



Committees

1. Transfer Station/PS2 Upgrade Committee

MUA Members: PK/DM

a. Charter

- i.** To develop and implement a plan to expand services and increase revenue by offering a transfer station to commercial sewage pumping companies in the area.
- ii.** Define and outline requirements for a transfer station.
- iii.** Work with professionals to establish the execution to plan and develop the station.
- iv.** Based on Engineering evaluation develop a plan to upgrade PS#2 so that it is fully operational.
- v.** Develop a plan for funding.
- vi.** Review MCRI bankruptcy agreement.
- vii.** Draft a report to be presented to the Administration and MUA Staff for implementation.

2. SSA Committee

MUA Members: PK/ED

a. Charter

- i.** Outline and update current usage map including the customers on the system
- ii.** Outline potential growth and users that can be added in the next 5 years
- iii.** Plan for establishing customer growth
- iv.** Work with engineer to develop a comprehensive map
- v.** Work with engineer to get NJDEP SSA approval
- vi.** Draft a report to be presented to the Administration and MUA Staff for implementation.

3. Solid Waste/ Septage Collection Committee

MUA Members: KW

a. Charter

- i. Research expanding the MUA's responsibility into the solid waste services and septage collection.
- ii. Research the laws and regulations
- iii. Draft a report to be presented to the Administration and MUA Staff for implementation

4. By-Law/Personnel Committee

MUA Members: AP/DM

a. Charter

- i. Review all employees and develop job descriptions.
- ii. To review and update all by-laws to reflect changes.
- iii. To review and update fees based on new ordinances.
- iv. Re-evaluate any and all personnel policies and ensure they are in compliance to NJ laws.
- v. Ensure Website is updated and published on a quarterly basis
- vi. Draft job advertisements and job descriptions for full and part-time MUA employees.
- vii. Draft an interlocal agreement with the Township.
- viii. Draft a report to be presented to the Administration and MUA Staff for implementation.

5. Finance Committee

MUA Members: AP/ED

a. Charter

- i. Review and define cost savings and procedures for improved cost controls and effective utilization of monies within the MUA.
- ii. Evaluate what government assistance and grants are available in upgrading of public infrastructure including NJDEP EIT program or bond market.
- iii. Evaluate current SCMUA contracts and re-negotiate any change
- iv. Review EDUs and/or Meters for billing.
- v. Rate Evaluation.

- vi. Draft a report to be presented to the Administration and MUA Staff for implementation.

6. Metering/EDU Committee:

MUA Members: PK/MB Professional: Rich Wenner

a. Charter

- i. Investigate the feasibility to utilize a metering solution for sewage flow instead of or in conjunction with EDU methods currently in use.
- ii. Identify cost of sewer meters versus using water meters
- iii. Identify estimate impact cost of
 - 1. Meter reading – Cost of Operations?
 - 2. Meter installations – Smart Meters or Standard?
 - 3. Maintenance of system which includes billing, admiration and operation of a metered system.
 - 4. Cost comparisons of other sewer system charges
 - 5. Review legal ramifications of dual system of EDU and Meter that operate concurrently. Evaluate for cost impact to maintain, operated and fairness to all customers.
 - 6. Research other Municipalities solutions and do a comparison of pros & cons, benefits and disadvantages.
- iv. Draft a report to be presented to the Administration and MUA Staff for evaluation.

Purpose of Each Committee: To review, update and implement the committee charters. Each committee will report to the entire MUA. If information is required, the committees will direct any professional staff and the Administrator will follow-up. By Tuesday after the Regular meeting, the Administrator will gather any pertinent information and provide it to the Committee, as is necessary. This will allow for each committee to review and provide recommendations to the entire VTMUA as well as direction for follow-up by the administrative staff. Each meeting the Committee will present findings to the entire VTMUA Board of Commissioners.

PK = Paul Kearney
AP = Andy Pitsker
KW = Kristin Wheaton
DM = Dave McDermott
ES = Ed Snook
ED = Ed DeYoung
MB = Mark Bower