
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
April 5, 2017**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:47 PM on April 5, 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. Cullen, 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, Attorney Abramson*

*arrived at 7:45 pm

REGULAR MEETING

SALUTE THE FLAG

REAPPOINTMENT OF BOARD COMMISSIONERS

Sam Akin took his Oath of Office.

With Chip Autry not in attendance, he will take his Oath of Office at the next meeting or at the Township offices.

TOWNSHIP LIAISON FOR THE AUTHORITY

Greg Forsbrey was introduced as the Township Liaison for the Authority. A summary of the newest collections process was reviewed.

22 ANN ROAD

Mr. Robertson addressed the Board regarding his difficulty in keeping his account current. The monthly amount of an average billing would approximately be approximately \$125 per month. A payment of \$325 per month is expected to make the account current by August. The application to the County of Temporary Assistance has not come through as yet. The customer is asking for a payment of \$100 per month which would not cover his average quarterly billing. His balance would continue to increase. He would be willing to pay \$300 on the first of each month beginning May 1st. It was suggested that he speak to his bank because they are not interested in having a third-party lien on the property. He is agreeable to the payment arrangements.

CLOSED SESSION - 8:09PM

RESOLUTION CLOSED SESSION

No. 17-04-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: April 5, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-04-C. Motion was carried by the following vote:

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

OUT OF CLOSED 9:39 PM

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EMPLOYEE LETTER TO DEP

Enclosed in the packet there is a letter that was sent to the DEP by an Authority employee. The two employees that are involved will receive Rice Notices for the next meeting. At the next meeting, the Authority expects to have a comment from the DEP. There was a statement made in the letter that the employee is not aware that he is a backup. That has not been the Authority's understanding. The Executive Director will clarify this with the employee and the DEP that he is indeed the backup. The job description will be updated to include this information to further clarify. There was a recent inspection by the DEP. In the course of doing the inspection, they advised that they did not have a record stating the Operator of Record. A letter was mailed to the DEP with a copy of the 2009 form. The DEP never responded. A new form was never signed by Executive Director Pucilowski.

EMPLOYEE ASSOCIATION NEGOTIATIONS

There won't be a meeting for a few weeks due to vacations.

MARCH MEETING MINUTES

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve the March 1, 2017 Minutes. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

MARCH CHECKBOOK REGISTER

Approximately 80% of meters have been changed. Most of them should be changed by the end of 2017. The budget did not allow for replacing the meters with numbers that start with 182. They will need to be changed since the Authority cannot datalog them. The newest Resolution for the one-time leak adjustment allows the usage to be modified with the info provided by the datalogging.

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

VOUCHERS OVER \$6,000.

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the vouchers for Lowe's Home Center dated 12/1/16 for \$10,560.27; Norris, McLaughlin & Marcus dated 2/23/17 for \$5,140.00; GP Jager dated 12/15/16 for \$11,493.75, Toby Barman dated 3/24/17 for \$11,864.55 and Rega Painting dated 3/22/16 for \$6,312.09. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

JANUARY, FEBRUARY, MARCH BILLING ADJUSTMENTS

This item was tabled until next meeting.

SURPLUS EQUIPMENT

<p>RESOLUTION AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY ON AN ONLINE AUCTION WEBSITE</p>
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No. 17-04-B

WHEREAS, the Washington Township Municipal Utilities Authority (The Authority) has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, The Authority intends to utilize the online auction services of GovDeals.com located at www.GovDeals.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9,

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NOW, THEREFORE, BE IT RESOLVED by The Washington Township Municipal Utilities Authority of the County of Morris, State of New Jersey, that The Authority is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.GovDeals.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and The Authority are available at www.GovDeals.com and in The Authority's Administrative office.

INTRODUCED AND PASSED: March 5, 2017

Motion was made by Mr. Akin, and seconded by Mr. Whitmore, to approve Resolution 17-04-B. Motion was carried by the following vote:

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

AUTHORIZATION TO SPEND OVER \$6,000 AND EXPEND CAPITAL FUNDS

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to authorize the Executive Director to expend capital funds over \$6,000 to seal the observation wells at LV07 & LV08. Motion was carried by the following vote:

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

BROOKSIDE WATER MAIN REPLACEMENT BID

RESOLUTION AUTHORIZING ACCEPTANCE OF BID FOR CONTRACT NO. C166 BROOKSIDE DRIVE WATER LINE REPLACEMENT

No. 17-04-A

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") advertised for bids for the construction of Contract No. c166 Brookside Drive Water Line Replacement; and

WHEREAS, on March 29, 2016 the Authority ("Authority") opened and read aloud eight (8) sealed bids for Contract c166 Brookside Drive Water Line Replacement; and

WHEREAS, the lowest responsible bid received for the replacement of the water line on Brookside Drive was the bid of R & R Construction Co., Inc., ("R & R") in the amount of \$259,255.80; and

WHEREAS, the attorney for the Authority has reviewed the apparent low bid and finds same to be in acceptable form; and

WHEREAS, it is in the best interest of the Authority to accept the bid of R & R for the replacement of the water line on Brookside Drive; and

WHEREAS, the Executive Director has certified that funds are available to in the amount of the R & R bid and for that purpose.

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

1. The Executive Director is hereby authorized to issue a Notice of Award to R & R Construction Co., Inc., for the replacement of the Brookside Drive water line in the amount of \$259,255.80.
2. Subject to receipt and approval of a fully executed Contract by R & R Construction Co., Inc. and receipt and approval by the Authority attorney of any other items required by the bid specifications, the Executive Director is authorized to sign a contract with R & R Construction Co., Inc. for WTMUA Contract No. c166 Brookside Drive Water Line Replacement in the amount of \$259,255.80.
3. This Resolution shall take effect immediately upon passage according to law. This resolution shall take effect immediately pursuant to law.

INTRODUCED AND PASSED: April 5, 2017

Motion was made by Mr. Akin, and seconded by Mr. Whitmore, to approve Resolution 17-04-A. Motion was carried by the following vote:

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

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EXECUTIVE DIRECTOR REPLACEMENT

The job description and ad were reviewed. The ad will incorporate the desire for a Professional Engineer's license.

CHANGING BILLING / BOOKKEEPER POSITION TO FULL TIME

Additional information has been added to the job description. The goal is that all the administrative staff is cross trained to cover each other when there is an absence.

<p>RESOLUTION MODIFICATION TO BILLING/BOOKKEEPING CLERK JOB DESCRIPTION 2017</p>
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No. 17-04-D

WHEREAS, the Washington Township Municipal Utilities Authority ("the Authority") has the position of Billing/Bookkeeping Clerk; and

WHEREAS, the Authority has a managerial prerogative to assign employees job duties and determine the qualifications required for a job; and

WHEREAS, the Authority has determined update and modify the job duties and responsibilities outlined in the Billing/Bookkeeping Clerk job description; and

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

1. The job description for the position of Billing/Bookkeeping Clerk is hereby updated and modified to include additional duties and responsibilities which are set forth in the attached job description.

BE IT FURTHER RESOLVED that this resolution shall take effect April 6, 2017.

INTRODUCED AND PASSED: April 5, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-04-D. Motion was carried by the following vote:

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

NAYS: Messrs.: Napolitano

As a follow-up to the discussion during the February 1, 2017 meeting regarding the temporary need for additional time to be spend by the part-time Billing/Bookkeeping Clerk processing water shut-offs, a resolution changing the Billing/Bookkeeping Clerk's status from part-time to full-time was discussed. The Board had agreed during the February 1, 2017 to temporarily change the Billing/Bookkeeping Clerk's status from part-time to full-time to address the water shut-offs, for as long as that work load required. It was confirmed that monthly status updates regarding delinquent bills will continue to be provided to the Board to assess water shut-off workload requirements.

<p>RESOLUTION BILLING/BOOKKEEPING CLERK POSITION TO FULL TIME 2017</p>
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No. 17-04-F

WHEREAS, the Washington Township Municipal Utilities Authority ("the Authority") employs a part-time Billing/Bookkeeping Clerk; and

WHEREAS, due to an increased work load and duties/responsibilities, there is a need to increase the hours of the Billing/Bookkeeping Clerk; and; and

WHEREAS, the Authority has determined that due to the increased work load and duties/responsibilities of the Billing/Bookkeeping Clerk, the position shall be modified to become full-time; and

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

1. The position of Billing/Bookkeeping Clerk will be modified from part-time to full time; and
2. The position of Billing/Bookkeeping Clerk is a confidential position within the Washington Township Municipal Utilities Authority; and
3. The current hourly rate will remain the same with benefits as provided to full-time employees per the Employee Policies and Procedures Manual; and
4. The Billing/Bookkeeping Clerk shall work the administrative business hours of the Authority.
5. The work load of the position will be reviewed in the future to determine if the position warrants the continuation of full-time hours; and

BE IT FURTHER RESOLVED that this resolution shall take effect April 15, 2017 with the first payroll dated May 5, 2017.

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INTRODUCED AND PASSED: April 5, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-04-F. Motion was carried by the following vote:

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

NAYS: Messrs.: Akin

DIRECTOR'S REPORT

- The RBC unit #2 repair was completed on March 23rd done and in operation. The pillow block has also been repaired and in operation.
- The SMSTP DEP inspection report listed one or two 2 late reports. The biggest issue has been housekeeping. Some painting needs to be done.
- The LVSTP inspection is good with some minor housekeeping issues that have already been addressed and were not included in the report.
- The shut off status will be email tomorrow
- The Cornerstone restaurant is putting an addition in. A Sewer Service Agreement is being worked on. Everything is subject to Planning Board approval. There are more seats currently than in the plan and will require adjustments.
- Elected official training is being provided with a discount on the insurance premium for each participant. The Executive Secretary will send an email with link. Must be completed by May 1st.
- The AEA is requesting a survey. The instructions ask you to take the survey at the Authority Office. There doesn't seem to be an issue with submitting it at home. Give it a try it at home if it is inconvenient to come in to the office.
- The cyber security vendor has not sent in the report. The Executive Director will followed up. There was an incident with the Logmein account. The account advised that someone was attempting to login and the login failed. The Logmein account email was changed and the service passcode was changed.
- Soil borings were taken at the High Ridge tank and rock was detected at eight feet. The rock is fractured and not solid. The Executive Director is waiting for the report. It is recommended that we dig along the side of the foundation footing to see how deep it is.
- The cultural resource report for SM23 did not find anything of historical nature.
- It is expected that the excavation spec will be put out for bid by end of month
- The lead and coper study has been provided to the DEP and has been accepted as administratively complete.
- The motor needs to be replaced at SM17 on Naughtright Rd. They pulled and replaced 300+ feet of conduit. This is one of the Authority's better producers at approximately 150 gal per minute.

ADJOURNMENT

Motion was made by Mr. Akin, and seconded by Mr. Whitmore, 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 11:00 PM

Respectfully Submitted,
E. Jill Waller
Secretary