees.

6. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: July 6, 2016

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 16-07-A. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OPERATION STAFFING / LVSTP OPERATIONS

To be discussed in closed session

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WATER CHARGE ADJUSTMENT POLICY

Tabled until next meeting

DIRECTOR'S REPORT

- The RBC unit has not been replaced. Measurements have been taken. Awaiting the machine work to be completed. The flows are reduced due to the dry weather conditions. The Operator will follow up later this week.
- Chairman and ED attended the Township Workshop meeting and made the presentation on the status of the Authority. They were interested in the use of Township property off of Spring Lane for the new tank. The Chairman remembered a resident that highly objected to the location. The ED will look into this more. The Township requested the Authority to paint the fire hydrants. The high usage on Jordan Ct. was brought up. There are huge properties with pools, underground sprinklers and gardens. As a proactive step, the Authority changed the meters to radio read to be able to accurately react to any customer concerns.
- July 14th is the bid opening for the Excavation contract. There have been two addendums and eight vendors have picked up the bid packages.
- With SM23 online, the question still remains if another tank will be required or if lifting the High Ridge tank will improve the pressure to provide the necessary fire protection. The ED will provide additional information at the next meeting.

SM23 APPRAISAL

<p>RESOLUTION AUTHORIZING CONTRACT FOR APPRAISAL SERVICES</p>

No. 16-07-C

WHEREAS, in connection with the development of well SM 23 the Authority needs to acquire access/utility easements and temporary construction easements over Lot 37.01, Block 12 and Lot 37, Block 12 (the "Easements") from Well SM 23 to the water line on Naughtright Road; and

WHEREAS, prior to the acquisition of the Easements, the Authority needs to retain the services of a professional appraiser to determine the value of the Easements to be acquired; and

WHEREAS, on or about June 9, 2016, the Authority sent Requests for Proposals to three professional and licensed appraisers; and

WHEREAS, after reviewing all proposals submitted, the Executive Director recommends that Norman J. Goldberg be retained to prepare appraisals for the value of the Easements; and

WHEREAS, there are sufficient funds available for the payment of these services.

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

- (1) The Executive Director of the Authority is hereby authorized and directed to execute an Agreement in a form approved by the Authority Attorney with Norman J. Goldberg for the performance of appraisal services.
- (2) The maximum authorization for services performed under the Agreement shall not exceed \$4,000.00.
- (3) This Resolution shall take effect immediately upon passage according to law.

INTRODUCED AND PASSED: July 6, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-07-C. Motion was carried by the following vote:

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

UV SENSOR CAPITAL IMPROVEMENT AUTHORIZATION

Motion was made by Mr. Akin, and seconded by Mr. Babb, to authorize a capital expenditure of a UV sensor for LVSTP. Motion was carried by the following vote:

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

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AQUA CLIFFSIDE PARK WATER SYSTEM PURCHASE

A hearing is scheduled for later in July to acquire approval for the purchase of the Cliffside Park Water System. The Attorney recommends that a representative of the Authority be present to protect the Authority's interests.

CLOSED SESSION – 9:43 PM

RESOLUTION CLOSED SESSION

No. 16-07-D

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: July 6, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-07-D. Motion was carried by the following vote:

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

OUT OF CLOSED – 10:27PM

ADJOURNMENT

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

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

Meeting Adjourned: 10:28 PM

Respectfully Submitted,
E. Jill Waller
Secretary