
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING
May 14, 2019**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:32 PM on May 14, 2019. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News on February 8, 2019. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen, Babb, Napolitano, Sparone*
Alt. Members Present: Messrs.
Members Absent: Messrs. Bartiromo
Alt. Members Absent: Messrs. Lamenta
Liaison Present: Messrs. Forsbry**
Staff Members Present: Executive Director (ED) Spencer, Executive Secretary Waller, Attorney Gregory

*Arrived at 8:15pm

**Arrived at 8:55pm

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SALUTE THE FLAG

103 HACKELBARNEY

The customer requested the full amount of the leak adjustment beyond the \$600 threshold. Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve full adjustment. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Babb, Napolitano

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APPROVAL OF 4/3/19 MINUTES

Motion was made by Mr. Napolitano, and seconded by Mr. Cullen, to approve the presented minutes for April 3, 2019.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Babb, Napolitano

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APRIL CHECKBOOK REGISTER

Tabled until next meeting.

WATER MAIN LEAKS

The recent multiple water main leaks were discussed.

VOUCHERS OVER \$6,000

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve the following bills: Nisivoccia, dated 4/23/19 for \$12,345.00; Toby Barkman Excavation dated 4/28/19 for \$8,496.59 and Toby Barkman Excavating dated 4/28/19 for \$15,775.89. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Babb, Napolitano

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

BILLING ADJUSTMENTS – JANUARY, FEBRUARY, MARCH

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

AYES: Messrs.: Cullen, Babb, Napolitano

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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EXCESSIVE WATER USE POLICY

RESOLUTION EXCESSIVE WATER USE FROM LEAKS / BILL POLICY REVISED

No. 19-05-C

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) approved Resolution 16-12-A on December 7, 2016; and

WHEREAS, it is in the Authority's best interest to amend the policy; and

WHEREAS, this Resolution replaces Resolution 16-12-A; and

WHEREAS, the Washington Township Municipal Utilities Authority (Authority) occasionally finds that customers have used an abnormally large quantity of water for which is attributed to a leak; and,

WHEREAS, billing for such Excessive Water Use is often disputed by the customer; and,

WHEREAS, it is the best interest of the Authority to have a policy that will allow administrative disposition of such disputed bills in a uniform manner.

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

- I. The procedure for the reduction of certain water bills for excessive water use from leaks shall be as follows:
 - a. At the discretion of the Authority and guided by the policies set forth below, a water bill may be adjusted when, within 20 days of the bill date, a customer provides a written claim that there was a leak and the amount of water used was excessive when compared to historic use during similar seasonal billing periods; and
 - b. Upon the receipt of a claim, the Authority shall datalog the meter if the technology is available and re-read the meter to confirm that water meter readings are accurate; and
 - c. Install a radio-read meter if not in place at the property; and
 - d. The final meter reading and datalog reports will be used to determine if the use of water was "excessive" by examining actual meter readings for past and current water use patterns and an estimate of the leak volume may be calculated; and
 - e. If a water leak is confirmed and repaired, it is demonstrated that the excessive use is no longer occurring, a radio-read meter has been installed at the property, and the customer's account is current notwithstanding the billing quarter in question, a billing adjustment may be offered to the customer for one quarter only. In the case of more than one affected quarter, only the highest billing quarter may be adjusted.
 - f. The Authority reserves the right to modify these adjustments to account for water use for irrigation, swimming pools, landscaping and other water uses.
- II. As a result of the procedures followed above, adjustments may be considered under the following conditions:
 - a. *Billing Adjustment Option I:* If the Customer has a water meter located in a pit at the end of the property and the excess usage is a result of a service line leak, the bill may be adjusted to a dollar amount that equals the current applicable metered Base Rate at the first gallon tier, plus the total number of metered gallons above the first gallon tier maximum charged at the second gallon tier Plus Rate provided the customer repairs the service line leak and signs, within 45 days of the bill, a certification to the following:
 - (1) The customer made diligent efforts to repair the leak once discovered or was unaware of the leak or excess usage until alerted by the Authority or through review of his/her bill, and
 - (2) There was a service line leak found between the meter pit and the pipe entry point to the home, and
 - (3) No surface water as a result of the leak was present and it was reasonably beyond their knowledge or control to have discovered the service line leak, and
 - (4) Customer shall attach and certify receipts for repairs from a contractor, detailing all materials and labor charges, or, in the case of a do-it-yourself repair, receipts for materials purchased confirming that the leak has been repaired.
 - (5) Customer acknowledges that this settlement shall be a one-time adjustment and no further adjustments under this provision shall be available during the Customer's occupancy of the

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premises, unless the entire service line is replaced with copper pipe and pictures are provided of the trench bedding.

- b. *Billing Adjustment Option II:* In the event the customer contends that there was a leak within the home, including any water lines extending beyond the home (e.g. hose bibs, irrigation systems, accessory buildings, etc.), the customer may have their bill adjusted one time only during the period of their residency in the home. The bill shall be adjusted to a dollar amount that equals the current applicable metered Base Rate at the first gallon tier, plus the total number of metered gallons above the first gallon tier maximum charged at the second gallon tier Plus Rate. To be eligible to receive this billing adjustment, the Customer must also certify, within 45 days of the bill date, to the following:
- (1) The customer made diligent efforts to repair the leak once discovered or they were unaware of the excess water usage until alerted by the Authority or through review of his/her bill, and
 - (2) No surface or running water was present as a result of the leak, and it was reasonably beyond their knowledge or control to have discovered the leak, and
 - (3) They acknowledge that such settlement may be a one-time adjustment for one quarter only and no further adjustments under this provision shall be available during the Customer's occupancy of the premises.
 - (4) Customer shall attach and certify receipts for repairs from a contractor, detailing all materials and labor charges, or, in the case of a do-it-yourself repair, receipts for materials purchased confirming that the leak has been repaired.
- III. The customer may have the meter replaced and tested. The customer shall sign an agreement providing that:
- a. If the meter is found to be operating properly or reading less flow than acceptable for such equipment, the customer will be responsible for the total amount of the disputed bill and the cost associated with replacing and testing the original meter, or
 - b. If the meter is found to be reading flow at a rate greater than acceptable for such equipment, the disputed bill will be adjusted, in the next regular billing cycle, to account for the excess rate indicated by the testing. In which case, the Authority will be responsible for the cost associated with replacing and testing the original meter.
- IV. In the event that the contested bill is not resolved within 45 days of the bill date under the options set forth above, the full amount of the bill shall be due, with accumulated interest, at the next regular billing cycle. If unpaid, it shall be treated as a delinquent account.
- V. This Resolution replaces Resolution 16-12-A, Resolution Excessive Unaccounted for Water Use / Bill Policy.
- VI. This Resolution applies to all identified leak situations after the date of this Resolution.

This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: May 14, 2019

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 19-05-C. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

LABORATORY SERVICES RFQ

<p>RESOLUTION REJECTING NON-FAIR AND OPEN RFQ PROPOSALS RECEIVED AND AUTHORIZATION TO ADVERTISE FOR BIDS FOR CONTACT C-21-18-19, LABORATORY ANALYSIS OF DRINKING WATER AND WASTEWATER SAMPLES</p>

No. 19-05-B

WHEREAS, on April 15, 2019, the Washington Township Municipal Utilities Authority ("Authority") opened two (2) proposals for Contract 21-18-19, Laboratory Analysis of Drinking Water and Wastewater Samples Non-fair and Open RFQ; and

WHEREAS, neither Respondent submitted the Disclosure of Investment Activities in Iran form with their proposals; and

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WHEREAS, as outlined in the RFQ Specifications, the failure to provide the required items on the Mandatory RFQ Item List is considered a fatal defect; and

WHEREAS, the lowest proposal contains mathematical errors; and

WHEREAS, the amount of the submitted proposals suggest that the Laboratory Services Contract may exceed the purchasing threshold of the Authority, thereby requiring the Contract to be procured as a competitive bid rather than a RFQ; and

WHEREAS, it is the opinion of the Purchasing Agent together with the finding of the Attorney that all proposals should be rejected and a new specification be issued for competitive bids.

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

1. All proposals received for the April 15, 2019 Laboratory Analysis of Drinking Water and Wastewater Samples Non-Fair and Open RFQ are hereby rejected.
2. The Purchasing Agent is authorized to update the specification and advertise for competitive bids for Contract 21-18-19 Laboratory Analysis of Drinking Water and Wastewater Samples.
3. The bid shall be for a two-year contract with the option to renew for an additional term.
4. This Resolution shall take effect immediately.

INTRODUCED AND PASSED: May 14, 2019

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 19-05-B. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

WATER LEAKS

Discussion of Ann Road leak and how water hammers can cause breaks.

PURCHASES OVER \$6,000

Motion was made by Mr. Babb, and seconded by Mr. Sparone, to authorize the purchase of sensors for the LVSTP SCADA upgrade in the amount over \$6,000. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

DIRECTOR'S REPORT

The Director's Report was reviewed.

Other items discussed:

- Training on the new valve machine training was discussed.
- OMG restaurant's EDUs were based on number of seats. Now that they have outside seats, the number of seats will have to be audited. The grease trap will need to be inspected as well.

CLOSED SESSION – 8:49 PM

RESOLUTION CLOSED SESSION

No. 19-05-A

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to receive legal advice regarding contract negotiations and employee salaries as 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: May 14, 2019

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Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 19-05-A. Motion was carried by the following vote:

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

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED – 9:41 PM

MUA COMMITTEE MEMBER ATTENDANCE

The lack of attendance at Board members was discussed.

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.: Cullen, Babb, Napolitano, Sparone

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 9:46 PM

Respectfully Submitted,
E. Jill Waller, Secretary