



Updated June 8, 2026 – VTMUA Meeting – Efficiency Report

Background: At the May 21 2026 meeting Chairperson Paul Kearney formed a VTMUA Efficiency Committee. Dave McDermott and Mike Furrey volunteered to work on this committee and report back to the Chair and the VTMUA membership.

VTMUA Efficiency Areas (potential partial or full list):

1. Wastewater Expansion – Need to focus on utilizing grant and coordinating the Engineer, Administration and USEPA. The Wastewater expansion is the highest priority for the VTMUA and must focus only on areas located in the SSA. The sub-committee must review the list of projects and make a recommendation on the order of priority.
2. Water Expansion – Focus on utilizing ARPA money by the end of 2026. We need to work with Veolia, Dewberry and VTMUA and Township Financial professionals to best spend the money in order to bring water to the Township. Work with the Mayor and council to make VTMUA a water utility as well as a wastewater utility.
3. Annual Contract Development:
 - a. On-call Repair contractor – work with Dewberry and Administration to develop specifications
 - b. On-call – Septic Pumping and Hauling – for emergency and regular maintenance
 - c. Develop an annual RFQ for engineering services
 - d. Develop an annual RFQ for Administrative services if required
 - e. Develop an annual RFQ for Legal Services
 - f. Develop an annual RFQ for Auditor
 - g. Develop an annual RFQ for a CFO
 - h. Review all professional services
4. Evaluate employee performance
 - a. VTMUA CFO
 - b. VTMUA Administrator
 - c. Licensed Operator

- d. Administrative Assistant
- e. Full or part-time operations staff

We recommend that the Personnel sub-committee develop standard employee review forms and implement them with the Administration.

- 5. Review of Policies and Procedures – by Sub-Committee
- 6. Review of meeting schedule and frequency – add an additional monthly work session making it two per month.
- 7. Financial Review – We reviewed all the financial reports and note the following:
 - a. It does make sense to research moving all assets from the Township to the VTMUA now that the MUA is financially solvent.
 - b. We recommend that Financial Sub-Committee closely evaluate monthly re-occurring expenditures to determine savings.
- 8. The entire VTMUA will review this report and add comments and additions.
- 9. The VTMUA needs to have a liaison to the Mayor, Council, Planning Board, and EDAC.

The VTMUA has re-formed Sub-Committees and the following are their Charters

Sub-Committees

1. Wastewater Expansion Sub-Committee

MUA Members: ES/PR

a. Charter

- i. Review Dewberry Plan – 4 sections
- ii. Work with EPA Grant
- iii. Attend EPA grant meetings
- iv. Review Expanded SSA and make future plans

2. SSA Sub-Committee

MUA Members: MF/PK

a. Charter

- i. Outline and update current usage map and customers on system
- ii. Plan for establishing customer growth
- iii. Work with engineer to get NJDEP SSA approval
- iv. Draft a report to be presented to the Administration and MUA Staff for implementation

3. By-Law/Personnel Sub-Committee

MUA Members: DM/ED

a. Charter

- i. Review all employees and develop job descriptions or specifications.
- 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 a report to be presented to the Administration and MUA Staff for implementation

4. Water Supply Sub-Committee

MUA Members: MF/PK

- i. Identify most economical means to develop water capacity, volume and pressure and its relationship to wastewater infrastructure expansion
 - Review Veolia and Dewberry Infrastructure list- Review grant expenditures
 - Increase water infrastructure to deliver water to sewer users and town center,
 - Water Demands – Potential Development
- ii. Meet with Veolia and develop a plan.
- iii. Work with VTMUA Administration and Township CFO/Administration

5. Financing Sub-Committee

MUA Members: ES/DM

- a. Charter
 - i. Evaluate current SCMUA contracts and re-negotiate any change
 - ii. Review annual budget and final year end audit.
 - iii. Review EDUs and/or Meters for billing
 - iv. Rate Evaluation

6. Transfer Station Upgrade Sub-Committee

MUA Members: ED/PR

- a. Charter
 - i. To develop a plan to implement a plan to expand services and increase revenue by offering a pump station 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 a station
 - iv. Staff for implementation

Purpose of Each Sub-Committee: To review, update and implement the committee charters. Each committee will report to the entire MUA. If information is required, the **VTMUA CHAIRPERSON** will direct any professional staff and

the Administrator will follow-up. By Tuesday after the following previous meeting the Administrator will gather all pertinent information and provide it to the Committee. This will allow for each committee to review and provide recommendations to the entire VTMUA. Each meeting the Committee will present findings to the entire VTMUA Board of Commissioners and the entire VTMUA will vote to act on its recommendation's.

PR = Pat Rizzutto

ES = Ed Seger

ED = Ed DeYoung

DM = Dave McDermott

PK = Paul Kearney

MF = Mike Furrey