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**WASHINGTON TOWNSHIP MUA  
REGULAR MEETING  
November 1, 2017**

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The Regular Meeting of the W.T.M.U.A. was called to order at 7:32 PM on November 1, 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. Autry  
Members Absent: Messrs.  
Alt. Members Absent: Messrs. Whitmore  
Liaison Present: Messrs. Forsbry\*  
Staff Members Present: Executive Director (ED) Pucilowski, Executive Secretary Waller

\*arrived at 7:51 pm

**REGULAR MEETING**

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**SALUTE THE FLAG**

**APPROVAL OF SEPTEMBER 13, SEPTEMBER 26, OCTOBER 4 & OCTOBER MEETING MINUTES**

This topic was tabled until the next meeting.

**OCTOBER CHECKBOOK REGISTER**

This topic was tabled until the next meeting.

**VOUCHERS OVER \$6,000**

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the voucher for Toby Barkman Excavating dated 10/13/17 for \$6,130.00, Toby Barkman dated 10/13/17 for \$7,178.00, Edmunds & Associates dated 10/5/17 for \$9,029.00, Pumping Services dated 10/20/17 for \$11,280.14 and Samuel Stothoff dated 10/5/17 for \$9,773.05. Motion was carried by the following vote:

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

**EXPENDING FUNDS OVER \$6,000**

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to authorize the ED to expend up to \$9,000 for the repair and replace two impellers at the Bartley Rd Pump Station. Motion was carried by the following vote:

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

**BILLING ADJUSTMENTS AUGUST, SEPTEMBER**

This topic was tabled until the next meeting.

**LEAK ADJUSTMENT POLICY**

This topic was tabled until the next meeting.

**EXECUTIVE DIRECTOR REPLACEMENT**

Indeed.com has not provided many qualified applicants. Some of the resumes were reviewed. The Executive Director reached out to the firm that the HMUA used when hiring their Executive Director but have not received a return call. A temporary Director was discussed. The Executive Director has talked to a few of the Authority's vendors networking for applicants. There are two or three MUA's looking for Executive Directors. The option of using a recruiter was suggested.

**SNOW PLOWING FOR WASHINGTON TOWNSHIP LIBRARY**

The Township Administrator asked if the Authority was interested in plowing the library with the guarantee that the snow would be plowed in time for the library to open. The Authority needs to hire an outside resource with a backhoe to move deep snow and larger piles. It is estimated that this occurs once or twice a year. The cost of paying the outside resource would need to be known. The Executive Director will gather more information for the next meeting.

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**COMPLIANCE WITH WATER QUALITY ACCOUNTABILITY ACT**

The new law requires the Authority to complete certain tasks per a schedule. Suburban Consulting provided a proposal for compliance. Phase 1 is Cyber Security with a deadline of three and half months away. It is anticipated that the Authority will not have an issue because there is not a way to adjust operation controls from outside the network. Procedures will need to be planned. Phase two has to be done every year and phase three has to be done once every four years. Currently we are only exercising and inspecting valves when looking for leaks. The GPS points for all the valves need to be completed. There is a GPS unit shared by the DPW and the Authority. The Executive Director needs to determine if the unit is still working but it may be outdated technology. Mr. Sparone has experience with the GPS units and can provide input if a new one is needed. It was also suggested that one could be rented. The GPS app on a smartphone is not as accurate as the new technology. Hydrants and valves will require a maintenance program. An asset management plan is required by 2018. It is anticipated that the maintenance program should work with existing man power that is now changing and reading meters. The time of the day when the maintenance can be done could affect manpower needs. There is good amount of time allotted to complete the asset management plan.

It is noted that the Rules & Regulations include an annual fee of \$95.00 per hydrant. This has been waived for Washington Township. Tewksbury Township hydrant fees have been waived for 45 or 30 years. Chester has five years before they have to pay. It was agreed to begin charging the Township.

It was agreed to hire Suburban for the Cyber Security February 2018 deadline. The Township Agreement for the High Ridge rental will be pulled out and reviewed at the next meeting.

There will be further discussion on the hydrant fees for the Township and the costs for compliance with the maintenance requirement.

**2018 BUDGET**

A 2% increase in the water rates is being proposed for 2018. It is anticipated that the 2017 water revenue will be under budget due to the wet summer. Changes to the budget were reviewed. The capital water budget did not have any changes since the last meeting and was reduced from 2017. The budget item for fencing was discussed.

No increase is being proposed for the sewer operating budget. Adding to the water budget was discussed to replace the water main on Ann Road and it was decided not to add any additional money for 2018.

The proposed rates were reviewed as well as the rate survey.

**DIRECTOR'S REPORT**

- The history of the 9 Flintlock dispute was reviewed.
- The observation wells for LV07 & LV08 have been sealed and capped. The paperwork has been submitted to the DEP.
- No shut off update was provided for this meeting.
- The SM23 well building will move closer to the school property to cut down on the amount of trees that will have to be replaced as well as the piping from the street.
- The Executive Director has requested information from the structural engineer as to what modifications need to be made to raise the tank 16 feet. The Board would like to know why the psi doubled to raise the tank 16 feet.
- Shared services with the Township are proceeding with a two year contract for the fuel and a one year agreement for lawn cutting.
- Reservoir Road valves have been delivered and the installation is being planned.
- Testing for the radon will cost less than \$400. It will be performed in 2018.
- The Executive Director will be checking on the zoning for the Bartley Rd Pump Station easement for the Christian's.
- Still waiting for the LVSTP permit from the DEP. There is a major restructuring going on at the DEP.
- The Executive Director is meeting tomorrow with Suburban on the Public Supply and Conservation Program for the November submission. Every two years this plan needs to be submitted per the Water Permit. This year the Authority's water allocation will be reviewed. The lost water numbers are improving.

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**CARSWELL / EA AND LABOR ATTORNEY**

It was recommended to advise attorneys and employees that they should not be creating billable time for the Authority without the Executive Director's approval. All topics or concerns should go through the Executive Director.

**2017 AWARDS**

The Board is in favor of having the Awards dinner this year. Dates to be considered are November 30<sup>th</sup> or December 7<sup>th</sup>.

**9 FLINTLOCK**

In the absence of the homeowner's attendance at the meeting, it was determined that the repair will be handled per the Authority's Rules and Regulations. Since it was determined that the leak was on the homeowner's side, there will be no relief for the cost of the repair.

Motion made by Mr. Babb, and seconded Mr. Sparone, to follow the Authority's Rules & Regulation as well as to limit the leak adjustment to the base of \$600. Motion was carried by the following vote:

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

**2018 RATES**

The hydrant meter rates were reviewed as well as charging for weekend meter installation.

<b>RESOLUTION WATER AND SEWER 2018 RATE REVISION</b>
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No. 17-11-B

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is authorized from time to time to revise its rate schedule of service charges to ensure that the revenues of the Authority will at all times be adequate to pay the expense of operation and maintenance of its utility system; and

WHEREAS, the revised rate schedule shall be approved after adequate notice and public hearing; and

WHEREAS, it is in the best interest of the Authority to provide adequate notice and proceed with the public hearing on the revised rate schedule as set forth below.

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

1. That adequate notice be provided and a public hearing be scheduled regarding the following proposed Residential, Commercial, Industrial and Municipal Rate Schedules for water and sewer services:

**III. USER FEES**

**A. Water User Fees -**

1. Single Family Homes - Rates shown for Quarterly Billing for each residential unit:

a. Metered

..... GALLONS .....		..... RATES .....	
Base	Less than	Base	Plus <sup>1</sup>
0	7,500	\$ 78.03	\$ 0.00
7,500	17,500	\$ 78.03	\$ 3.58
17,500	27,500	\$ 113.83	\$ 8.81
27,500	32,500	\$ 201.93	\$ 9.77
32,500	42,500	\$ 250.78	\$ 11.72
42,500	52,500	\$ 367.98	\$ 14.19
52,500	85,000	\$ 509.88	\$ 18.65
Over	85,000	\$ 1,116.01	\$ 22.86

<sup>1</sup> - Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

b. Unmetered - \$ 197.39 per quarter.

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2. Apartments, Multi-Family, Commercial, Industrial, Public, & Commercial Condominium:  
a. Metered

..... GALLONS .....		..... RATES .....	
Base	Less than	Base	Plus <sup>1</sup>
0	7,500	\$ 78.03	\$ 0.00
7,500	17,500	\$ 78.03	\$ 3.58
17,500	27,500	\$ 113.83	\$ 6.51
27,500	32,500	\$ 178.93	\$ 8.28
32,500	42,500	\$ 220.33	\$ 8.34
42,500	52,500	\$ 303.73	\$ 9.04
52,500	85,000	\$ 394.13	\$ 9.43
Over	85,000	\$ 700.61	\$10.30

<sup>1</sup> -Rate per 1,000 gallons or part thereof over the Base Gallons indicated.

- b. Unmetered - \$175.62 per quarter.  
3. *Historical* - \$10.84 per quarter.  
4. Fire Hydrant Rental -  
b. *Temporary Use* - Fire Hydrant permit may be obtained at the WTMUA Office at a cost of \$25.00 for the first week or part thereof and \$20.00 for each subsequent week or part thereof for any use over one week plus \$15.00 per 1,000 gallons or part thereof used. For any use requiring a 3" meter, the fee shall be \$75.00 per week plus \$15.00 per 1,000 gallons or part thereof used in addition to a \$600.00 refundable security deposit.

**F. Miscellaneous Charges Related to Sewer and Water Service:**

7. Meter Replacement After Business Hours - \$50.00

2. This Resolution shall take effect immediately upon passage according to law.

**INTRODUCED AND PASSED:** November 1, 2017

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 17-11-B. Motion was carried by the following vote:

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

NAYS: Messrs.: Autry

ABSTAIN: Messrs.: None

**CLOSED SESSION 10:00 PM**

**RESOLUTION  
CLOSED SESSION**

No. 17-11-A

**WHEREAS**, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating contract negotiations regarding new employee hiring 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:** November 1, 2017

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Motion was made by Mr. Babb, and seconded by Mr. Sparone, to approve Resolution 17-11-A. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

**OUT OF CLOSED 10:25 PM**

**ADJOURNMENT**

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

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned 10:25 PM

Respectfully Submitted,  
E. Jill Waller  
Secretary