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

The Regular Meeting of the W.T.M.U.A. was called to order at 7:31 PM on March 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 2, 2017. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Napolitano, Akin, Babb
Alt. Members Present: Messrs. Autry, Whitmore*
Members Absent: Messrs. Cullen, Popper
Alt. Members Absent: Messrs.
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory

*arrived at 7:51 pm

REGULAR MEETING

SALUTE THE FLAG

REAPPOINTMENT OF BOARD COMMISSIONERS

Chip Autry and Sam Akin have been reappointed by the Township and will take their oaths of office at the next meeting. The Attorney has advised that they are eligible to vote at this meeting.

JANUARY, FEBRUARY MEETING MINUTES

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the January 4, 2017 Minutes. Motion was carried by the following vote:

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

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the February 1, 2017 Minutes with changes as discussed. Motion was carried by the following vote:

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

FEBRUARY CHECKBOOK REGISTER

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

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

VOUCHERS OVER \$5,000.

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve the vouchers for Lowe's Home Center dated 12/1/16 for \$10,560.27 and Norris, McLaughlin & Marcus dated 2/23/17 for \$5,140.00. Motion was carried by the following vote:

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

DECEMBER BILLING ADJUSTMENTS

Motion was made by Mr. Autry, and seconded by Mr. Babb, to approve the December billing adjustments. Motion was carried by the following vote:

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

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EXTENDED SICK FOR ALL EMPLOYEES IN PLACE OF STATE DISABILITY

**RESOLUTION
ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL**

No. 17-03-B

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 (Manual); and,

WHEREAS, the Authority adopted an amended Personnel Policies and Procedures Manual on December 7, 2016; and,

WHEREAS, it is in the Authority's best interest to further amend the Manual to include part-time employees in the Additional Sick Leave Policy.

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 revised December 7, 2016, attached hereto is hereby amended.

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: March 1, 2017

Motion was made by Mr. Autry, and seconded by Mr. Akin, to approve Resolution 17-03-B. Motion was carried by the following vote:

AYES: Messrs.: Napolitano, Akin, Babb, Autry, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

EXECUTIVE DIRECTOR REPLACEMENT

The requirement for hiring an Executive Director with a Professional Engineering License was discussed. The Board Members were asked to review the Job Description and advise any changes at next meeting. An eight to 12 week overlap is recommended. It is advisable to begin advertising for the position in April.

SEWER SERVICE AGREEMENT FOR OMG BURGER

**RESOLUTION
AUTHORIZING APPROVAL SEWER SERVICE AGREEMENT
WITH SCHOOLEY'S MTN ROAD ASSOCIATES, LLC**

No. 17-03-C

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is the owner and operator of the Schooley's Mountain wastewater treatment plant and sewerage collection system within the Township of Washington, Morris County, New Jersey; and

WHEREAS, Schooley's MTN. Road Associates, LLC (the "Developer") is the contract purchaser of certain lands and premises situated in the Township of Washington, with a street address of 141 Schooley's Mountain Road, and currently designated as Lots 2, 3 & 4 in Block 33, on the official Tax Map of the Township of Washington (the "Property"); and

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WHEREAS, the Developer anticipates closing title on the Property on or before March 31, 2017, but in no case, later than June 30, 2017; and

WHEREAS, the Developer plans to construct a commercial restaurant facility on the Property with a capacity of 127 restaurant seats and 20 bar seats with said facility to be connected to the public sewerage system (the "Project"); and

WHEREAS, at this time, adequate capacity exists in the Authority's Schooley's Mountain wastewater treatment plant and interceptor system to treat the sewerage from the proposed Development; and

WHEREAS, the Developer received a New Jersey Department of Environmental Protection Permit To Construct and Operate Treatment Works ("Treatment Works Approval "TWA"); and

WHEREAS, the Developer, at its own cost and expense, has or will construct and install all necessary improvements to connect the Project to the sewerage collection system in accordance with the TWA and all rules, regulations, and requirements of the Authority and the Township of Washington; and

WHEREAS, the Project has received approval from the Board of Adjustment of the Township of Washington; and

WHEREAS, it is in the best interests of the Authority to permit the connection requested by the Developer under the terms and conditions set forth in the attached Sewer Service Agreement.

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

1. The Executive Director is hereby authorized and directed to execute and deliver the attached Sewer Service Agreement to Schooley's MTN. Road Associates, LLC for signature and shall require the return of a fully executed Sewer Service Agreement within thirty (30) days from the delivery of same.
2. This resolution shall take effect immediately pursuant to law

INTRODUCED AND PASSED: March 1, 2017

Motion was made by Mr. Autry, and seconded by Mr. Babb, to approve Resolution 17-03-C. Motion was carried by the following vote:

AYES: Messrs.: Napolitano, Akin, Babb, Autry, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

WATER SHUT OFFS

The shut off list status was reviewed.

DIRECTOR'S REPORT

- The vendor replaced all the support issues in the SM RBC building but could not do the media due to an issue with the block. The block needed to be re-secured. Kenvil Weldery is creating a strap to secure the block to the floor. Once the block is secured, the media and the pillow block will be worked.
- Information was provided on the Elected Officials Training which offers a premium reduction of \$250.00 per participant.
- The Authority earned nine years of no loss of time for work related injuries. At the JIF safety they described an incident of a cyber security breach at Toms River MUA. Computer malware was taking screen shots and sending them to Russia. The JIF is looking to provide a deductible incentive to if members participate in a cyber-security program. There was an incident in the Ukraine which accessed a power utility. The power was shut down and phones access was unavailable.
- The mark outs have been done for the High Ridge Tank Soil Booring but the schedule has not been provided. The surrounding residents will be notified.
- The Attorney is finishing up the review of the Excavation Spec.

CLOSED SESSION 8:45 PM

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| RESOLUTION CLOSED SESSION |
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No. 17-03-A

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

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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: March 1, 2017

Motion was made by Mr. Autry, and seconded by Mr. Whitmore, to approve Resolution 17-03-A. Motion was carried by the following vote:

AYES: Messrs.: Napolitano, Akin, Babb, Autry, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED 9:17 pm

CAPITAL FUNDING

A Resolution supporting an Assembly Bill to permit the broadening of investment options. The Executive Director will ask the Auditor and Risk Manager of their opinions regarding this. By supporting the Bill, there is no obligation to participate but it provides options. A Resolution will be provided for approval at the next meeting in support of the Bill. Even though it appears to focus on allowing the JIF only to broaden their investment options, it was agreed to support the Bill.

ADJOURNMENT

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

AYES: Messrs.: Napolitano, Akin, Babb, Autry, Whitmore

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned 9:25 PM

Respectfully Submitted,
E. Jill Waller
Secretary