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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
May 3, 2017**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:35 PM on May 3, 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, Sparone  
Alt. Members Present: Messrs. Whitmore\*  
Members Absent: Messrs. None  
Alt. Members Absent: Messrs. Autry  
Liaison: Messrs. Forsbry  
Staff Members Present: Executive Director (ED) Pucilowski, Office Assistant Moranski, Sewer Operator Carpenter\*\*, Assistant Sewer Operator Wright\*\*, Attorney Gregory, Attorney Abramson\*\*\*

\*arrived at 7:43pm

\*\* left at 9:00pm

\*\*\*left at 10:00pm

## **REGULAR MEETING**

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### **SALUTE THE FLAG**

#### **12 NORTH MAPLE**

Attorney Gregory discussed the tax sale process and the Executive Director reviewed the schedule. The customer explained his financial hardship and advised that it should improve within the year. He explained that the current monthly plan of \$486 is not feasible and requested to pay less per month for a longer period of time. The board suggested the customer pay \$250 per month extending the plan to around 8 months to catch up. He will also be required to pay his regular quarterly bills on time to avoid water shut off. The customer agreed and will sign the plan agreement when received.

Motion was made by Mr. Napolitano, and seconded by Mr. Akin, to approve the revised payment plan of \$250 per month in addition to the timely payment of the regular quarterly bill. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: Whitmore

#### **12 JANET**

The customer payment plan was discussed. She is planning on attending the June meeting. Office staff will contact her for the \$150 balance of payment that is overdue.

#### **13 PICKLE**

The customer has a leak on the hydrant that is fed off the service line. The Executive Director requested clarification if this leak is to be considered a service line leak or a one-time only leak adjustment. The Board determined the leak would be considered a one-time only adjustment and not a service line leak. Since the leak will be over \$600, the customer will have to appeal to the Board at the next meeting for relief above the \$600.

#### **EMPLOYEE DEP LETTER**

The Executive Director summarized the situation. During a DEP inspection, the Operator of Record forms were requested and provided by the Executive Director. Bob Carpenter advised that he is on the form as the Operator of Record under duress. The Operation of Record form incorrectly advised that the Operator of Record spent an average of 35 hours a week at the Long Valley Plant which in fact is more like four (4) hours a week. Bob and Les both have requested that Les be the Operator of Record for Long Valley.

The Executive Director advised that he doesn't object to two Operators of Record, but he would like to have a level of reporting with one Operator of Record overseeing the other. An S-1 and S-2 plants do not require the Operator of Record to be full-time at the facility. The Authority is not required to have a two Operators. The operation of each plant is very different from each other.

A new title for another level of Operator is being addressed within the Employee Association Agreement which is currently being negotiated. The job descriptions could be modified without the agreement of the Association. Currently there are two Assistant Sewer Operators both of which have an inconsistency in their licenses. Currently under the expired contract, Les would become a Sewer Operator. The question of the compensation would have to be

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determined based on years of experience. The difference between Assistant Sewer Operator and an Operator is \$7.68. The other option is to wait until the Association Agreement is settled.

Bob advised in 1999 the Executive Director Tom Horn told Bob that he was the Operator of Record. After Paul Costic became the Executive Director, Paul had Bob sign the Operator of Record form. The DEP could not find a copy of the form. He did not receive any extra money for being the Operator of Record for both plants. Currently the plants are operating with less staff than in 1990 when there was one plant.

Les advised that he has been running this plant and making personal sacrifices to keep the plant running. He knows that he is going to be expected to train additional personnel on running the plant.

Les provides the reporting that Bob uses to submit the DEP forms.

Attorney Abramson advised that the Operator of Record is distinctly different from the Job Title of Sewer Operator. The Association Agreement does not differentiate the title and the Operator of Record duties. The Agreement does not allow additional money for being the Operator of Record.

Licenses are compensated through the Association Agreement with a stipend differently between the titles of Assistant Operator and Operator.

Some Board Members advised the opinion that signing off on the DEP reports warrants additional compensation. It was also expressed that if the Authority doesn't need two Operators of Record than there should only be one. Others advised that if the Assistant Operator is doing all the work, then they should be the Operator.

The Board Members agreed to review the information provided and to discuss further at the next meeting.

An organizational chart was provided by the Executive Director everyone which they discussed. There are more pump stations in the SM Plant. The flow at the SM Plant is rated for double the LV Plant. The LV Plant is only operating about half capacity. The organizational chart needs to be updated to incorporate the new Assistant Water Operator.

**CLOSED SESSION - 9:02PM**

<b>RESOLUTION CLOSED SESSION</b>
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No. 17-05-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 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 aforestated matter will be discussed.

INTRODUCED AND PASSED: May 3, 2017

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to approve Resolution 17-05-A. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**OUT OF CLOSED 9:55 PM**

**OPERATOR POSITION**

Topics that the Board can discuss in Closed Session was reviewed. It was clarified that the job title does not necessarily dictate who the Operator of Record is. The new proposed job descriptions will be forwarded to the Board. Job descriptions can be changed at will.

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**APRIL MEETING MINUTES**

Mr. Napolitano felt that Resolutions did not accurately reflect the changes that were discussed at the last meeting. The revised job description will be forwarded to Mr. Napolitano. It has been requested that the Resolution be reworded to stress that this is a temporary change and the position will return to part time. Mr. Napolitano will revise the Resolution and present it to the Board for vote at the next meeting. The minutes will be approved at the next meeting.

**APRIL CHECKBOOK REGISTER**

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

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

**VOUCHERS OVER \$6,000.**

Motion was made by Mr. Akin, and seconded by Mr. Whitmore, to approve the vouchers for Darlington Equipment Co. dated 3/27/17 for \$11,065.00, ANS Consultants dated 4/5/17 for \$9,400.00, Samuel Stothoff Co. dated 4/4/17 for \$11,911.03, Harrington & Sons dated 3/31/17 for \$ \$10,590.20, Nisivoccia LLP dated 4/26/17 for \$12,535.00, Toby Barkman Excavating dated 4/24/17 for \$7,551.58, Toby Barkman Excavating dated 4/24/17 for \$11,637.81, Cartal Electric dated 4/24/17 for \$6,100.00. Motion was carried by the following vote:

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

**JANUARY, FEBRUARY, MARCH, APRIL BILLING ADJUSTMENTS**

This item was tabled until next meeting.

**2016 AUDIT CERTIFICATION**

<b>RESOLUTION</b> Certification of FY 2016 Audit Review
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No. 17-05-B

WHEREAS, Nisivoccia & Company, the Auditor for the Washington Township Municipal Utilities Authority (Authority) has prepared an Audit of the Authority's financial position for Fiscal Year 2016; and,  
WHEREAS, the New Jersey Department of Community Affairs (NJDCA) requires that each of the Authority's Commissioners certify that they have reviewed said FY 2016 Audit; and,  
WHEREAS, the five (5) below signed are of full age and duly appointed Commissioners (Members) of the Authority; and,  
WHEREAS, by signing this instrument, each of the five (5) below signed certifies that they have personally reviewed the recommendation and comment section of the FY 2016 Audit as prepared by Nisivoccia & Company.  
NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

- (1) Upon adoption of this resolution, it shall be signed by each of the Authority's five Commissioners; and,
- (2) Upon signature, this resolution shall be attested by the Authority's Secretary who shall forward it to the NJDCA in compliance with its request.

INTRODUCED AND PASSED: May 3, 2017

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 17-05-B. Motion was carried by the following vote:

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

**2016 AUDIT CORRECTIVE ACTION PLAN**

<b>RESOLUTION</b> 2016 AUDIT CORRECTIVE ACTION PLAN ACCEPTANCE
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No. 17-05-C

WHEREAS, the 2016 Annual Audit of the Washington Township Municipal Utilities Authority (Authority), conducted by Nisivoccia & Company LLP, contained certain recommendations requiring action; and

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WHEREAS, these recommendations have been reviewed by the Executive Director and the duly appointed Authority Board of Commissioners; and

WHEREAS, the Division of Local Government Services requires a corrective action plan to be prepared and submitted per N.J.A.C 5:31-7.6(i)

WHEREAS, the corrective action plan has been developed and covers all findings and recommendation in the audit report

NOW, THEREFORE, BE IT RESOLVED that the Authority Board of Commissioners hereby approves the corrective action plan and directs the Executive Secretary to transmit a certified copy of this resolution and the attached corrective action plan to the Division of Local Government Services.

INTRODUCED AND PASSED: May 3, 2017

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 17-05-C. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**CCR NOTICES**

The Board discussed and approved mailing postcards announcing the availability of the Consumer Confidence Report instead of newsletters.

**AUTOMATED EXTERNAL DEFIBRILLATOR**

The possibility of purchasing an AED for 46 East Mill building was discussed. It was suggested that the Executive Director and the office staff investigate less expensive AED models and training.

**DIRECTOR'S REPORT**

- The Executive Director would like to have an address sign installed at the High Ridge Tank. The customer at High Ridge has been complaining about his address number 12 getting mixed up with the Tank address in many circumstances.
- The water shutoff list was discussed. Krauszer's still needs to bring in an additional payment and it is expected that the owner will bring in cash tomorrow. It was requested that the shutoff list include the amounts owed.
- The soil borings, at High Ridge, found that rock was encountered at 8 feet on left side of the tank and at 4 feet on the right side. Coring of the rock determined that the rock is fractured which doesn't have as much strength as solid rock. Excavation alongside of the footings is required to see the depth of footings to determine if the tank can be raised.
- Local Government ethics law states the Financial Disclosure forms were due by end of April. The deadline has been extended to the end of May.

**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 11:04 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary