
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
July 11, 2018**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:36 PM on July 11, 2018. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News on March 2, 2018. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen, Akin, Babb, Sparone
Alt. Members Present: Messrs. None
Members Absent: Messrs. Napolitano
Alt. Members Absent: Messrs. Autry
Liaison Absent: Messrs. Forsbry
Staff Members Present: Executive Director (ED) Spencer, Executive Secretary Waller, Attorney Gregory

REGULAR MEETING

SALUTE THE FLAG

OPEN TO THE PUBLIC: 7:36PM

2 WEST MILL

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve the customer's request for a full leak adjustment.

Motion was carried by the following vote:

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

54 ROCK RD LEAK

There is no need to get permission from the Board since the leak was on the service line. Service lines are not restricted to the \$600.00 maximum.

BARTLEY RD PUMP STATION IMPELLER PURCHASE OVER \$6,000

Motion was made by Mr. Akin, and seconded by Mr. Sparone, to authorize the Executive Director to expend over \$6,000 on the impellers for the Bartley Rd Pump Station. Motion was carried by the following vote:

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

APPROVAL OF 3/20/18, 4/17/18, 5/15/18 & 6/6/18 MEETING MINUTES

Motion was made by Mr. Akin, and seconded by Mr. Cullen, to approve the presented meeting minutes. Motion was carried by the following vote:

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

MAY & JUNE CHECKBOOK REGISTER

Motion was made by Mr. Akin, and seconded by Mr. Sparone, to approve the presented checkbook registers. Motion was carried by the following vote:

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

VOUCHERS OVER \$6,000

Motion was made by Mr. Akin, and seconded by Mr. Babb, to approve Toby Barkman Excavation invoices dated 6/15/18 in the amounts of \$7,464.45. Motion was carried by the following vote:

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

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BILLING ADJUSTMENTS JANUARY, FEBRUARY, MARCH, APRIL, MAY & JUNE

Tabled until next meeting.

EMPLOYEE ASSOCIATION AGREEMENT

To be discussed in Closed Session.

FRIDAY WORK SCHEDULES IN SUMMER

The Executive Director is suggesting that the Authority close down half day on Friday. Motion was made by Mr. Sparone, and seconded by Mr. Cullen, to authorize the Executive Director to schedule staff four day a week while providing services by the office and the field on Fridays through the end of August. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Babb, Sparone

NAYS: Messrs.: None

ABSTAIN: Messrs.: Akin

PERSONNEL POLICIES AND PROCEDURES MANUAL

RESOLUTION ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL

No. 18-07-B

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) has insurance coverage through New Jersey Utility Authorities Joint Insurance Fund (JIF); and,

WHEREAS, JIF coverage for Personnel Practices Risk Control is provided through the New Jersey Municipal Excess Liability System (MEL); and,

WHEREAS, MEL requires that the Authority maintain a Personnel Policies and Procedures Manual (Manual); and,

WHEREAS, the Authority adopted an amended Personnel Policies and Procedures Manual on March 1, 2017; and,

WHEREAS, it is in the Authority's best interest to further amend the Manual to include part-time employees in the Additional Sick Leave Policy.

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

1. The Personnel Policies and Procedures Manual, originally adopted December 2, 2004 and revised March 1, 2017, attached hereto is hereby amended.

2. The Personnel Policies and Procedures Manual procedures shall apply to all Authority officials, appointees, employees, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, the Personnel Policies and Procedures Manual shall prevail.

3. The Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.

4. To the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

5. That the Executive Director and the MEL Personnel Administrator are authorized to distribute said Personnel Policies and Procedures Manual to all Managerial Personnel and Sections One through Five of the Manual to all Employees.

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

INTRODUCED AND PASSED: July 11, 2018

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 18-07-B. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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WASHINGTON TOWNSHIP BOARD OF EDUCATION VEHICLE MAINTENANCE AND REPAIR CONTRACT

**RESOLUTION
AUTHORIZING SHARED SERVICES AGREEMENT
WITH THE WASHINGTON TOWNSHIP SCHOOLS
FOR VEHICLE SERVICE / REPAIR**

No. 18-07-C

WHEREAS, the Washington Township Municipal Utilities Authority (The Authority) has determined that it is advisable and beneficial to enter into a shared services agreement with the Washington Township Board Of Education for the provision of Service and Repair of Authority vehicles; and

WHEREAS, shared services are permitted under the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq.; and

WHEREAS, The Authority is agreeable to enter into an Agreement with Washington Township Board of Education for the aforesaid purpose upon approval of the Authority Attorney,

NOW, THEREFORE, BE IT RESOLVED by The Washington Township Municipal Utilities Authority of the County of Morris, State of New Jersey, that The Authority is hereby authorized as follows:

1. The Executive Director is authorized to execute the attached Washington Township Municipal Utilities Authority with Truck Repairs and Parts Shared Service Agreement with the Washington Township Board of Education.
2. This resolution shall take effect immediately pursuant to law.

INTRODUCED AND PASSED: July 11, 2018

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 18-07-C. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

WATER RESTRICTION VIOLATORS

The Authority's options on how to deal with customers with multiple water restriction violations was discussed.

FIRST AID SQUAD SEWER USER FEES

A 1999 Resolution was found stating that the past unpaid sewer fees for the Flocktown Road building would be waived but not future fees. There is no further Resolution that future sewer fees would be waived. The Executive Director will look into this further.

SELLING WATER TO POOL WATER SUPPLY COMPANIES

The Executive Director will look into selling water to pool water delivery companies through the Long Valley system.

DIRECTOR'S REPORT

The Director's Report was reviewed.

Other Discussion Items:

- The status of the valve machine purchase was reviewed.

CLOSED SESSION MINUTES

Motion was made by Mr. Sparone, and seconded by Mr. Akin to approve the March 20, 2018 closed minutes without redactions. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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CLOSED SESSION – 9:40 PM

RESOLUTION CLOSED SESSION

No. 18-07-A

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss matters relating to Contract Negotiations are 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 aforestated matter will be discussed.

INTRODUCED AND PASSED: July 11, 2018

Motion was made by Mr. Akin, and seconded by Mr. Sparone, to approve Resolution 18-07-A. Motion was carried by the following vote:

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

OUT OF CLOSED – 10:04PM

ADJOURNMENT

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

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

Meeting Adjourned 10:05 PM

Respectfully Submitted,
E. Jill Waller
Secretary