
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
September 13, 2017**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:33 PM on September 13, 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.
Alt. Members Absent: Messrs. Autry
Liaison Absent: Messrs. Forsbry
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory

*arrived at 7:46pm

**arrived at 7:48pm

REGULAR MEETING

SALUTE THE FLAG

AUGUST 2 MEETING MINUTES

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve the August Minutes with the changes to the attendance as discussed. Motion was carried by the following vote:

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

AUGUST CHECKBOOK REGISTERS

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve the August Checkbook Registers. Motion was carried by the following vote:

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

VOUCHERS OVER \$6,000

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the voucher for Suburban Consulting dated 7/14/17 for \$8,295.00, Suburban Consulting dated 8/8/17 for \$13,030.00, Washington Township Police dated 8/10/17 for \$22,116.00, Rio Supply dated 8/17/17 for \$6,640.00 and R&R Construction dated 8/31/17 for \$67,291.75. Motion was carried by the following vote:

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

AUTHORIZATION TO EXPEND CAPITAL FUNDS

Motion was made by Mr. Akin, and seconded by Mr. Babb, to authorize the Executive Director to purchase a snow plow for the 2017 F250 truck. Motion was carried by the following vote:

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

AUTHORIZATION TO EXPEND OVER \$6,000

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR VALVES AT THE RESERVOIR ROAD PRV

No. 17-09-B

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has the need to make immediate repairs to the Reservoir Road PRV; and

WHEREAS, proposals were solicited and two companies provided price quotes; and

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WHEREAS, Capitol Supply Construction Products, Inc. ("Capitol Supply") submitted the lowest priced proposal dated August 16, 2017 indicating they provide the valves in the amount of \$22,825.86; and,

WHEREAS, the "Pay-to-Play" Law (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of a contract over \$17,500 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 valve is anticipated to exceed \$17,500, (2) Capitol Supply has submitted a Business Entity Disclosure Certification, (3) Capitol Supply will submit a certification that Capitol Supply has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous year, and (4) the Contract will prohibit Capitol Supply 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 will expire December 31, 2017; and

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

1. The Executive Director is hereby authorized and directed to execute the attached Proposal Agreement with Capitol Supply for to provide valves for the Reservoir Rd PRV.
2. A copy of this Resolution and the Agreement engaging Capitol Supply shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. This contract is made without competitive bidding as the value is under the bid threshold in accordance with N.J.S.A. 40:11-3(a) and (c) of the Local Public Contracts Law.
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.
5. This Resolution will take effect immediately pursuant to law.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P Pucilowski
Executive Director

INTRODUCED AND PASSED: September 13, 2017

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Resolution 17-09-B. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSENT: Messrs.: Autry

Motion was made by Mr. Akin, and seconded by Mr. Babb, to authorize the Executive Director to expend up \$14,000 to over \$6,000 for the installation of valves at the Reservoir Rd PRV. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Motion was made by Mr. Akin, and seconded by Mr. Whitmore, to authorize the Executive Director to expend up to \$10,000 for surveying and map preparation for future watermain replacement in the Capitol Estates development. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

LEAD AND COPPER CONTRACT WITH SUBURBAN

Motion was made by Mr. Akin, and seconded by Mr. Babb, to increase the original budget for the Lead and Copper Contract by \$3,500. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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PASSAIC VALLEY SEWERAGE COMMISSION CONTRACT

RESOLUTION CONTRACT RENWAL WITH PASSAIC VALLEY SEWERAGE COMMISSIONERS
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No. 17-09-A

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) is the owner and operator of two wastewater treatment plants within the Township of Washington, Morris County, New Jersey; and

WHEREAS, Passaic Valley Sewerage Commissioners (PVSC) is the owner and operator of a wastewater treatment plant located in Newark, New Jersey; and

WHEREAS, the PVSC wastewater treatment plant has sludge disposal facilities and capabilities; and

WHEREAS, the Authority generates sludge at it's the Long Valley and Schooley's Mountain wastewater treatment plants and desires to have the sludge disposed of by PVSC; and

WHEREAS, PVSC is agreeable to treat and dispose of the sludge of the Authority subject to certain terms and conditions including terms for the fixing of fees for treatment and disposal of the sludge and other related matters; and

WHEREAS, the Authority is agreeable to enter into a five-year contract with PVSC for the treatment and disposal of the sludge and other related matters.

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

1. Subject to the review and approval of the Authority's attorney, the Executive Director is hereby authorized and directed to execute the Agreements for Sludge Treatment and Disposal with Passaic Valley Sewerage Commissioners made a part hereof as Schedule A.

2. Subject to a certification of funds to be put on file certifying funds are available prior to obligations being incurred under this contract.

3. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: September 13, 2017

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 17-09-A. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSENT: Messrs.: Autry

JOB DESCRIPTIONS

The Executive Director would like authorization to advertise for the Laborer position as discussed prior and as included in the Employee Association Agreement. The job description for the Laborer position was reviewed. Changes will be made and voted on by Resolution at the next meeting.

LVSTP SEWER OPERATOR

The Executive Director met with members of the Employee Association. They discussed the job description and advised they would meet with the members would get back to him. Mr. Carswell advised that the Association has not been able to meet but hope to have something by next week.

LEAK ADJUSTMENT POLICY

The Executive Director has come across service line leaks that are repaired but not replaced. They have second or even third leak events. The Executive Director recommends a limit on how many times they can have an adjustment without replacing the line after the second event. The difference between customers with meters in the house and customers with meters in the pit at the end of the property was discussed. It was suggested that after the third leak, there needs to be a consequence. It was also suggested that the water should be shut off if the repair is not made within 10 days. Recommendations will be made at the next meeting. Another suggestion was to provide information to customers to education them to prepare for service line leaks? The Executive Director can get an estimate for 50 ft. and 100 ft. of plastic or copper line. The Authority prefers a solid copper line because it stands up better.

AUTOMATIC DEFIBRILLATORS

The Executive Director reached out to the Police Department and they will provide CPR training to Authority staff and commissioners. Washington Township uses a particular Automatic Defibrillator throughout the Township. Information will be provided. The Authority is doing CPR training in the first week of October. The Executive Director is recommending to buy one unit for each plant. Three police vehicles on a shift have the units. All officers must have

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CPR training. The ongoing cost was requested. Mr. Whitmore advised that the response time for 911 at the school was six minutes.

EMERGENCY ACTION & FIRE PREVENTION PLAN

The packet has information on what to do if there is a fire alarm. The process was reviewed. Today, there was a fire alarm in the treatment building from the use of a trimmer and blower outside.

DIRECTOR'S REPORT

- The final phase for the Brookside project is the final paving.
- The well sealing will begin in October. The contractor will fill with gravel to a point where there is no infiltration and then the balance in concrete. The DEP is going to approve this process.
- Mr. Napolitano provided a Shut Off status as a way of evaluating the full time status of the Billing Clerk. The ED advised that the next phase will be one quarter behind rather than two quarters. The door hanger has been very effective. The Health Department has determined that a home is habitable without water. Mr. Napolitano is recommending that the Billing Clerk be moved back to part time. Of the meters that were tested through the AWA testing, 25% of the meters failed per AWA requirements. Some were manuals, some were touch pad. The radio read meters reduces the meter reader's time for reading meters. The Executive Director and Executive Secretary advised that there has been a need for additional hours. It was recommended by the Attorney that this should be put off until the employee can be RICED. This topic will be discussed at the next meeting on September 26th as the first Agenda meeting. The Capital budget will be discussed at the September 26th meeting as well.
- There was a problem with the communication equipment between the LVSTP and the Long Valley and OFR pump stations and has since been repaired. Subsequently, a controller died which changed the communication repair plan. Consequently, the pump stations will need to be upgraded in the 2018 budget.
- The High Ridge Tank soil borings indicated that it would be possible to raise the tank two rings. Further foundation testing is required. This doesn't address storage for when the tank is out of use. The Executive Director is still recommending another tank.
- The Chairman recommends a subcommittee of two Board Members to be involved in the hiring of the Executive Director and Laborer. Mr. Whitmore, Mr. Babb and Mr. Cullen advised that he would be interested in being on the subcommittee. Mr. Whitmore also advised that he may have candidates from his involvement in hiring through the Schools.

ADJOURNMENT

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned 9:58 PM

Respectfully Submitted,
E. Jill Waller
Secretary