
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
October 4, 2017**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:36 PM on October 4, 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, Babb, Sparone
Alt. Members Present: Messrs. Autry
Members Absent: Messrs. Cullen, Akin
Alt. Members Absent: Messrs. Whitmore
Liaison Present: Messrs. Forsbry*

Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller, Attorney Gregory
*arrived at 8:50pm

REGULAR MEETING

SALUTE THE FLAG

9 FLINTLOCK

The customer did not attend the meeting. He is challenging the repair to his meter pit and claims he should not be responsible for the cost. The Executive Director advised that the rules are very clear and it is his responsibility. The original install was done in the 1990's. A home warranty is good for 10 years and this is beyond that period. The DEP funded the contract and the Authority bid the job out. The repair cost was reasonable. The meter was changed in January 2017 and the leak was noted in June 2017.

70 HACKELBARNEY

The customer has almost completed his payment plan. The customer had previously requested that the penalty be waived. The Board agreed to review the request when the principal was paid in full.

SEPTEMBER 13 & 26 MEETING MINUTES

Tabled until next meeting

SEPTEMBER CHECKBOOK REGISTERS

The status of the Brookside project was discussed. It was recommended that the next time traffic control is required for a project, a quote should also be requested from a private company.

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve the September Checkbook Registers. Motion was carried by the following vote:

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

VOUCHERS OVER \$6,000

None at this time

BILLING ADJUSTMENT

A request was made to provide an accounting of the billing adjustments to review the amount of money that has been forgiven.

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve the January Billing Adjustments. Motion was carried by the following vote:

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

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
October 4, 2017**

RESOLUTION – BILLING/BOOKKEEPING CLERK

| |
|--|
| RESOLUTION BILLING/BOOKKEEPING CLERK POSITION COMPLETING RESOLUTION 17-06-D AND MAKING POSITION FULL TIME |
|--|

No. 17-10-C

WHEREAS, the Washington Township Municipal Utilities Authority (“the Authority”) approved Resolution 17-06-D on June 7, 2017; and

WHEREAS, said Resolution authorized the Billing/Bookkeeping Clerk position to be a full time position to meet the increased work load specifically related to water shut-offs; and

WHEREAS, the Authority has determined that the water shut-off goal has been achieved and therefore said Resolution no longer provides a justification for the full time position of Billing/Bookkeeping Clerk; and

WHEREAS, the Executive Director advised, for reasons stated at the last public meeting, that despite the reduction of increased work load related to water shut-offs, the position of Billing/Bookkeeping Clerk should continue as a full time position; and

WHEREAS, the Authority has determined that it is in the best interest of the Authority to continue the Billing/Bookkeeping Clerk position as a full-time position; and

WHEREAS, this Resolution memorializes two motions passed at the Authority’s last public meeting regarding this matter.

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

1. The position of Billing/Bookkeeping Clerk shall be a full-time position.

BE IT FURTHER RESOLVED that this resolution shall take effect with the beginning of the next payroll period on September 30, 2017 with the first payroll dated October 20, 2017.

INTRODUCED AND PASSED: October 4, 2017

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve Resolution 17-10-C. Motion was carried by the following vote:

AYES: Messrs.: Babb, Sparone, Autry

NAYS: Messrs.: Napolitano

ABSTAIN: Messrs.: None

JOB DESCRIPTIONS

The Employee Association has not responded officially regarding the solution that the Board has approved. The unofficial comment is regarding the salary.

| |
|--|
| RESOLUTION CREATION OF THE PLANT OPERATOR JOB DESCRIPTION |
|--|

No. 17-10-A

WHEREAS, the Washington Township Municipal Utilities Authority (“the Authority”) established and created the new title of Plant Operator; and

WHEREAS, the new title of Plant Operator shall be a recognized position within the Washington Township Municipal Utilities Authority Employee Association; and

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

WHEREAS, the Authority has created a job description for the new title of Plant Operator, which is attached hereto as Exhibit A; and

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

1. The job description for the title of Plant Operator is hereby approved as set forth in the attached job description.

BE IT FURTHER RESOLVED that this resolution shall take effect October 5, 2017.

INTRODUCED AND PASSED: October 4, 2017

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
October 4, 2017**

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve Resolution 17-10-A. Motion was carried by the following vote:

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

**RESOLUTION
MODIFICATION OF THE LICENSED SYSTEM OPERATOR - SEWER JOB DESCRIPTION**

No. 17-10-D

WHEREAS, the Washington Township Municipal Utilities Authority ("the Authority") currently has a title of Licensed System Operator-Sewer and an established job description for same dated July 11, 2017; and

WHEREAS, the title of Licensed System Operator-Sewer is a recognized position within the Washington Township Municipal Utilities Authority Employee Association; and

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

WHEREAS, the Authority determined to modify the current job description of Licensed System Operator-Sewer with a newly revised job description which is attached hereto as Exhibit A; and

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

1. The newly modified job description for the title of Licensed System Operator-Sewer is hereby approved as set forth in the attached job description.

BE IT FURTHER RESOLVED that this resolution shall take effect October 5, 2017.

INTRODUCED AND PASSED: October 4, 2017

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve Resolution 17-10-D. Motion was carried by the following vote:

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

**RESOLUTION
CREATION OF THE LABORER POSITION JOB DESCRIPTION**

No. 17-10-B

WHEREAS, the Authority established and created the new title of Laborer; and

WHEREAS, the new title of Laborer shall be a recognized position within the Washington Township Municipal Utilities Authority Employees Association; and

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

WHEREAS, the Authority has created a job description for the new title of Laborer, which is attached hereto as Exhibit A; and

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

1. The job description for the title of Laborer is hereby approved as set forth in the attached job description.

BE IT FURTHER RESOLVED that this resolution shall take effect October 5, 2017.

INTRODUCED AND PASSED: October 4, 2017

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve Resolution 17-10-B. Motion was carried by the following vote:

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

LVSTP SEWER OPERATOR

To be tabled until next meeting.

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
October 4, 2017**

LABORER POSITION

Motion made by Mr. Babb, and seconded by Mr. Sparone, to authorize the Executive Director to advertise and hire for the Laborer position. . Motion was carried by the following vote:

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

LEAK ADJUSTMENT POLICY

A suggestion was made to review the amount of money that has been forgiven and consider increasing the percentage used in calculating the reduction. It was recommended to have incentives for the homeowner to replace the entire service line. If the customer doesn't replace the line after one or two breaks, they will not receive an adjustment or the adjustment will be reduced. This can be accommodated by the billing department but it was advised that the structure of the policy should be as simple as possible to avoid mistakes in the account review and adjustment calculations. The Executive Director will propose a policy at the next meeting. It was recommended that the Authority allow for only two patch repairs unless the entire line is repaired and then policy starts over. It was considered to require the type of pipe and to implement a way to ensure that the install is done to specifications. The Executive Director will speak to the plumbing inspector since he will ultimately inspect the install.

AUTOMATIC DEFIBRILLATORS

The staff is taking CPR training. The police department will provide the brand and the cost for the defibrillators. AJ Whitmore has provided battery costs. It was agreed that everyone should have the CPR training. More information will be provided at the next meeting.

DIRECTOR'S REPORT

- The sealing of the observation wells for LV07 and LV08 may be put off until November due to the lack of rain.
- Today the well pump and motor will need to be replaced in LV07. It will not require bid but it is over the quote and pay to pay limits.
- The Bartley Road Pump Station is using a diesel generator pump to pump out of the wet well and push the flow through the force main lines. The lines were jetted to clear the lines. There may be more work to do since the psi is not up to the optimum value.
- The list of water shut offs were provided. The number of accounts will be moved under the address column and the amount will be totaled. The shut off process will continue as currently being performed.
- The school has provided approval for the easement for SM23 and has requested the Authority to review the sewer usage costs in light of the reduced enrollment. The current sewer usage costs are based on the capacity of the facility. The DEP advises the number of gallons per student for calculation purposes. The Executive Director will discuss further with the schools.
- High Ridge Tank foundation testing determined that the current 5,000 psi is not enough. The foundation strength needs to be 7,000 psi in order to raise the tank 16 ft psi. The Executive Director has requested the vendor to advise what would need to be done to increase the psi to 7,000.
- The Executive Director is waiting for quotes for the Reservoir Rd PRV valves.
- The information on the Radon testing is not available as yet. Mr. Napolitano provided the name of the vendor that was used for the private well radon testing
- The Executive Director will talk to the Tax Assessor to verify some information regarding the easement value for the portion of the Bartley Road Pump Station that the Christian's are interested in.
- The Executive Director is waiting for draft for permit for the LVSTP renewal.
- The Executive Director ad was placed in Indeed.com but there have been no qualified candidates. The one qualified candidate is requesting \$160,000. It was recommended to change the title to "MUA Executive Director - Civil Engineer". A candidate without a PE license will be meeting with Executive Director on Friday.
- The Lawn Maintenance agreement with the Township is up for renewal. There is a little resistance from the DPW to renew. The Administrator has agreed to a one year agreement. He will then assess the impact on the DPW and the value of the Agreement. The Township is interested in maintaining shared services with all their partners. The Authority is in a shared services agreement with the School Districts bus garage for vehicle services

**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
October 4, 2017**

ADJOURNMENT

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned 9:20 PM

Respectfully Submitted,
E. Jill Waller
Secretary