
WASHINGTON TOWNSHIP MUA
Regular Meeting
February 5, 2025

The Regular Meeting of the W.T.M.U.A. was called to order at 7:33 pm on February 05, 2025. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News February 8, 2024. Notice was also posted on the Municipal Building Bulletin Board.

This is a remotely accessible public meeting that is being recorded. Members of the public wishing to comment during the public portion of meetings or during a public hearing may type in the Google Meet chat function that they have a comment or unmute their microphone and state that they have a comment. Public comment is limited to three minutes. A representative of the Authority ("Facilitator") will keep members of the public muted, except when they are selected to speak during the public portion of the meeting or during any public hearing. Members of the public may mute and unmute themselves by pressing the microphone button on Google Meet or pressing *6 on the telephone keypad. Members of the public may also discontinue their video through the "Google Meet" platform.

ROLL CALL:

Members:	Present	Excused	Absent	Others:	Present	Excused	Absent
Chairman Cullen	X			WT Liaison Curioni	X		
V Chairman Napolitano	X			Exec Dir McAndrew	X		
Drake	X			Exec Secr Waller	X		
Sehnal	X			Attorney Napolitano	X		
Sparone	X			Attorney Marotta		X	
Caetano		X					
<vacant>							

SALUTE THE FLAG

REORGANIZATION MEETING 8:00pm

REAPPOINTMENT OF BOARD MEMBERS

Mr. Drake was reappointed and took his oath of office.

MUA BOARD APPOINTMENTS

RESOLUTION WTMUA BOARD APPOINTMENTS
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No. 25-02-R1

WHEREAS, it is in the interest of the Authority to appoint a Chairman, Vice Chairman and Executive Secretary/Treasurer to the Washington Township Municipal Utilities Authority Committee; and

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2025 the following appointments are hereby made:

1. Chairman: Walter Cullen
2. Vice Chairman: Mark Napolitano
3. Secretary/Treasurer: E. Jill Waller

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R1. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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EXECUTIVE DIRECTOR

RESOLUTION WTMUA Executive Director Appointment
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No. 25-02-R2

WHEREAS, it is in the interest of the Authority to appoint Thomas McAndrew as the Executive Director of the WTMUA; and

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2025 the following appointments were made:

1. Upon the terms and conditions set forth on his appointment on April 21, 2020, Thomas McAndrew is hereby appointed as the Executive Director of the Washington Township Municipal Utilities Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R2. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

CUSTODIAN OF GOVERNMENT RECORDS

RESOLUTION APPOINTING CUSTODIAN OF GOVERNMENT RECORDS
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No. 25-02-R3

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is a public agency created by the Township of Washington; and

WHEREAS, the Open Public Records Act requires the Authority to designate, by formal action, a "Custodian of Government Records".

WHEREAS, when the designated Custodian of Government Records becomes unavailable for a period of time, it is in the Authority's best interest to appoint a Substitute Custodian of Government Records.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2025 as follows:

1. E. Jill Waller, is hereby designated as the Custodian of Government Records for the Authority.
2. Christine Katterman, is hereby designated as the Substitute Custodian of Government Records.
3. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R3. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PUBLIC AGENCY COMPLIANCE OFFICER

RESOLUTION DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER
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No. 25-02-R4

WHEREAS, all public agencies that award contracts are required to comply with N.J.S.A. 10:5-31 et seq. (Administering Equal Employment Opportunity in Public Contracts) and its implementing regulations at N.J.A.C. 17:27-1.1 et seq. (Equal Employment Opportunity and Affirmative Action Rules); and

WHEREAS, in accordance with N.J.A.C. 17:27-3.2, the Washington Township Municipal Utilities Authority ("Authority") must designate a Public Agency Compliance Officer as the person responsible for implementing the conditions of these regulations on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2025 as follows:

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- E. Jill Waller, WTMUA Executive Secretary, is hereby designated as the Public Agency Compliance Officer.
- This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R4. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

JIF MUA COMMISSIONER

RESOLUTION APPOINTING COMMISSIONER FOR THE NEW JERSEY UTILITIES AUTHORITIES JOINT INSURANCE FUND

No. 25-02-R5

WHEREAS, the Washington Township Municipal Utilities Authority (WTMUA) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund); and

WHEREAS, the bylaws of said Fund require that each member of the Fund is required to appoint a Fund Commissioner to represent the member concerning matters undertaken by the Fund.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February, 2025 as follows:

1. The WTMUA does hereby appoint Thomas McAndrew, WTMUA Executive Director, as Fund Commissioner to the New Jersey Utilities Authorities Joint Insurance Fund.
2. The Secretary is directed to forward copies of this resolution to the New Jersey Utilities Authorities Joint Insurance Fund.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R5. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL FOR GOVCONNECT

RESOLUTION APPOINTING OFFICIAL FOR GOVCONNECT
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No. 25-02-R6

WHEREAS, the State of New Jersey has developed an Internet site, known as GovConnect, to facilitate interaction and the exchange of information between and among State government and local authorities;

WHEREAS, in order to participate in GovConnect, the Washington Township Municipal Utilities Authority ("Authority") must designate an Authority Official as the person responsible for accessing the GovConnect system and receiving email on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. E. Jill Waller, WTMUA Executive Secretary, is hereby designated as the District Official to be enrolled in the GovConnect program.
2. Upon enrollment, the designated Authority Official agrees to accept and uphold GovConnect usage policies on behalf of the Authority.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 5, 2025

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Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R6. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

REGULAR MEETING SCHEDULE

RESOLUTION Regular Meeting Schedule

No. 25-02-R7

BE IT RESOLVED that the regular meetings of the Washington Township Municipal Utilities Authority be held, per the attached schedule, at 7:30 p.m. at the Washington Township Municipal Utilities Authority Administration Building at 46 East Mill Road, Long Valley, New Jersey, for the year of 2025.

WASHINGTON TWP MUA NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2025
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PLEASE TAKE NOTICE, that the Washington Township Municipal Utilities Authority will meet to discuss or take formal action upon business at 7:30 p.m. on each of the dates set forth below, at the Washington Township Municipal Utilities Authority Administration Building, 46 East Mill Road, Long Valley, New Jersey:

March 5, 2025	July 2, 2025	November 5, 2025
March 19, 2025	July 16, 2025	November 19, 2025
April 2, 2025	August 6, 2025	December 3, 2025
April 16, 2025	August 20, 2025	December 17, 2025
May 7, 2025	September 3, 2025	January 7, 2026
May 21, 2025	September 17, 2025	January 21, 2026
June 4, 2025	October 1, 2025	February 4, 2026
June 18, 2025	October 15, 2025	February 18, 2026

Notice of any additions to the above schedule, or changes in the time, date or place of any scheduled meeting, will be posted, in advance, in this location, delivered to the Daily Record and Courier News and filed with the Clerk in those Municipalities in which the Authority has jurisdiction, as required by law. Advanced notice will not be provided for qualified emergency meetings as per the provisions of N.J.S.A. 10:4-9.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R7. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OPEN PUBLIC MEETINGS ACT

RESOLUTION Open Public Meetings Act

No. 25-02-R8

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and hereinafter designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the amount therein set forth;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, for purposes of compliance with the "Open Public Meetings Act" aforesaid, the Washington Township Municipal Utilities Authority hereby makes the following designations:

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- (1) The Daily Record and Courier News are hereby designated as the newspapers to receive notice of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that those newspapers are more likely to inform the local public of such meetings.
- (2) The notice of meetings shall be prominently posted in a space reserved for such posting in the Washington Township Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey.
- (3) The notice of meetings shall be filed with the clerks of the Township of Washington, Chester Township and the Township of Tewksbury.
- (4) The sum of \$15.00 is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R8. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUDITING SERVICES CONTRACT

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR AUDITING SERVICES

No. 25-02-R9

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Auditing Services for fiscal year ending 2025; and

WHEREAS, Nisivoccia & Company has submitted a proposal dated December 20, 2024 indicating they will provide the Auditing Services for the not to exceed price of \$33,310 for fiscal year 2025, attached hereto as Schedule A; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 20:44A-20.5 and as required thereby: (1) the Qualified Purchasing Agent has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Nisivoccia & Company has submitted a Business Entity Disclosure Certification which certifies that Nisivoccia & Company has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Nisivoccia & Company from making any reportable contributions through the term of the contract; and

WHEREAS, the term of this contract is one year.

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

1. The Qualified Purchasing Agent is hereby authorized and directed to accept the proposal of Nisivoccia & Company as the form of Professional Services Contract ("Contract") not to exceed \$33,310 for 2025 Auditing Services
2. A copy of this Resolution and the Contract engaging Nisivoccia & Company shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. These contracts are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:23-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Thomas McAndrew, Executive Director

INTRODUCED AND PASSED: February 5, 2025

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Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-03-R9. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

LEGAL SERVICES CONTRACT

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR LEGAL SERVICES

No. 25-02-R10

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Legal Services; and

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC ("Cleary") has submitted a proposal dated February 1, 2025 indicating they will provide Legal Services in accordance with the rate schedules submitted; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 20:44A-20.5 and as required thereby: (1) the Qualified Purchasing Agent has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Cleary has submitted a Business Entity Disclosure Certification which certifies Cleary has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Cleary from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and

WHEREAS, the anticipated term of this contract is one year.

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

1. The Qualified Purchasing Agent is hereby authorized and directed to execute a form of professional services contract with Cleary, Giacobbe, Alfieri, Jacobs, LLC for legal services, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Cleary shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. This contract is made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:23-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Thomas McAndrew, Executive Director

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R10. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

ENGINEERING SERVICES CONTRACT

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR ENGINEERING SERVICES
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No. 25-02-R11

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Engineering Services; and

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WHEREAS, Suburban Consulting Engineers, Inc. ("Suburban") has submitted a proposal dated January 17, 2025 indicating they will provide engineering services in accordance with the rate schedule submitted; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 20:44A-20.5 and as required thereby: (1) the Qualified Purchasing Agent has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Suburban has submitted Business Entity Disclosure Certification which certifies that Suburban has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Suburban from making any reportable contributions through the term of the contracts; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,
WHEREAS, the anticipated term of this contract is one year; and

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

1. The Qualified Purchasing Agent is hereby authorized and directed to execute a form of professional services contract with Suburban Consulting Engineers, Inc. as the Authority's engineer for engineering services as determined to be necessary by the Authority. The form of contract to be approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Suburban Consulting Engineers, Inc. shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. These contracts are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:23-5(1)(a) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Thomas McAndrew, Executive Director

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R11. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL NEWSPAPER

RESOLUTION Official Newspaper

No. 25-02-R12

BE IT RESOLVED that the official newspaper of the Washington Township Municipal Utilities Authority for the year 2025 shall be the Daily Record.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R12. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OFFICIAL DEPOSITORIES

RESOLUTION Official Depositories
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No. 25-02-R13

BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the following be designated as official depositories for the Authority's funds for the year 2025:

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PNC Bank, N.A.
U.S. Bank

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R13. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

MEL PERSONNEL ADMINISTRATOR

RESOLUTION DESIGNATION of a MEL PERSONNEL ADMINISTRATOR

No. 25-02-R14

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 all members designate a Personnel Administrator to assist the Executive Director in the implementation of personnel practices; and,

WHEREAS, E. Jill Waller has, as part of her duties as the Executive Secretary, been assigned human resource responsibilities; and,

WHEREAS, it is the best interest of the Authority to appoint E. Jill Waller as the MEL Personnel Administrator.

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

1. E. Jill Waller hereby appointed as the Authority's MEL Personnel Administrator.

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

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R14. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUTHORIZATION OF BILLS EXCEPTION

RESOLUTION Authorization of Bills Exception

No. 25-02-R15

WHEREAS, the Washington Township Municipal Utilities Authority requires goods and services, and commitment for payment for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to secure the goods and services on a timely basis, and thereby committing payment for such goods and services, in order to maintain the operations of the Authority.

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

1. The Executive Director is authorized to commit the Authority's financial resources for certain goods and services prior to review by the MUA Committee except hiring decisions which shall not be made without MUA Board approval.

2. To qualify authorization of funds prior to Committee review, vouchers for such goods and services shall be:

- Less than \$6,600 in the aggregate, and in accordance with applicable law,
- Covered by a contract previously approved by the Committee,
- For goods or services received from regulated utilities (e.g. - Electricity or Telephone) and required in the ongoing operation of the sewer and water systems,
- insurance premiums.

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INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R15. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PAYMENT OF BILLS EXCEPTION

RESOLUTION Payment of Bills Exception
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No. 25-02-R16

WHEREAS, the Washington Township Municipal Utilities Authority receives goods and services, and invoices for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to make payments for goods and services on a timely basis to retain good relations with vendor, avoid interest amounts on overdue payments, and to take advantage of discounts.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the Executive Secretary is authorized to make payments for certain goods and services, with voucher approval from the Executive Director or MUA Chairman and authorized staff, prior to review by the MUA Committee.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R16. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APPOINT NJ SUSTAINABLE ENERGY MEETING REPRESENTATIVE

RESOLUTION APPOINTING OFFICIAL REPRESENTATIVE FOR NEW JERSEY SUSTAINABLE ENERGY MEETING
--

No. 25-02-R17

WHEREAS, the New Jersey Sustainable Energy Meeting (NJSEM) was formed as a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq, and;

WHEREAS, the Authority became a member of the NJSEM on April 15, 2011, and;

WHEREAS, in order to participate in the NJSEM, the Washington Township Municipal Utilities Authority ("Authority") must designate an NJSEM Representative as liaison for all communication between the NJSEM and the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. Christine Kattermann, Authority Billing/Bookkeeping Clerk, is hereby designated as the Official Representative for the NJSEM.
2. Upon enrollment, the designated Authority Official Representative agrees to act as liaison between the Authority and the NJSEM advising both parties of pertinent communications with regard to the procurement of natural gas, electricity and other forms of energy.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R17. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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AUTHORIZING PURCHASES UNDER PURCHASE COOPERATIVES AND NJ SEM

RESOLUTION AUTHORIZING PURCHASES UNDER COOPERATIVE PURCHASING PROGRAMS

No. 25-02-R18

WHEREAS, the Washington Township Municipal Utilities Authority (the "Authority"), pursuant to N.J.S.A. 40A:11-10 – 40A:11-12 and N.J.A.C. 5:34-7 may by resolution and without advertising for bids, purchase goods or services under cooperative purchasing programs; and,

WHEREAS, The Authority has the need on a timely basis to purchase goods or services utilizing several cooperative purchasing programs; and

WHEREAS, The Authority intends to enter into contracts with the State of New Jersey Cooperative Purchasing Program ("State"), the Morris County Cooperative Council ("MCCC"), the Somerset County Cooperative Pricing System (SOCCP), The Educational Service Commission of NJ ("ESCNJ"), North Jersey Wastewater Cooperative Pricing System ("NJWCPS"), the New Jersey Sustainable Energy Joint Meeting (NJSEM) and US Communities ("USC") contract vendors through this resolution and properly executed purchase orders.

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the purchase of goods and services from the State, MCCC, SOCCP, ESCNJ, NJWCPS, NJSEM and USC vendors, pursuant to all the conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the Authority intends to authorize the purchase of the following items as indicated below:

1. New Jersey State Contract:
 - a. ultra low sulfur diesel and biodiesel fuel
 - b. office supplies & equipment
 - c. environmental testing instruments
 - d. automotive parts & accessories
 - e. auctioneering services: internet auctions to sell surplus property
 - f. NJDEP laboratory analysis of drinking water samples
 - g. Light duty trucks and cargo vans
 - h. industrial MRO supplies
 - i. WSCA computer contract
 - j. vehicles, trucks, class 2, pickup/ utility, with snow plow option
 - k. preventative maintenance and testing of emergency standby generators
 - l. walk-in building supplies
 - m. electrical supplies
 - n. auction
2. MCCC (6MOCCP)
 - a. #2 fuel oil (for heating) (C-2)
 - b. #2 ultra-low sulfur diesel fuel (C-12)
 - c. catch basins & manhole castings (C-14)
 - d. utility vehicles (C-15c)
 - e. office supplies (C-16)
 - f. water treatment chemicals (C-17)
 - g. tree removal/trimming/stump grinding services (C-18)
 - h. DPW uniforms/work shoes/boots (C-23)
 - i. janitorial supplies (C-25)
 - j. pest control services (buildings) (C-29)
 - k. office paper supplies (C-30)
 - l. calcium chloride bags (C-31)
 - m. light bulbs (C-35)
 - n. preventive maintenance/repair of communications equip. (radios) (C-38)
 - o. personal protection items & equip. for Emergency personnel (C-40)
 - p. purchase of communications equipment (radios) (C-41)
 - q. propane gas (C-43)
 - r. septic pumping/sludge removal & disposal services (C-45)
 - s. preventive maintenance/repair of emergency generators (C-46)
 - t. water meters/data recorders & radio frequency meter interface units (C-47)
 - u. fencing materials & install (C-53)
 - v. fire equipment services (C-13-A)
 - w. crushed stone, gravel & sand (C-9)
 - x. tree services (C-18)
3. SOCCP (2SOCCP)
 - a. Industrial & Commercial Equipment & Supplies – Catalog Sales
4. EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY (65MCESCCPS)
5. NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM (88-NJWCPS)
 - a. pumps
 - b. pump installation

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- c. equipment and spare parts
- d. industrial safety products
- 6. NJ COOPERATIVE PURCHASING ALLIANCE – BERGEN COUNTY (CK04)
 - a. Fire & Burglar Alarm Services
 - f. Roof Repair, replacement
 - b. Plumbing Supplies
 - g. Fencing installation & repair
 - c. Electrical Supplies
 - h. HVAC services
 - d. Janitorial Cleaning
 - e. Generator Maintenance
- 7. NJSEM
 - a. natural gas
 - c. other forms of energy
 - b. electricity
- 8. STAFFORD TOWNSHIP CO-OP (ID #33-OCCPS)
 - a. Water& sewer chemicals
 - b. Parts/Supplies for water/sewer
- 9. US COMMUNITIES
 - a. uniform rental
 - c. environmental testing supplies
 - b. auto parts

BE IT FURTHER RESOLVED that, pursuant to the N.J.A.C. 5:30-5.5(b), the certification of available funds shall be completed by the Authority's Chief Financial Officer prior to placing an order for goods and services from the New Jersey State contract, SOCCP and MCCC vendors and said certification shall be in the form of an authorized purchase order; and

BE IT FURTHER RESOLVED that the duration of this authorization shall expire February 28, 2025.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

APPOINT RISK MANAGER

RESOLUTION DESIGNATION of a MEL PERSONNEL ADMINISTRATOR
--

No. 25-02-R14

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 all members designate a Personnel Administrator to assist the Executive Director in the implementation of personnel practices; and,

WHEREAS, E. Jill Waller has, as part of her duties as the Executive Secretary, been assigned human resource responsibilities; and,

WHEREAS, it is the best interest of the Authority to appoint E. Jill Waller as the MEL Personnel Administrator.

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

1. E. Jill Waller hereby appointed as the Authority's MEL Personnel Administrator.
2. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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SAFETY COORDINATOR

RESOLUTION SAFETY COORDINATOR APPOINTMENT
--

No. 25-02-R20

WHEREAS, Washington Township Municipal Utilities Authority and the Washington Township Municipal Utilities Authority Employees Association entered into a Sidebar Agreement, dated October 19, 2021; and

WHEREAS, the Sidebar Agreement includes the appointed position of Safety Coordinator; and

WHEREAS, it is in the interest of the Authority to appoint a Safety Coordinator.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 5th day of February 2025 hereby appoints Garrett Schwippert as Safety Coordinator; and

BE IT FURTHER RESOLVED that the anticipated term of this appointment will be one year.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R20. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnael

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

BOND COUNSEL CONTRACT

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR BOND COUNSEL
--

No. 25-02-R21

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Bond Counsel Services; and

WHEREAS, Hawkins, Delafield & Wood LLP ("Hawkins") has submitted a proposal dated January 21, 2025 indicating they will provide Bond Counsel Services in accordance with the rate schedules submitted:

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 20:44A-20.5 and as required thereby: (1) the Qualified Purchasing Agent has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Hawkins has submitted a Business Entity Disclosure Certification which certifies Hawkins has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Hawkins from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the anticipated term of this contract is one year.

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

1. The Qualified Purchasing Agent is hereby authorized and directed to execute a form of professional services contract with Hawkins, Delafield & Wood LLP for bond counsel services, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Hawkins shall be kept on file and available for public inspection at the office of the WTMUA, 46 East Mill Road, Long Valley, New Jersey.
3. This contract is made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:23-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

INTRODUCED AND PASSED: February 5, 2025

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Motion was made by Mr. Sparone, and seconded by Mr. Drake, to approve Resolution 25-02-R21. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

REGULAR MEETING

APPROVAL OF 1/18/2025 MINUTES

Motion was made by Mr. Drake, and seconded by Mr. Sparone, to approve the presented minutes. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

JANUARY 2025 CHECKBOOK REGISTER

Motion was made by Mr. Napolitano, and seconded by Mr. Sehnal, to approve the presented checkbook register. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

BILLING ADJUSTMENTS – NOVEMBER & DECEMBER 2024

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

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

VOUCHERS OVER \$6,600

Motion was made by Mr. Sehnal, and seconded by Mr. Drake, to approve the following vouchers over \$6,600: Main Pool, dated 01/10/2025, for \$7,320.00; Toby Barkman Excavating, Inc., dated 01/13/2025, for \$29,008.23; Shannon Chemical., dated 01/15/2025 for \$8,068.50; and Rio Supply, dated 11/15/2025, for \$65,756.00.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

PURCHASES OVER \$6,600

Motion was made by Mr. Drake, and seconded by Mr. Napolitano, to authorize the purchase of a new muffin monster for LVSTP over \$6,600.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

ADOPTION OF 2025 APPROVED BUDGET

RESOLUTION 2025 AUTHORITY WATER AND SEWER UTILITY ADOPTED BUDGET WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY OPERATING and CAPITAL BUDGETS for the FISCAL YEAR: from JANUARY 1, 2025 to DECEMBER 31, 2025
--

No. 25-02-B

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WHEREAS, the Annual Budget and Capital Budget/Program for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2025 and ending December 31, 2025, has been presented for adoption before the Commissioners of the Authority at its open public meeting of February 5, 2025 and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as introduced reflects Total Anticipated Revenues of \$5,316,487, Total Appropriations, including any Accumulated Deficit if any, of \$5,316,487 and Total Unrestricted Net Assets utilized to Balance Budget of \$0.00; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$9,460,315 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$1,193,319; and Debt authorization of \$8,266,996; and,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Washington Township Municipal Utilities Authority, at an open public meeting held on February 7, 2024 that the Annual Budget and Capital Budget/Program of the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2025 and ending December 31, 2025 is hereby adopted and shall constitute an appropriation for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Napolitano, and seconded by Mr. Drake, to approve Resolution 25-02-B. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehna

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AMEND 2024 FISCAL YEAR BUDGET

RESOLUTION AMEND WTMUA WATER 2024 FISCAL BUDGET II

No. 25-02-D

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director, Division of Local Government Service may approve the amendment of the budget of any Authority to increase budgeted costs with corresponding increases in budgeted revenues; and

WHEREAS, the Washington Township MUA amended the 2024 by Board Resolution on January 8, 2025.

WHEREAS, it was discovered that the prior amendment to the 2024 budget did not balance the budget;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, hereby request the Director of Local Government Service to approve the amendment to the 2024 budget as follows:

Adjust Appropriations as follows:

	From	To	Difference
Sewer – Operating Other	773,080	875,080	102,000
Sewer – Operating Personnel – Fringe Benefits	238,003	168,003	(70,000)
Sewer – Administrative Other	179,120	139,120	(40,000)
Water – Operating Personnel –Salary & Wages	448,858	435,858	(13,000)
Water – Operating Personnel – Fringe Benefits	180,327	185,327	5,000
Water – Operating Other	623,945	690,945	67,000
Water – Administration Personnel – Salary & Wages	205,458	199,458	(6,000)
Water – Administrative – Fringe Benefits	98,025	94,025	(4,000)
Water – Administrative Other	227,185	186,185	(41,000)

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BE IT FURTHER RESOLVED, two certified copies of this budget amendment shall be transmitted to the Director within 3 days of the adoption of this Resolution.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Drake, and seconded by Mr. Sehnal, to approve Resolution 25-02-D. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

NJ MEL ELECTED OFFICIALS TRAINING

It was agreed to hold the training on February 19, 2025.

LV GARDEN CLUB MOTHER'S DAY FLOWER SALE

Motion was made by Mr. Sehnal, and seconded by Mr. Sparone, to approve the Garden Club flower sale on Mother's Day on the Authority property at 46 E Mill Rd.. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

PARTICIPATION IN STAFFORD TOWNSHIP COOPERATIVE PRICING SYSTEM

RESOLUTION AUTHORIZING PARTICIPATION IN THE STAFFORD TOWNSHIP COOPERATIVE PRICING SYSTEM (ID #33-OCCPS)
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No. 25-02-C

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Township of Stafford, hereinafter referred to as the Lead Agency" has offered voluntary participation in a cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on February 5, 2025, the Governing Body of the Washington Township Municipal Utilities Authority, County of Morris, State of New Jersey duly considered participation in a cooperative pricing system for the provision and performance of goods and services;

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

1. The Washington Township Municipal Utilities Authority is hereby authorized to enter into a cooperative purchasing agreement with the Lead Agency, Stafford Township, for the purchase of goods and services, providing Certifications of Funds by the Washington Township Municipal Utilities Authority.
2. The Lead Agency, Stafford Township, shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
3. That a certified copy of this resolution be forwarded to the Borough Administrator and Stafford Township.
4. The Washington Township Municipal Utilities Authority's Chief Financial Officer is authorized to pay the \$500.00 membership fee to the Township of Stafford Cooperative Pricing System on an annual basis.

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Drake, and seconded by Mr. Sparone, to approve Resolution 25-02-C. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

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SHARED SERVICES HMUA SEWER CLEANING AND TV INSPECTIONS

RESOLUTION SHARED SERVICES WITH HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY SEWER CLEANING AND TV INSPECTION SERVICES

No. 25-02-A

WHEREAS, the Washington Township Municipal Utilities Authority (Authority) authorized a shared services agreement with the Hackettstown Municipal Utilities Authority (HMUA), on December 20, 2023, for the provision of Sewer Cleaning and TV Inspection Services; and

WHEREAS, the Authority has determined that it is advisable and beneficial to extend this Agreement; 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 extend this Agreement with the Hackettstown Municipal Utilities Authority for the aforesaid purpose upon approval of the Authority Attorney.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. The Executive Director is hereby authorized to execute the attached Shared Services Agreement with the Hackettstown Municipal Utilities Authority regarding the Sewer Cleaning and TV Inspection Services in the form attached hereto.

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

INTRODUCED AND PASSED: February 5, 2025

Motion was made by Mr. Napolitano, and seconded by Mr. Sparone, to approve Resolution 25-02-A. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

DIRECTOR'S REPORT

The Director's Report was reviewed. Additional items reviewed:

- Reviewed the LVSTP Settlement Agreement.
- Reviewed the SM23 property owner's request for water.
- Reviewed discussions with the Township regarding the Authority getting ahead of Elizabethtown's rehab project to replace pipe.
- Reviewed discussions with the Township regarding bonding and escrows for paving restoration requirements.
- The homeowner at 4 North Maple wants to repave his driveway. He has requested the Authority to sign a legal document to be responsible for damage occurred to the driveway if it needs to be dug up to access the Authority's pipe. The driveway has been determined to be in the Township Right of Way. The Township will review and advise.
- A Commissioner tour will be set up in the Spring to view SM23 and Springtown Pump Station property.

ADJOURNMENT

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

AYES: Messrs.: Cullen, Napolitano, Drake, Sparone, Sehnal

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 8:49 PM

Respectfully Submitted, E. Jill Waller, Secretary