

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
October 17, 2017**

---

---

The Regular Meeting of the W.T.M.U.A. was called to order at 7:38 PM on October 17, 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, Sparone\*  
Alt. Members Present: Messrs. Whitmore  
Members Absent: Messrs. Babb  
Alt. Members Absent: Messrs. Autry  
Liaison Absent: Messrs. Forsbry  
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller

\*arrived at 7:51 pm

**REGULAR MEETING**

---

**SALUTE THE FLAG**

**VOUCHERS OVER \$6,000**

Motion was made by Mr. Whitmore, and seconded by Mr. Akin, to approve the voucher for Rio Supply dated 10/6/17 for \$7,260.00. Motion was carried by the following vote:

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

**BILLING ADJUSTMENT**

Motion was made by Mr. Napolitano, and seconded by Mr. Whitmore, to approve the February, March, April, May, June and July Billing Adjustments. Motion was carried by the following vote:

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

**2018 LAWN CONTRACT**

The Township is interested in a one-year contract and will do a study to determine if the contract is costing them money prior to moving beyond one year. If they choose not to renew, the properties will have to be added into the vendor contract. An option of having the employees doing the lawn cutting was discussed and rejected.

**2018 FUEL DEPOT CONTRACT**

The Township fuel contract rates will remain the same for 2018 as 2017. The Township neglected to update the annual contract until 2017.

**LVSTP SEWER OPERATOR**

The Board reviewed the Employee Association's email and feel that the amount is sufficient and will not be breaking out the incremental portion as requested.

**REPLACEMENT EXECUTIVE DIRECTOR SEARCH**

The Authority is not getting many applicants. The requirement of a PE license was discussed. The advantage of an Executive Director with a PE license is that there are certain items that handled without an outside consultant. The current Executive Director has done this two or three times with the Authority. The Morris County MUA's Director retired and they had two viable candidates. Based on interviews, they opted to hire someone from the inside. A PE license does not mean there is any additional sewer or water experience. The water and sewer licenses may be more beneficial. The upcoming planned engineering projects would require hiring an engineering consultant. The one candidate that applied does not have a PE license and he is working on his bachelor's degree. A mutual associate was called and advised good things about him.

---

---

**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
October 17, 2017**

---

---

Motion was made by Mr. Whitmore, and seconded by Mr. Akin, to authorize the Executive Director to make the Professional Engineer (PE) license a desirable requirement rather than a mandatory requirement. Motion was carried by the following vote:

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

**2018 CAPITAL BUDGET**

Changes were made to the water capital from last meeting. No changes were requested to the sewer capital.

The Water Quality Accountability Act was discussed and how it affects projects that are being budgeted. The DEP is also in the processes of reorganizing. This suggests that the deadlines may not be enforced. The internet connections have been disconnected from the SCADA systems. Updates are being manually performed. The updates will need to be reviewed and maintained. The SCADA system cannot control any of the systems. The mapping status was reviewed. The water mains have been updated on paper. A GIS was done but is not necessarily complete or accurate. It is estimated that there are 425 hydrants. The Executive Director met with Suburban to discuss an estimate with the Authority employees to doing the work. The valves currently are only exercised if it is required to turn them on or off. As the meters are changed to radio read, there will be more time available for this mandate. Each hydrant will need to be run for five minutes or so. More information on the impact of the Act will be available at the next meeting.

The budget was updated with the requested changes from last meeting were reviewed. A major item on the Sewer Capital Budget is the RBC Building. The phragmites beds work is being held off until the nitrate level requirement is provided. The catwalk for the SBR's could be moved into 2019. All these items need to be addressed at some point and putting them in the budget is for planning purposes.

**2018 OPERATING BUDGET**

It is recommended to update the sewer service agreements for all the restaurants. It will allow for the Authority to verify EDUs that are based on seating as well as inspection and compliance of grease traps. Operating expenses is lower than 2017 budget. The payroll and benefit assumptions for the budget were reviewed. Board members were asked to email any input on the budgets before the next meeting. Prior year budget reports will be reviewed for a budget report that combines water and sewer.

**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, Sparone, Whitmore  
NAYS: Messrs.: None  
ABSTAIN: Messrs.: None

Meeting Adjourned 9:23 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary