

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

The Regular Meeting of the W.T.M.U.A. was called to order at 7:34 PM on June 7, 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, Babb, Sparone  
Alt. Members Present: Messrs. Autry\*\*\*, Whitmore  
Members Absent: Messrs. Akin  
Alt. Members Absent: Messrs. None  
Liaison: Messrs. Forsbry\*  
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory, Attorney Abramson\*\*

\*arrived at 7:36 pm

\*\* arrived at 8:00 pm, left at 10:00pm

\*\*\*left the meeting between 8:56pm and 9:02pm

**REGULAR MEETING**

---

**SALUTE THE FLAG**

**REAPPOINTMENT OF BOARD COMMISSIONER**

The Attorney Gregory swore in Chip Autry.

**OPEN TO THE PUBLIC 7:34PM**

**87 EAST MILL**

Mr. Tsepix advised that he had a problem with the post office and requested that the penalty of \$4.46 be waived.

Motion was made by Mr. Babb, and seconded by Mr. Whitmore, to waive the 4.46 penalty for 87 East Mill Rd. account.

Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**CLOSED TO THE PUBLIC 7:42PM**

**12 JANET**

The customer's payment plan has been resolved due to the customer paying the account in full.

**93 HACKELBARNEY**

The Executive Director wanted to make the Board aware of an excessive customer leak. This customer appeared before the Board prior requesting help with paying for the installation of a pressure reducer. They recently had a second leak on the property with the quarterly usage being over a million gallons. A leak of this nature could be a problem if it occurred on the Schooley's Mountain System over the dry months. The customer maintains that they were not home for most of the quarter and unaware of the leak. When Authority personnel were dispatched due to the high usage, there was water running alongside the driveway. The customer was able to buy a pressure reducer that would fit in the existing pit providing a substantial savings. The customer did not replace the entire line. The leak has been repaired and the pressure has been reduced.

**LEAK ADJUSTMENT**

It was suggested that the current policy should be adjusted to reduce the number of times a customer can receive an adjustment due to a service line leak. The Executive Director recommended providing future adjustments only when the entire line was replaced and/or a pressure reducer installed. Normally the plumbing inspector would inspect the backfill of the service line pipe. It was recommended that Authority also inspect the repair. The Executive Director will have recommendations at the next meeting.

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

**CLOSED SESSION – 8:06PM**

<b>RESOLUTION CLOSED SESSION</b>
--------------------------------------

No. 17-06-B

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Litigation and Employee Association Agreement 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: June 7, 2017

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 17-06-B. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**OUT OF CLOSED 9:06 PM**

**EMPLOYEE ASSOCIATION AGREEMENT**

<b>RESOLUTION RATIFYING THE MEMORANDUM OF AGREEMENT BETWEEN THE WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AND THE WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY EMPLOYEES ASSOCIATION</b>
---

No. 17-06-A

WHEREAS, the collective negotiations agreement between the Washington Township Municipal Utilities Authority (hereinafter referred to as "the MUA") and the Washington Township Municipal Utilities Authority Employees Association (hereinafter referred to as "Association") expired on December 31, 2013; and

WHEREAS, the MUA and the Association have been negotiating the terms to a successor collective negotiations agreement; and

WHEREAS, the MUA and the Association have negotiated and agreed upon the terms to a successor collective negotiations agreement set forth in the Memorandum of Agreement executed on May 24, 2017 by the Association attached hereto as exhibit A; and

WHEREAS, the Memorandum of Agreement executed on May 24, 2017 has been ratified by the members of the Washington Township Municipal Utilities Authority Employees Association; and

WHEREAS, the MUA is desirous of approving the agreed upon terms to the successor collective negotiations agreement set forth in the Memorandum of Agreement attached hereto as Exhibit a and executing same; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Washington Township Municipal Utilities Authority, State of New Jersey does hereby approve the Memorandum of Agreement executed by the Association on May 24, 2017 between the Washington Township Municipal Utilities Authority and the Washington Township Municipal Utilities Authority Employees Association for the period from January 1, 2014 through January 1, 2018.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners is hereby provided the consent to execute the Memorandum of Agreement on behalf of the Washington Township Municipal Utilities Authority.

INTRODUCED AND PASSED: June 7, 2017

Motion was made by Mr. Whitmore, and seconded by Mr. Autry, to approve Resolution 17-0-A. Motion was carried by the following vote:

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

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

NAYS: Messrs.: None  
ABSTAIN: Messrs.: None

The Board authorized Attorney Abramson to begin working on the final version of the Agreement.

**LITIGATION**

A motion was made by Mr. Napolitano, and seconded by Mr. Whitmore to authorize the Executive Director and Attorney Gregory to proceed with the case as discussed in Closed Session. Motion was carried by the following vote:

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

**CLOSED MINUTES**

A motion was made by Mr. Autry, and seconded by Mr. Babb to approve the minutes as provided by the Secretary with redactions to be decided upon by the Executive Director and the Executive Secretary and approved by Attorney Gregory. Motion was carried by the following vote:

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

**SEWER OPERATOR FOR LVSTP**

Tabled until next meeting

**REVISING BILLING / BOOKKEEPER RESOLUTION**

Mr. Napolitano advised that in March, increasing the Bookkeeper's hours was brought up. In April, in addition to making the position full time, the job description was changed for cross training and to keep the position out of the Association. It was agreed that if the change is to be temporary then the Resolution should make that clear. The old job description and the new one were compared. The full time job description was developed as a recommendation by Attorney Abramson to avoid the position going back to the Association. The Executive Director advised that if the shutoff burden resolves itself there will be additional time required to catch up with other items. Recommended changes to the job description and minutes were presented by Mr. Napolitano.

Any changes to the Job Description will be made at the next meeting. The Executive Director will consult Attorney Abramson regarding changing the job description and any impact from the Association Agreement.

<p><b>RESOLUTION BILLING/BOOKKEEPING CLERK POSITION TO FULL TIME 2017</b></p>
---

No. 17-06-D

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

**WHEREAS**, due to an increased work load specifically related to water shut-offs, there is a need to temporarily increase the hours of the Billing/Bookkeeping Clerk; and; and

**WHEREAS**, the Authority has determined that due to the increased work load specifically related to water shut-offs 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 temporarily 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 by the Board in the future to determine if the position warrants the continuation of full-time hours; and

**BE IT FURTHER RESOLVED** that this resolution supersedes Resolution No. 17-04-F shall take effect June 11, 2017 with the first payroll dated June 30, 2017.

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

**INTRODUCED AND PASSED:** June 7, 2017

Motion was made by Mr. Babb, and seconded by Mr. Autry, to approve Resolution 17-06-D. Motion was carried by the following vote:

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

**APRIL 5, MAY 3, & MAY 16 MEETING MINUTES**

Motion was made by Mr. Napolitano, and seconded by Mr. Sparone, to approve the April Minutes as amended. Motion was carried by the following vote:

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

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve the MAY 3, 2017 AND May 16, 2017 minutes. Motion was carried by the following vote:

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

**MAY CHECKBOOK REGISTER**

This topic was tabled until next meeting

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

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve the voucher for Water Works Supply dated 5/25/17 in the amount of \$6,350.27. Motion was carried by the following vote:

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

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

This item was tabled until next meeting.

**13 PICKLE**

The customer's request to receive the full adjustment over \$600 was discussed. There is nothing in the Authority Rules and Regulations prohibiting a hydrant on a service line.

Motion was made by Mr. Whitmore, and seconded by Mr. Autry to approve an adjustment of \$600 plus half of the difference between the total calculation of \$1,445.61 and \$600. Motion was carried by the following vote:

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

**EASEMENT OFFERS FOR SM23 ACCESS**

The school appraisal for 470 Naughtright is \$16,700 and the residence at 480 Naughtright is \$12,500. The cover page of the two appraisals lists the same block and lot. The Executive Director will request a correction. The Authority cannot use the farm road on the Smith tract since it is farmland preserved. The intent is to put swales along the driveway tapered to ditches. The access road needs to be pavement.

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

**RESOLUTION  
APPROVING AND ACCEPTING APPRAISALS  
FOR ACQUISITION OR EASEMENTS**

**No. 17-06-C**

**WHEREAS**, in connection with the development of well SM 23 the Authority needs to acquire access/utility easements and temporary construction easements over Lot 37.01, Block 12 and Lot 37, Block 12 (the "Easements") from Well SM 23 to the water line on Naughtright Road; and

**WHEREAS**, the Authority has retained the services of Norman J. Goldberg, a professional appraiser, ("Appraiser") to determine the value of the Easements to be acquired; and

**WHEREAS**, the Appraiser has submitted to the Authority an appraisal of the Easements to be acquired, (the "Appraisals"); and

**WHEREAS**, it is the Authority's intention to enter good faith negotiations with the property owners to acquire the needed Easements; and

**WHEREAS**, there are sufficient funds available to acquire these Easements.

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

- (1) The Appraisals prepared by Norman J. Goldberg are hereby accepted and approved.
- (2) The Executive Director is hereby authorized and directed to enter into good faith negotiations with the property owners to acquire the Easements with the final acquisition terms to be approved by the Authority.
- (3) This Resolution shall take effect immediately upon passage according to law.

**INTRODUCED AND PASSED:** June 7, 2017

Motion was made by Mr. Autry, and seconded by Mr. Sparone, to approve Resolution 17-06-C. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**BROOKSIDE DRIVE WATER MAIN REPLACEMENT**

Motion was made by Mr. Babb, and seconded by Mr. Napolitano to authorize the Executive Director to hire Suburban Consulting Engineers to provide additional engineering inspection services for the Brookside Drive per the proposal dated 5/23/17. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**HIGH RIDGE TANK ENGINEERING STUDY**

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to authorize the Executive Director to hire ANS Consultants to provide additional soil research to determine if the tank can be raised. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**SHUT OFF NOTICES**

The shut off policy has helped the collection of past due balances. The process was reviewed.

**CONSUMER CONFIDENCE REPORT**

The Consumer Confidence Report and announcement postcard was provided to the Board. Radon testing was requested due to the fact that a volunteer Township radon testing program for private wells resulted in 10 out of 26 of the wells testing high. The location of the 10 wells will be provided to the Executive Director. The Executive Director advised that the testing can be done at the 13 wells and he will provide costs at the next meeting. The subsidized price of the Township testing was \$70-75. It was expected that this will go to another lab rather than the Authority's compliance lab. Mr. Whitmore will provide the name of the lab that the Board of Education uses.

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
June 7, 2017**

---

---

**EXCAVATION CONTRACT**

Bids were taken yesterday and are being reviewed by the Attorney Gregory. The preliminary results were reviewed. It is expected that the award recommendation will be available at the next meeting. The bid represents a hypothetical number of hours.

**TOWNSHIP REPORT**

June 14<sup>th</sup> the Chairman and Executive Director will provide a summary of water and wastewater projects at the Township Committee meeting. The report was included in the addendum.

**DIRECTOR'S REPORT**

- Cyber security is becoming a big issue and the Authority's insurance company is implementing policies. The Executive Director and Executive Secretary have attended JIF webinars regarding this issue.
- A vendor makes fiberglass grates enclosures that could be put over the UV system at the Schooley's Mountain plant. A sample was provided. The grates could replace an enclosure.
- A site visit will be set up for newest Board members. It will be scheduled when Bob gets back after June 20<sup>th</sup>.

**ADJOURNMENT**

---

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

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

Meeting Adjourned 10:40 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary