
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
February 1, 2017**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:31 PM on February 1, 2017. 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, Babb, Popper*
Alt. Members Present: Messrs. Whitmore
Members Absent: Messrs. Akin
Alt. Members Absent: Messrs. Autry
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Billing/Bookkeeping Clerk Kattermann*, Office Assistant Moranski, Attorney Gregory

*Left at 9:32 pm

REORGANIZATION MEETING

SALUTE THE FLAG

REAPPOINTMENT OF BOARD COMMISSIONERS

In the absence of Chip Autry and Sam Akin, this was tabled until next meeting

MUA BOARD APPOINTMENTS

RESOLUTION WTMUA BOARD APPOINTMENTS

No. 17-02-R1

WHEREAS, it is in the interest of the Authority to appoint a Chairman, Vice Chairman and Executive Secretary/Treasurer to the Washington Township Municipal Utilities Authority Committee; and

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 the following appointments are hereby made:

1. Chairman: Walter Cullen
2. Vice Chairman: Mark Napolitano
3. Secretary/Treasurer: E. Jill Waller

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Popper, and seconded by Mr. Napolitano, to approve Resolution 17-02-R1. Motion was carried by the following vote:

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

EXECUTIVE DIRECTOR

RESOLUTION WTMUA Executive Director Appointment

No. 17-02-R2

WHEREAS, it is in the interest of the Authority to appoint Michael P. Pucilowski as the Executive Director of the WTMUA; and NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 the following appointments were made:

1. Upon the terms and conditions set forth on his appointment on February 2, 2011, Michael P. Pucilowski is hereby appointed as the Executive Director of the Washington Township Municipal Utilities Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-02-R2. Motion was carried by the following vote:

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

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CUSTODIAN OF GOVERNMENT RECORDS

**RESOLUTION
APPOINTING CUSTODIAN OF GOVERNMENT RECORDS
No. 17-02-R3**

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is a public agency created by the Township of Washington; and

WHEREAS, the Open Public Records Act requires the Authority to designate, by formal action, a "Custodian of Government Records".

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 as follows:

1. E. Jill Waller, is hereby designated as the Custodian of Government Records for the Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-02-R3. Motion was carried by the following vote:

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

PUBLIC AGENCY COMPLIANCE OFFICER

**RESOLUTION
DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER
No. 17-02-R4**

WHEREAS, all public agencies that award contracts are required to comply with N.J.S.A. 10:5-31 et seq. (Administering Equal Employment Opportunity in Public Contracts) and its implementing regulations at N.J.A.C. 17:27-1.1 et seq. (Equal Employment Opportunity and Affirmative Action Rules); and

WHEREAS, in accordance with N.J.A.C. 17:27-3.2, the Washington Township Municipal Utilities Authority ("Authority") must designate a Public Agency Compliance Officer as the person responsible for implementing the conditions of these regulations on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 as follows:

Michael Pucilowski, WTMUA Executive Director, is hereby designated as the Public Agency Compliance Officer.

This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-02-R4. Motion was carried by the following vote:

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

JIF MUA COMMISSIONER

**RESOLUTION
APPOINTING COMMISSIONER
FOR THE
NEW JERSEY UTILITIES AUTHORITIES JOINT INSURANCE FUND**

No. 17-02-R5

WHEREAS, the Washington Township Municipal Utilities Authority (WTMUA) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund); and

WHEREAS, the bylaws of said Fund require that each member of the Fund is required to appoint a Fund Commissioner to represent the member concerning matters undertaken by the Fund.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February, 2016 as follows:

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1. The WTMUA does hereby appoint Michael Pucilowski, WTMUA Executive Director, as Fund Commissioner to the New Jersey Utilities Authorities Joint Insurance Fund.
2. The Secretary is directed to forward copies of this resolution to the New Jersey Utilities Authorities Joint Insurance Fund.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-02-R5. Motion was carried by the following vote:

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

GOV CONNECT OFFICIAL

RESOLUTION APPOINTING OFFICIAL FOR GOVCONNECT

No. 17-02-R6

WHEREAS, the State of New Jersey has developed an Internet site, known as GovConnect, to facilitate interaction and the exchange of information between and among State government and local authorities;

WHEREAS, in order to participate in GovConnect, the Washington Township Municipal Utilities Authority ("Authority") must designate an Authority Official as the person responsible for accessing the GovConnect system and receiving email on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. E. Jill Waller, WTMUA Executive Secretary, is hereby designated as the District Official to be enrolled in the GovConnect program.
2. Upon enrollment, the designated Authority Official agrees to accept and uphold GovConnect usage policies on behalf of the Authority.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-02-R6. Motion was carried by the following vote:

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

REGULAR MEETING SCHEDULE

RESOLUTION Regular Meeting Schedule

No. 17-02-R7

BE IT RESOLVED that the regular meetings of the Washington Township Municipal Utilities Authority be held, per the attached schedule, at 7:30 p.m. at the Washington Township Municipal Utilities Authority Administration Building at 46 East Mill Road, Long Valley, New Jersey, for the year of 2017.

NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2017

PLEASE TAKE NOTICE, that the Washington Township Municipal Utilities Authority will meet to discuss or take formal action upon business at 7:30 p.m. on each of the dates set forth below, at the Washington Township Municipal Utilities Authority Administration Building, 46 East Mill Road, Long Valley, New Jersey:

February 14, 2017	June 20, 2016	November 1, 2017
March 1, 2017	July 12, 2017	November 14, 2017
March 14, 2017	August 2, 2017	December 6, 2017
April 5, 2017	August 15, 2017	December 19, 2017
April 18, 2017	September 13, 2017	January 3, 2018
May 3, 2017	September 26, 2017	January 16, 2018
May 16, 2017	October 4, 2017	February 7, 2018
June 7, 2017	October 17, 2016	February 20, 2018

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Notice of any additions to the above schedule, or changes in the time, date or place of any scheduled meeting, will be posted in this location and delivered to the Daily Record and Courier News in advance, as required by law. Advanced notice will not be provided for qualified emergency meetings as per the provisions of N.J.S.A. 10:4-9.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Popper, and seconded by Mr. Babb, to approve Resolution 17-02-R7. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OPEN PUBLIC MEETINGS ACT

RESOLUTION

Open Public Meetings Act

No. 17-02-R8

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and hereinafter designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the amount therein set forth;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, for purposes of compliance with the "Open Public Meetings Act" aforesaid, the Washington Township Municipal Utilities Authority hereby makes the following designations:

- (1) The Daily Record and Courier News are hereby designated as the newspapers to receive notice of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that those newspapers are more likely to inform the local public of such meetings.
- (2) The notice of meetings shall be prominently posted in a space reserved for such posting in the Washington Township Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey.
- (3) The notice of meetings shall be filed with the clerks of the Township of Washington, Chester Township and the Township of Tewksbury.
- (4) The sum of \$15.00 is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R8. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUDITING SERVICES CONTRACT

The dates of services on the Proposal were discussed and will be reviewed with the Auditor and adjusted as needed.

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR AUDITING SERVICES

No. 17-02-R9

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Auditing Services for fiscal year ending 2016; and,

WHEREAS, Nisivoccia & Company has submitted a proposal dated December 1, 2016 indicating they will provide the Auditing Services for the not to exceed price of \$28,535 for fiscal year 2017, attached hereto as Schedule A; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

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 contract is anticipated to exceed \$17,500, (2) Nisivoccia & Company has submitted a Business Entity Disclosure Certification which certifies that Nisivoccia & Company has not made any reportable contributions to a political or candidate

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committee in Township of Washington in the previous year, and (3) the Contract will prohibit Nisivoccia & Company 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 term of this contract is one year.

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

1. The Executive Director is hereby authorized and directed to accept the proposal of Nisivoccia & Company as the form of Professional Services Contract ("Contract") not to exceed \$28,535 for 2014 Auditing Services
2. A copy of this Resolution and the Contract engaging Nisivoccia & Company shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
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.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski
Executive Director

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R9 pending resolution of proposal dates. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

LEGAL SERVICES CONTRACT

<p>RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES</p>

No. 17-02-R10

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Legal Services; and

WHEREAS, Norris McLaughlin & Marcus has submitted a proposal dated January 26, 2017 indicating they will provide the Legal Services in accordance with the rate schedule submitted; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

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 contract is anticipated to exceed \$17,500, (2) Norris McLaughlin & Marcus has submitted a Business Entity Disclosure Certification which certifies that Norris McLaughlin & Marcus has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Norris McLaughlin & Marcus 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 is one year.

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

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with Norris McLaughlin & Marcus for legal services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Norris McLaughlin & Marcus shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.

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3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
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.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski
Executive Director

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R10. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ENGINEERING SERVICES CONTRACT

The rate for Word Processing included in the Proposal was discussed and requested to be removed from the Proposal.

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR ENGINEERING SERVICES

No. 17-02-R11

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Engineering Services; and

WHEREAS, David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. has submitted a proposal dated January 25, 2017 indicating they will provide the engineering services in accordance with the rate schedule submitted; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

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 contract is anticipated to exceed \$17,500, (2) D.J. Egarian & Associates, Inc has submitted a Business Entity Disclosure Certification which certifies that D.J. Egarian & Associates, Inc has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit D.J. Egarian & Associates, Inc 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 is one year; and

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

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. for engineering services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging David J. Egarian, P.E. shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a) of the Local Public Contracts Law, because it involves the services of recognized professionals.
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.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski
Executive Director

INTRODUCED AND PASSED: February 1, 2017

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Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R11 with the removal of the Word Processing rate from the Proposal. Motion was carried by the following vote:

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

OFFICIAL NEWSPAPER

RESOLUTION
Official Newspaper

No. 17-02-R12

BE IT RESOLVED that the official newspaper of the Washington Township Municipal Utilities Authority for the year 2016 shall be the Daily Record.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R12. Motion was carried by the following vote:

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

OFFICIAL DEPOSITORIES

RESOLUTION
Official Depositories

No. 17-02-R13

BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the following be designated as official depositories for the Authority's funds for the year 2016:

PNC Bank, N.A.
U.S. Bank

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R13. Motion was carried by the following vote:

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

MEL PERSONNEL ADMINISTRATOR

RESOLUTION
DESIGNATION of a
MEL PERSONNEL ADMINISTRATOR

No. 17-02-R14

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 all members designate a Personnel Administrator to assist the Executive Director in the implementation of personnel practices; and,

WHEREAS, E. Jill Waller has, as part of her duties as the Executive Secretary, been assigned human resource responsibilities; and,

WHEREAS, it is the best interest of the Authority to appoint E. Jill Waller as the MEL Personnel Administrator.

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

1. E. Jill Waller hereby appointed as the Authority's MEL Personnel Administrator.
2. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: February 1, 2017

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Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R14. Motion was carried by the following vote:

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

PAYMENT OF BILLS EXCEPTION

RESOLUTION

Authorization of Bills Exception

No. 17-02-R15

WHEREAS, the Washington Township Municipal Utilities Authority requires goods and services, and commitment for payment for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to secure the goods and services on a timely basis, and thereby committing payment for such goods and services, in order to maintain the operations of the Authority.

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

1. The Executive Director is authorized to commit the Authority's financial resources for certain goods and services prior to review by the MUA Committee except hiring decisions which shall not be made without MUA Board approval.
2. To qualify authorization of funds prior to Committee review, vouchers for such goods and services shall be:
 - Less than \$6,000 in the aggregate, and in accordance with applicable law,
 - Covered by a contract previously approved by the Committee,
 - For goods or services received from regulated utilities (e.g. - Electricity or Telephone) and required in the ongoing operation of the sewer and water systems, or
 - Sludge removal and disposal.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Babb, to approve Resolution 17-02-R15. Motion was carried by the following vote:

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

RESOLUTION

Payment of Bills Exception

No. 17-02-R16

WHEREAS, the Washington Township Municipal Utilities Authority receives goods and services, and invoices for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to make payments for goods and services on a timely basis to retain good relations with vendor, avoid interest amounts on overdue payments, and to take advantage of discounts.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the Executive Secretary is authorized to make payments for certain goods and services, with voucher approval from the Executive Director or MUA Chairman and authorized staff, prior to review by the MUA Committee.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R16. Motion was carried by the following vote:

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

APPOINT NJ SUSTAINABLE ENERGY MEETING REPRESENTATIVE

RESOLUTION

APPOINTING OFFICIAL REPRESENTATIVE FOR
NEW JERSEY SUSTAINABLE ENERGY MEETING

No. 17-02-R17

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WHEREAS, the New Jersey Sustainable Energy Meeting (NJSEM) was formed as a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq, and;

WHEREAS, the Authority became a member of the NJSEM on April 15, 2011, and;

WHEREAS, in order to participate in the NJSEM, the Washington Township Municipal Utilities Authority (“Authority”) must designate an NJSEM Representative as liaison for all communication between the NJSEM and the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. Christine Kattermann, Authority Billing/Bookkeeping Clerk, is hereby designated as the Official Representative for the NJSEM.
2. Upon enrollment, the designated Authority Official Representative agrees to act as liaison between the Authority and the NJSEM advising both parties of pertinent communications with regard to the procurement of natural gas, electricity and other forms of energy.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 17-02-R17. Motion was carried by the following vote:

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

AUTHORIZING PURCHASES UNDER PURCHASE COOPERATIVES AND NJSEM

<p>RESOLUTION AUTHORIZING PURCHASES UNDER THE NJ COOPERATIVE PURCHASING PROGRAM, THE MORRIS COUNTY COOPERATIVE COUNCIL (MCCC), THE SOMERSET COUNTY COOPERATIVE PRICING SYSTEM (SOCCP) and THE NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING (NJSEM)</p>
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No. 17-02-R18

WHEREAS, the Washington Township Municipal Utilities Authority (the “Authority”), pursuant to N.J.S.A. 40A:11-10 – 40A:11-12 and N.J.A.C. 5:34-7 may by resolution and without advertising for bids, purchase goods or services under the State of New Jersey Cooperative Purchasing Program, the Morris County Cooperative Council (“MCCC”), the Somerset County Cooperative Pricing System (SOCCP) and the New Jersey Sustainable Energy Joint Meeting (NJSEM) for any contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury, the MCCC, the SOCCP and the NJSEM; and,

WHEREAS, The Authority has the need on a timely basis to purchase goods or services utilizing State, MCCC, SOCCP and NJSEM contracts; and

WHEREAS, The Authority intends to enter into contracts with State Division of Purchase and Property, MCCC, SOCCP and NJSEM contract vendors through this resolution and properly executed purchase orders.

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the purchase of goods and services from the New Jersey State contract, MCCC, SOCCP and NJSEM vendors, pursuant to all the conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the Authority intends to authorize the purchase of the following items as indicated below:

1. New Jersey State Contract:

- | | |
|---|---|
| <p>a. ultra low sulfur diesel and biodiesel fuel (T1845)</p> <p>b. office supplies & equipment (M0052)</p> <p>c. environmental testing instruments (T0983)</p> <p>d. automotive parts & accessories (G8022)</p> <p>e. auctioneering services: internet auctions to sell surplus property (T2581)</p> <p>f. NJDEP laboratory analysis of drinking water samples (T2688)</p> <p>g. Light duty trucks and cargo vans (T2754)</p> | <p>h. industrial MRO supplies (M0002)</p> <p>i. WSCA computer contract (M0483)</p> <p>j. vehicles, trucks, class 2, pickup/ utility, with snow plow option (T2100)</p> <p>k. preventative maintenance and testing of emergency standby generators (T2848)</p> <p>l. walk-in building supplies (M8001)</p> |
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2. MCCC

- a. #2 fuel oil (for heating) (C-2)
- b. #2 ultra low sulfur diesel fuel (C-12)
- c. catch basins & manhole castings (C-14)
- d. utility vehicles (C-15c)
- e. office supplies (C-16)
- f. water treatment chemicals (C-17)
- g. tree removal/trimming/stump grinding services (C-18)
- h. DPW uniforms/work shoes/boots (C-22)
- i. janitorial supplies (C-25)
- j. pest control services (buildings) (C-29)
- k. office paper supplies (C-30)
- l. calcium chloride bags (C-31)
- m. light bulbs (C-35)
- n. preventive maintenance/repair of communications equip. (radios) (C-38)
- o. personal protection items & equip. for Emergency personnel (C-40)
- p. purchase of communications equipment (radios) (C-41)
- q. propane gas (C-43)
- r. septic pumping/sludge removal & disposal services (C-45)
- s. preventive maintenance/repair of emergency generators (C-46)
- t. water meters/data recorders & radio frequency meter interface units (C-47)
- u. fencing materials & install (C-53)
- v. fire equipment services (C-13-A)
- w. crushed stone, gravel & sand (C-9)

3. SOCCP

- a. Industrial & Commercial Equipment & Supplies – Catalog Sales

4. NJSEM

- a. natural gas
- b. electricity
- c. other forms of energy

BE IT FURTHER RESOLVED that, pursuant to the N.J.A.C. 5:30-5.5(b), the certification of available funds shall be completed by the Authority's Chief Financial Officer prior to placing an order for goods and services from the New Jersey State contract, SOCCP and MCCC vendors and said certification shall be in the form of an authorized purchase order; and

BE IT FURTHER RESOLVED that the duration of this authorization shall be until February 28, 2017.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APPOINT RISK MANAGER

RESOLUTION APPOINTING A RISK MANAGER

No. 17-02-R19

WHEREAS, the Washington Township Municipal Utilities Authority (Authority) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund); and,

WHEREAS, members of the Fund typically appoint a Risk Management Consultant to perform insurance consultations services as outlined in the proposed form of Agreement attached hereto; and

WHEREAS, the standard rate utilized by the Fund's for consultation services is six percent (6%) of the Authority's assessment, payable by the Fund; and

WHEREAS, the Local Public Contracts Law allows for the retention insurance consultants without competitive bidding recognizing that it is impracticable to undertake competitive bidding for insurance consultants; and,

WHEREAS, *Stanford Risk Management Services, Inc.* of Lafayette, New Jersey has provided Risk Management Consultant's services to the Authority for several years.

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

- (1) The firm of *Stanford Risk Management Services, Inc.*, 10 Thomas Rd., Lafayette, NJ be appointed as its Risk Management Consultant.
- (2) That the Executive Director is hereby authorized and directed to execute the Risk management Consultant's Agreement annexed hereto.

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(3) This contract is awarded without competitive bidding in accordance with 40A:II-5(m) of the Local Public Contracts Law.

(4) A copy of this resolution shall be published in the Authority's Official Newspaper as required by law within ten (10) days of its passage.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Popper, to approve Resolution 17-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

REGULAR MEETING

CLOSED SESSION 7:58 PM

RESOLUTION CLOSED SESSION

No. 17-02-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.

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: February 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Autry, to approve Resolution 17-02-C. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb, Popper, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED 10:02 pm

JANUARY CHECKBOOK REGISTER

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

VOUCHERS OVER \$5,000.

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve the vouchers for Beyer Ford dated 12/21/16 for \$29,415.50; Rio Supply dated 12/19/16 for \$128,418.00; Nisivoccia dated 1/4/17 for \$16,000.00 and Rapid Pump dated 1/13/17 for \$19,890.00. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

DECMEBER & JANUARY BILLING ADJUSTMENTS

Tabled until next meeting

PURCHASE AUTORIZATION FOR ITEM OVER \$6,000

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to authorize the following purchases over \$6,000:

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- Soil borings at high ridge tank
- Administrative Office flooring and walls
- Archaeological Survey

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ADOPTION OF 2017 APPROVED BUDGET

**RESOLUTION
2017 AUTHORITY WATER AND SEWER UTILITY ADOPTED BUDGET
WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPERATING and CAPITAL BUDGETS
for the
FISCAL YEAR: from JANUARY 1, 2017 to DECEMBER 31, 2017**

No. 17-02-D

WHEREAS, the Annual Budget and Capital Budget/Program for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2017 and ending December 31, 2017, has been presented for adoption before the Commissioners of the Authority at its open public meeting of February 1, 2017 and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as introduced reflects Total Anticipated Revenues of \$4,249,662, Total Appropriations, including any Accumulated Deficit if any, of \$4,249,662 and Total Unrestricted Net Assets utilized to Balance Budget of \$0; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,460,500 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$2,460,500; and,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Washington Township Municipal Utilities Authority, at an open public meeting held on February 1, 2017 that the Annual Budget and Capital Budget/Program of the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2017 and ending December 31, 2017 is hereby adopted and shall constitute an appropriation for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

INTRODUCED AND PASSED: February 1, 2017

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 17-02-D. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

GARDEN CLUB FLOWER SALE

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to authorize the flower sale on Authority Property on May 13, 2017. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

CUSTOMER SHUT OFFS

- 22 Quail Run – paid no payment plan required.
- 52 Fawnridge – could not attend meeting so the Chairman will meet with the customer next week.
- 25 Paula – Board advised a payment plan that would settle the account within six months at the rate of

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\$254/month.

- 10 East Mill – Board agreed not to shut off water and to allow the customer the time resolve her disability and assistance. If the account remains unpaid the account will go to Tax Sale.
- 7 Marliene – payment plan was approved as presented.
- 6 North Washington – payment plan was agreed to with the account being paid in full by the end of the February.
- 2 Carriage Hill – Board advised a payment plan that would settle the account within six months at the rate of \$511/month.
- The status of 70 Hackelbarney payment plan was discussed.

AUTHORITY COST FOR SHUT OFFS

The estimated time spent on shut offs was reviewed. The need for a full time Billing Clerk was discussed. It was agreed that the full time status would be continued as work load required. The shut off schedule will be re-evaluated due to the conflict of meter reading and billing.

JANUARY MEETING MINUTES

Tabled until next meeting

APPOINTMENT OF EXEC DIRC REPLACEMENT COMMITTEE

The Executive Director advised that he will be leaving the Authority by the end of the year and would like to have a replacement in by the Reorganization Meeting in February 2018. It was recommended that the position should be a 40 hour work week with a Professional Engineer license. A minimum of 6 week overlap is recommended. There had been discussion of a longer overlap to get them more involved in the day-to-day initially. The ED will update the existing job description and provide a list of places to advertise at the next meeting. An overlap of four months is acceptable with a goal of the Executive Director starting around September.

DIRECTOR'S REPORT

- Discussed the laborer position and the need to full time versus part time.
- Someone may come in this week to review the RBC media issue.

ADJOURNMENT

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

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

Meeting Adjourned 11:19 PM

Respectfully Submitted,
E. Jill Waller
Secretary