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

The Regular Meeting of the W.T.M.U.A. was called to order at 7:33 PM on November 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. Whitmore
Members Absent: Messrs. Popper
Alt. Members Absent: Messrs. Autry
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Office Assistant Moranski, Attorney Gregory

REGULAR MEETING

SALUTE THE FLAG

APPROVAL OF SEPTEMBER AND OCTOBER MEETING MINUTES

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the 9/7/16, 9/21/16 and the 10/19/16 Minutes with the discussed changes as well as the 10/5/16, Meeting Minutes. Motion was carried by the following vote:

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

OCTOBER CHECKBOOK REGISTER

The Board of Education is drafting a shared service agreement for maintenance of the Authority vehicles. It will include servicing the vehicles three times a year.

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

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

VOUCHERS OVER \$5,000

Bringing natural gas to the SMSTP was discussed.

Motion was made by Mr. Akin, and seconded by Mr. Babb, that the vouchers for Cartal Electric, dated 10/14/16 for \$12,689.00, Edmunds & Assoc. dated 10/10/16 for \$9,029.00, Precision Elec Motor Works dated 9/20/16 for \$7,790.12, Pumping Services dated 9/7/16 for \$7,259.90 and Toby Barkman Excavation dated 10/7/16 for \$5,747.26.

Motion was carried by the following vote:

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

AUGUST BILLING ADJUSTMENTS

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the August Billing Adjustments. Motion was carried by the following vote:

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

105B PARKER RD

The connection at the property is unusual in that there is one line coming in from the street that feeds through a distribution box and splits off to feed three buildings. The leak was on one of the lines after the distribution box. The Executive Director interprets the leak policy as such that the distribution box should be considered the "home" making a leak on any of the three lines feeding the homes not eligible for the service line adjustment. There are no prior year readings for this property since they just hooked up as part of the Parker Rd extension. This is a commercial account with the residence on a separate meter. There is a third meter for this customer for an unoccupied school. The prior

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meter referred to in the customer letter was the two inch meter that was not producing accurate readings due to an issue with a screen in the compound meter. The meter was changed to a 2 inch single meter which was installed backwards. The meter is now working properly.

The customer is requesting a service line leak adjustment on one of the lines that goes from the distribution box to one of the buildings.

The Board is aggregable to applying the service line adjustment. The customer will need to pay \$1,000 and the adjustment will be applied when the usage is available for the May 2017 bill. The usage for the May 2017 bill will be used for the adjustment. The Executive Director will discuss with the customer that in the future, the service line may be up to the junction box only.

The definition of service line will be discussed at the next meeting.

Motion made by Mr. Akin, seconded by Mr. Napolitano, to make an adjustment in 2017 with the usage from that period. This adjustment will be treated as a service line adjustment and the customer will need to pay \$1,000 toward the balance due. Motion was carried by the following vote:

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

5 STONE HILL COURT

This Customer has been on prior agendas but has not attended or made his account current so there has been no resolution. The Customer has not been able to get a receipt for an irrigation system leak repair. The dates of the receipts he did provide do not correspond to the period of high usage. The Adjustment Policy at the time of the high usage required a receipt. The account is not current as required by the current policy. The customer is on tax sale for 2015 open balances. He has been advised that his water will be shut off if he doesn't make a payment on the existing 2016 balance. The Board agreed to provide the customer with a leak adjustment option.

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to provide a leak adjustment bringing the bill for the disputed quarter 150% of the prior year usage without requiring a repair receipt. To receive the adjustment, the customer needs to bring his account balance to \$745.44 or less by December 31st of this year. If the account balance is not \$754.44 or less by the end of December, the adjustment option will be withdrawn and the water will be shut off. Motion was carried by the following vote:

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

EXCESSIVE WATER USE / BILL POLICY REVISION

Customers requesting usage adjustments with radio read meters are being datalogged prior to generating an adjustment. The datalogging is showing a pattern of actual high usage for such things as irrigation as well as continuous usage suggesting a leak. The datalogging report provides an hourly flow amount during the middle of the night that can be used to determine what the number of gallons that is presumably leaking. It is recommended that the Adjustment Policy be changed to allow the Executive Director to adjust the calculation to avoid giving adjustments on the actual high usage and only adjusting for the amount of water that was lost due to a leak. The proposed policy as well as the old policy will be emailed to the Committeemen for discussion at the next meeting.

2017 BUDGET

Changes made as requested and presented.

2017 RATE SCHEDULE

RESOLUTION WATER AND SEWER 2017 RATE REVISION
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No. 16-11-A

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WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is authorized from time to time to revise its rate schedule of service charges to ensure that the revenues of the Authority will at all times be adequate to pay the expense of operation and maintenance of its utility system; and

WHEREAS, the revised rate schedule shall be approved after adequate notice and public hearing; and

WHEREAS, it is in the best interest of the Authority to provide adequate notice and proceed with the public hearing on the revised rate schedule as set forth below.

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

1. That adequate notice be provided and a public hearing be scheduled regarding the following proposed Residential, Commercial, Industrial and Municipal Rate Schedules for water and sewer services:

III. USER FEES

A. Water User Fees -

1. Single Family Homes - Rates shown for Quarterly Billing for each residential unit:

a. Metered

..... GALLONS RATES	
Base	Less than	Base	Plus ¹
0	7,500	\$ 78.76	\$ 0.00
7,500	17,500	\$ 78.76	\$ 3.48
17,500	27,500	\$ 110.56	\$ 8.55
27,500	32,500	\$ 196.06	\$ 9.49
32,500	42,500	\$ 243.51	\$ 11.38
42,500	52,500	\$ 357.31	\$ 13.78
52,500	85,000	\$ 495.11	\$ 18.11
Over	85,000	\$ 1,083.69	\$ 22.19

¹ - Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

b. Unmetered - \$ 191.64 per quarter.

2. Apartments, Multi-Family, Commercial, Industrial, Public, & Commercial Condominium:

a. Metered

..... GALLONS RATES	
Base	Less than	Base	Plus ¹
0	7,500	\$ 75.76	\$ 0.00
7,500	17,500	\$ 75.76	\$ 3.48
17,500	27,500	\$ 110.56	\$ 6.32
27,500	32,500	\$ 173.76	\$ 8.04
32,500	42,500	\$ 213.96	\$ 8.10
42,500	52,500	\$ 294.96	\$ 8.78
52,500	85,000	\$ 382.76	\$ 9.16
Over	85,000	\$ 680.46	\$10.00

¹ -Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

b. Unmetered - \$170.50 per quarter.

3. *Historical* - \$10.52 per quarter.

4. Fire Hydrant Rental -

b. *Temporary Use* - Fire Hydrant permit may be obtained at the WTMUA Office at a cost of \$25.00 for the first week or part thereof and \$20.00 for each subsequent week or part thereof for any use over one week plus \$10.30 per 1,000 gallons or part thereof used. For any use requiring a 3" meter, the fee shall be \$75.00 per week plus \$10.00 per 1,000 gallons or part thereof used in addition to a \$300.00 refundable security deposit.

B. Sewer User Fees -

Unit Type	Per Quarter ¹	Per Year
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Single Family Homes	\$ 297.21	\$ 1,188.84
Apartments & Multi Family ²	\$ 297.21	\$ 1,188.84
Commercial, Industrial, Public, Commercial Condominium, Public Education ³	\$ 297.21	\$ 1,188.84
Public - Unoccupied	This category shall be exempt from annual sewer user fee.	
Historical	\$ 18.21	\$ 72.83

1 - All Sewer Users Fees are payable in advance of the quarter in which the service is provided.
2 - For Each Residential Unit.
3 - The quarterly and annual rates show are a base charge which shall be multiplied by the EDU for the facility, plus any surcharge as determined by the WTMUA based on the chemical characteristics of the effluent

2. This Resolution shall take effect immediately upon passage according to law.

INTRODUCED AND PASSED: November 2, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Whitmore, to approve Resolution 16-11-A. Motion was carried to the following vote:

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

CAPTITAL EXPENSE APPROVAL

As part of the development of SM23, the DEP requires a tree mitigation plan determining the number of trees being removed and how they will be replenished. Two quotes were requested. One vendor could not provide a quote. A second vendor provided the presented quote. One more quote will be requested. It was suggested to call the county and other vendors were suggested. As this is a capital expense, the services need approval of the Board:

Motion made by, Mr. Babb and seconded by Mr. Whitmore to authorize the Executive Director to expend up to \$4,000 out of capital funds for the tree mitigation expenses. Motion was carried to the following vote:

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

PAYMENT AGREEMENT FOR 70 HACKLEBARNEY RD

A draft of the agreement was provide. A change will be made to the first paragraph of the letter prior to being sent out by the Executive Director. It will be revised to include "The first payment toward the outstanding balance was made on September 29 and all current water bills will be paid when due." The water will be turned off, without further notice, if the agreement is not adhered to and will not be turned on until payment is made in full.

DIRECTORS REPORT

- Letters, advising shut off, will be sent to several customers that have not complied with their payment plans.
- The energy auction was completed and approved by the Executive Director. It is slightly less than the current rate. The chart supplied demonstrates that the savings will be approximately \$8,500 over a year.
- Estimates on relocating the pillow block bearing have been requested.
- As discussed, the Board of Education is producing a service agreement for Authority vehicles
- Cyber security has been put off due to other priorities. The Executive Director needs to talk to a second vendor.
- The Engineer is looking at locations for a third water tank in the Schooley's Mountain system. A raised tank next to existing tank was reviewed and it was determined that there is not enough room for staging. A map demonstrating this was provided.
- The engineering for the SM23 well is ongoing.

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- Musconetcong is doing the energy audit. The Executive Director will then advise if this is recommended for the Authority.
- There are Wetlands issues for the land acquisition for the Bartley Rd Pump Station. There may need to be DEP approvals due to the flood way. Costs are being collected.
- Excavation contract revisions may be ready before the next meeting.
- Inadequate water supply response letter is still with the NJDEP for review.
- Information provided on NJ Transit contract that included retroactive payout of payroll increases over two years.
- DEP has issued a drought warning due to lack of rainfall and asking people to watch usage.

ADJOURNMENT

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, Napolitano, Akin, Babb, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 9:45 PM

Respectfully Submitted,
E. Jill Waller
Secretary