

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Session Minutes December 19, 2012

The regular meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 19, 2012 in the Authority office.

Roll Call: Cmmr. Eddie Campbell, Jr. (Present), Cmmr. Anthony Clemons (Present), Sr., Chairman, James H. Gray (Absent) , Vice Chairman, Dennis W. Reiter (Present), Cmmr. Christopher Walker (Present), Alt. Cmmr. T. Wayne Scott (Present) and Alt. Cmmr. Jacqueline Jennings (Present).

Others attending were L. Russell Trice, PE of Alaimo & Associates, Consulting Engineer, Michael A. Armstrong, Secretary, Nicholas F. Talvacchia, Special Counsel (acting as Solicitor), Joseph S. Bateman, Executive Director, James Mackie, Director of Operations, and Tim Kiel, of Bowman & Co, MUA Auditors.

The meeting started with a pledge of allegiance to the flag.

Vice Chairman Reiter called the meeting to order at 4:30 PM and instructed the Secretary to read the following statement:

Public notice of the meetings, pursuant to the Open Public Meetings Act, has been given by the Authority in the following manner:

A. Posting written notice on the official bulletin board of the Authority building on Wednesday, February 2, 2012.

B. Mailing written notice to the Municipal Clerks of Willingboro and Westampton Townships; the Secretary of the Edgewater Park Sewerage Authority and the Executive Director of the Mount Laurel Municipal Utilities Authority on February 2, 2012 by Certified Mail.

C. Publishing a Public Notice in the Burlington County Times and Courier-Post on February 4, 2012.

D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

Motion: Cmmr. Walker made a motion to move item 8 on the agenda, Personnel Committee Report, to item 5. Cmmr. Clemons seconded the motion.

Discussion: None

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Motion: Cmmr. Campbell made a motion to approve the open and closed session minutes of the regular meeting held on November 19, 2012. Cmmr. Clemons seconded the motion.

Discussion: Vice Chairman Reiter raise an issue related to the approval incomplete draft minutes for the October 17th and 24th closed session meeting minutes referenced in the November 19, 2012 minutes. Alt. Cmmr. Scott noted that he was only asked by the Chairman to transcribe the closed session minutes for the October 17th meeting and not the 24th.

Consequently, the Acting Solicitor recommended that the motion be amended to exclude the words “and 24th” under “Discussion” in the November 19, 2012 open session minutes.

Amended Motion: Cmmr. Campbell made an amended motion to approve the open and closed session minutes of the regular meeting held on November 19, 2012 subject to an amendment to exclude the words “and 24th” noted under “Discussion” in the open session minutes. Cmmr. Clemons seconded the motion.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Secretary noted for the Commissioners that the August 15, 2012 minutes did not properly reflect the verbal language in the motion regarding his appointment. More specifically, the Secretary mentioned that the Commissioners moved and approved a motion stating that “he should also be entitled to any and all benefits that other MUA employees receive”, however, this language was not reflected in the motion language noted in the August 15th minutes. The Commissioners agreed. Additionally, Cmmr. Clemons noted that the closed session minutes were also inaccurate since it indicated that a 5 year term was discussed rather than the 4 year term.

Motion: Cmmr. Walker, Jr. moved amend the August 15, 2012 closed session minutes, page 2, to reflect a “4” year term rather than “5” years and amending the open session minutes of August 15, 2012, page 154, to insert the words “including all benefits available to other employees of the Authority “. Cmmr. Campbell seconded the motion.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, NO; Christopher Walker, AYE; Anthony Clemons, Abstain; and Alt. Cmmr. Jennings, AYE.

Cmmr. Walker advised the Commissioners that the Personnel Committee was prepared to deliver their report regarding the hiring of the Treasurer. The Acting Solicitor noted that it should be conducted in executive session.

Motion: A motion was made by Cmmr. Campbell to go into executive session to discuss a personnel matter related to the hiring of the Treasurer in closed session. Cmmr. Clemons seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Commissioners moved into closed session.

Motion: Cmmr. Walker moved to come out of closed session and he motion was seconded by Cmmr. Campbell.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Commissioners moved back into open session.

Motion: Cmmr. Campbell moved to hire Joseph Jacobs as Treasurer at a salary of \$12,500 per annum for a term of 4 years with any all the benefits afforded to other Authority employees. Cmmr. Clemons seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Motion: Cmmr. Campbell made a motion to receive and file the Treasurer's Report for November and Cmmr. Clemons seconded the motion.

Discussion: Cmmr. Reiter reminded the Commissioners that he asked the Executive Director to provide a financial report to the Commissioners tracking the WMUA's meter revenue. Cmmr. Clemons asked that the financial report should reflect the appropriate dates for October.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Motion: Cmmr. Campbell made a motion to receive and file the Operations and Maintenance Report for October and Cmmr. Clemons seconded the motion.

Discussion: Operations Manager, verbally summarized the written Operations and Maintenance Report for the Commissioners.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Comments from the Public: None.

Kevin McGinnis summarized the Insurance Broker's Annual Report.

Motion: Cmmr. Walker moved to authorize the Broker to place several MUA insurance policies with various insurance carriers as recommended by the Broker in his annual report. Cmmr. Clemons seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Tim Kiel, WMUA Auditor, presented a report regarding approval of the 2013 Water and Sewer Budgets Resolutions previously submitted to the State. He submitting the following amended Resolutions for the Commissioners review and approval:

RESOLUTION 2012 – 63

AMENDING THE APPROVED WATER BUDGET

WHEREAS, the Willingboro Municipal Utilities Authority has approved the 2013 Authority Budget on October 17, 2012 and

WHEREAS, the Willingboro Municipal Utilities Authority finds it necessary to amend the 2013 approved Authority Budget, as follows:

<u>To</u>	<u>From</u>
BUDGETED APPROPRIATION	
ACCUMULATED DEFICIT	\$48,225
TOTAL OPERATING & NON-OPERATING	\$0

APPROPRIATIONS & ACCUMULATED DEFICIT	5,640,500	5,592,275
UNRESTRICTED NET ASSETS UTILIZED:		
MUNICIPALITY/COUNTY APPROPRIATION	0	123,437
LESS: TOTAL UNRESTRICTED NET ASSETS UTILIZED (R-3a + R-3B)	0	123,437
NET TOTAL APPROPRIATION	5,640,500	5,468,838

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Willingboro Municipal Utilities Authority 2013 Authority's Budget is hereby amended as detailed above, and

BE IT FURTHER RESOLVED, Resolution is 2011-55 is hereby rescinded in its entirety; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED that the governing body of the Willingboro Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 19, 2012.

BE IT FURTHER RESOLVED, that the Board's secretary is hereby directed to submit a copy of this resolution to the Director of Local Government Services for approval as part of the Authority's 2013 budget.

ATTEST:

James Gray, Chairman

Michael A. Armstrong, Secretary

RESOLUTION 2012 – 64

AMENDING THE APPROVED SEWER BUDGET

WHEREAS, the Willingboro Municipal Utilities Authority has approved the 2013 Authority Budget on October 17, 2012 and

WHEREAS, the Willingboro Municipal Utilities Authority finds it necessary to amend the 2013 approved Authority Budget, as follows:

	<u>From</u>
BUDGETED APPROPRIATION	
UNRESTRICTED NET ASSETS UTILIZED:	
MUNICIPALITY/COUNTY APPROPRIATION	0
LESS: TOTAL UNRESTRICTED NET ASSETS UTILIZED (R-3a + R-3B)	176,563
NET TOTAL APPROPRIATION	4,536,867
	4,360,304

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Willingboro Municipal Utilities Authority 2013 Authority's Budget is hereby amended as detailed above, and

BE IT FURTHER RESOLVED, Resolution is 2011-56 is hereby rescinded in its entirety; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED that the governing body of the Willingboro Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 19, 2012

BE IT FURTHER RESOLVED, that the Board's secretary is hereby directed to submit a copy of this resolution to the Director of Local Government Services for approval as part of the Authority's 2013 budget.

James Gray, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Motion: Cmmr. Campbell, Jr. moved and Alt. Cmmr. Jennings seconded a motion to approve Resolutions 2012 – 63 and 2012 – 64 amending the 2013 Water and Sewer Budgets.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE and Alt. Cmmr. Jennings, AYE.

Motion: Alt. Cmmr. Jennings made a motion to attach certified copies of the 2013 Budgets to the minutes and to forward same to the Trustee for the Bondholders, Consulting Engineer, Auditor and NJ Department of Community Affairs. Cmmr. Campbell seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE and Alt. Cmmr. Jennings, AYE.

Motion: Alt. Cmmr. Jennings made a motion authorizing the Executive Director to send out requests for proposals for professional appointments and the RFQ must require responses on or before January 18, 2013. Cmmr. Campbell seconded the motion.

Discussion: Cmmr. Walker requested that the RFQ responses be made available to the Commissioners at the MUA building before the meeting on January 23, 2013. He also discussed possibly interviewing everyone before the decisions are made to appoint any professionals.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE and Alt. Cmmr. Jennings, AYE.

The Executive Director provided the Commissioners a report on his personal investigation into the WMUA providing the homeowner lateral warranties to its customers. He advised them that his research determined that it was not feasible and he did not intend to move in that direction.

Alt. Cmmr. Scott asked whether the Executive Director followed up the resident who appeared at the last meeting complaining about his meter being pulled. The Executive Director advised Alt. Cmmr. Scott that he followed up with the resident and advised him of the notice procedure before meters are pulled.

Motion: Cmmr, Campbell, Jr. presented a motion to approve the List of Bills for payment for November 2012 and the motion was seconded by Cmmr. Walker.

DATE: 14-DEC-12 Willingboro M.U.A. PAGE 1

BILL LIST
December 19, 2012 Meeting

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 11/21/2012 TO 12/20/2012 ALL CHECK NUMBERS

#	DATE	NAME	VENDOR	CHECK AMOUNT
2192	12/03/2012	1290 DELTA DENTAL PLAN OF NJ		5144.94
2193	12/07/2012	872 CHARLEY'S OTHER BROTHER		2616.50
2194	12/03/2012	3530 U.S. POSTAL SERVICE		9000.00
2195	12/19/2012	964 COMCAST		1431.76
2203	12/20/2012	4010 A C SCHULTES INC		10446.00
2204	12/20/2012	30 ABS ELECTRIC INC		411.63
2205	12/20/2012	73 ADVANCED AUTO PARTS		105.29
2206	12/20/2012	150 ALAIMO ASSOC., RICHARD A.		38623.11
2207	12/20/2012	160 ALL INDUSTRIAL SAFETY		648.75
2208	12/20/2012	230 ANTHONY'S LIFT TRUCK SERVICES		127.00
2209	12/20/2012	50 ASSOCIATION OF ENVIRONMENTAL		5200.00
2210	12/20/2012	275 ATLANTIC COAST POLYMERS		2934.00

2211	12/20/2012	286 ATLANTIC TOMORROWS OFFICE	272.12
2212	12/20/2012	2625 AVAYA INC.	151.38
2213	12/20/2012	330 AWWA	309.50
2214	12/20/2012	2432 B F M C INC.	6883.71
2215	12/20/2012	31 BARBER, ROBERT	1153.75
2216	12/20/2012	36 BATEMAN, JOSEPH	269.00
2217	12/20/2012	500 BILLOWS ELECTRIC SUPPLY	156.84
2218	12/20/2012	593 BRUCE BURIN AIR COND. & HEATIN	1855.00
2219	12/20/2012	591 BRUSKE PRODUCTS	71.00
2220	12/20/2012	3159 BURLINGTON COUNTY BOARD OF CHO	11649.19
2221	12/20/2012	430 BURLINGTON COUNTY TIMES	284.32
2222	12/20/2012	793 CBM	165.54
2223	12/20/2012	819 CERTIFIED HEALTH & SAFETY SERV	1844.50
2224	12/20/2012	874 CHAMPION UNIFORM SUPPLY INC.	705.00
2225	12/20/2012	870 CHEM-AQUA DIVISION	1135.91
2226	12/20/2012	951 CNA SURETY	391.25
2227	12/20/2012	964 COMCAST	121.95
2228	12/20/2012	1000 CONSTELLATION NEWENERGY INC.	3646.58
2229	12/20/2012	1020 CONTECH ASSOCIATES INC.	1614.00
2230	12/20/2012	1130 COOPER LEVENSON ATTORNEYS AT L	2706.00
2231	12/20/2012	1050 COURIER POST	164.01
2232	12/20/2012	1116 COYNE CHEMICAL CO. INC., GEORG	4377.21
2233	12/20/2012	1415 EAST RIVER ENERGY INC.	2963.92
2234	12/20/2012	1110 FASTENAL	31.49
2235	12/20/2012	1595 FEDERAL EXPRESS CORP.	171.68
2236	12/20/2012	1701 FOUNDATION TITLE	132.47
2237	12/20/2012	4189 HARRIETT'S OIL SERVICE	3500.00
2238	12/20/2012	2110 HARRIS FENCE CORP.	1200.00
2239	12/20/2012	3211 USA BLUEBOOK	337.82
2240	12/20/2012	2039 HD SUPPLY WATERWORKS LTD	6189.00
2241	12/20/2012	2324 HOME DEPOT USA INC	511.51
2242	12/20/2012	2325 HOOVER TRUCK CENTERS	2721.29
2243	12/20/2012	2269 JCI JONES CHEMICALS INC	11079.60
2244	12/20/2012	2421 KINGS JANITORIAL SERVICE	300.00

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#	DATE	NAME	CHECK AMOUNT
2245	12/20/2012	2220 LAYNE CHRISTENSEN CO	320.00
2246	12/20/2012	3984 LEAR, THOMAS A	240.00
2247	12/20/2012	2600 LOWTHER'S, GEORGE	114.50
2248	12/20/2012	2689 MACKEL, JOANNE	15.54
2249	12/20/2012	2695 MACKIE, JAMES	325.00
2250	12/20/2012	2740 MAGELLAN HILL TECHNOLOGIES	2730.59
2251	12/20/2012	2951 MIDDLESEX WELDING SALES	12.00
2252	12/20/2012	2050 MINUTEMAN PRESS OF HAINESPORT	491.00
2253	12/20/2012	3003 MORE POWER ELECTRIC	755.00
2254	12/20/2012	3070 MUNICIPAL MAINTENANCE CO.	4175.00
2255	12/20/2012	2762 NETWORK MANAGEMENT CONSULTANTS	3466.50
2256	12/20/2012	3152 NEWTOWN OFFICE & COMPUTER SUPP	463.70
2257	12/20/2012	4999 ONE CALL CONCEPTS	128.62
2258	12/20/2012	3480 P A PIRYLIS TIRE CO. INC.	70.00
2259	12/20/2012	3610 P S E & G	38068.31
2260	12/20/2012	3611 PARK PUMPS & CONTROLS INC.	3200.00
2261	12/20/2012	3340 PARKER, LLOYD	125.00
2262	12/20/2012	3591 PECO	250.00
2263	12/20/2012	2340 PETROLEUM TRADERS CORP	7900.79
2264	12/20/2012	3467 PHILADELPHIA INSURANCE COMPANI	21592.70
2265	12/20/2012	3493 PITNEY BOWES INC.	219.45
2266	12/20/2012	3515 POWER EQUIPMENT CO.	869.52
2267	12/20/2012	3616 PURITY SALES & SERVICE INC.	300.00
2268	12/20/2012	3630 PYRZ WATER SUPPLY CO INC	473.93
2269	12/20/2012	3640 Q.C. LABORATORIES	1658.75
2270	12/20/2012	4689 REDZONE ROBOTICS INC.	79540.76
2271	12/20/2012	4680 REED & FERRINE SALES INC.	5448.00
2272	12/20/2012	2535 ROTARY CLUB OF WILLINGBORO	125.00
2273	12/20/2012	3970 SAS INC.	1496.00
2274	12/20/2012	4285 SPRINGSIDE AUTOMOTIVE INC	405.62
2275	12/20/2012	4290 STA SEAL INC	756.64
2276	12/20/2012	4320 STAPLES	146.94

2277	12/20/2012	730 STEVENSON & SON INC., C.	3429.37
2278	12/20/2012	4340 STEVENSON SUPPLY CO INC	5297.71
2279	12/20/2012	4563 SWERP	3360.00
2280	12/20/2012	4410 TERMINIX	314.00
2281	12/20/2012	4500 TRUMP TAJ MAHAL	1104.00
2282	12/20/2012	2730 UNIVAR USA INC.	2898.00
2283	12/20/2012	3213 USA MOBILITY WIRELESS INC.	87.00
2284	12/20/2012	3186 VERIZON WIRELESS	253.51
2285	12/20/2012	4446 VIRTUA AT WORK	470.05
2286	12/20/2012	2260 WASTE MANAGEMENT OF	326.50
2287	12/20/2012	4720 WAWA FLEET	4.53
2288	12/20/2012	4535 WILLIAM SCOTSMAN INC.	329.23
2289	12/20/2012	4540 WILLINGBORO, TOWNSHIP OF	200000.00
2290	12/20/2012	4605 WOOLSTON COMPANY INC.	1485.00
2291	12/20/2012	4880 ZEE MEDICAL SERVICE CO.	48.90
8026	12/03/2012	2150 STATE OF NJ HEALTH BENEFITS PR	21620.05
8027	12/03/2012	2030 STATE OF NJ HEALTH BENEFITS PR	52411.89

TOTALS: 615080.12

Discussion: Cmmr. Walker questioned a reimbursement to Mr. Bateman for a personal retirement dinner for a WMUA employee at Charlies Other Brother restaurant for \$69.00. Other employees were required to make personal payment, however, Mr. Bateman was seeking to be reimbursed. Cmmr. Walker mentioned the need to for a forensic audit. The Acting Solicitor advised the Commissioners that it was a policy decision and the expense was incurred during the course of the Executive Director's employment. He also stated that there are no clear reimbursement policies. Cmmr. Clemons suggested that the Personnel Committee meet with the Executive Director to come up with best practices for reimbursement.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE and Alt. Cmmr. Jennings, AYE.

The Engineer began by providing the Commissioners with a verbal summary of his written Engineers Report. The Engineer also informed the Commissioners that he included the cost estimate requested at an earlier meeting regarding his firm's estimated fees to proceed with the NJEIT projects in their meeting packages. The Vice Chairman recommended that the Commissioners review the material and be prepared to discuss it at the next meeting.

Motion: Cmmr. Campbell, Jr. moved and Cmmr. Walker seconded a motion to receive and file the Engineer's monthly written status report.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE and Alt. Cmmr. Jennings, AYE.

The Engineer requested that the Authority consider authorizing the following resolution 2012-65 authorizing the emergency repairs to well 11:

RESOLUTION 2012 – 65

WELL # 11 EMERGENCY WELL REHABILATATION

WHEREAS, NJSA 40A: 11-6 authorizes the purchase of equipment or services in excess of the bid threshold in certain emergency situations, waiving the formal bid process, and

WHEREAS, the production capacity of the well has dropped dramatically, and

WHEREAS, the production from Well # 11 is necessary to meet peak demand levels, and

WHEREAS, the said reduction in capacity has been inspected by the Authority's Consulting Engineer who has determined that an emergency situation exists necessitating immediate well rehabilitation and repairs, waiving the formal bidding process despite the fact that the cost of said repairs will be over the bid threshold, and

WHEREAS, a proposal was received from Layne Christensen Company in an amount not to exceed \$50,000 to complete said work, and

WHEREAS, Layne Christensen Company is a qualified contractor that is able to respond to this emergency and,

WHEREAS, the Authority's Consulting Engineer, L. Russell Trice, PE, of Richard A. Alaimo, Assoc. has issued a letter declaring that this matter constitutes an emergency:

NOW, THEREFORE, BE IT RESOLVED by the WMUA assembled in regular session this 19th day of December 2012 that:

1. The rehabilitation and repairs at Well #11 be declared an emergency in accordance with the provisions of NJSA 40A: -6
2. A contract be issued to Layne Christensen Company in an amount not to exceed \$50,000.
3. A copy of this resolution be made a part of the minutes of this public meeting.

ATTEST:

Dennis Reiter, Vice Chairman

Michael A. Armstrong, Secretary

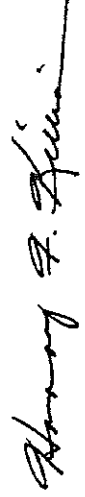
CERTIFICATE OF AVAILABILITY F FUNDS FOR OPEN ENDED CONTRACTS

As required by N.J.S.A. 40A: 4-57, N.J.A.C. 5:30-14.5, and any other applicable requirement, I, HARRY F. KILLIAN, Treasurer of the Willingboro Municipal Utilities Authority, have ascertained that there are available sufficient uncommitted appropriations in the Renewal and Replacement Fund to award a contract in an amount not to exceed \$50,000 to Layne Christensen Company.

Funds or certification are therefore being made available and certified against the above Fund.

Contract Period: From December 19, 2012 until completed

Amount Certified: \$50,000.



Treasurer

Motion: Cmmr. Campbell made a motion to adopt a resolution 2012-65 authorizing the emergency repairs to well 11. Cmmr. Clemons seconded the motion.

Discussion: Cmmr. Walker asked whether the engineer could provide an estimate as to the cost of the repair. The Engineer indicated that it would cost at least \$36,000.00 and it was in need of emergency repairs. The Operations Manager also told the Commissioners that his investigation revealed that the price was reasonable. Alt. Cmmr. Jennings requested that the Engineer and Operations Manager seek out at least two quotes for emergency repairs in the future.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Engineer also presented Resolution 2012-66 and summarized the need for Change Order #4 to contract no. 2009-4. He also noted that it only increased the overall contract amount by \$71,000.00 and or by 3%.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2012 – 66

CHANGE ORDER # 4 CONTRACT 2009 4B

INSTALLATION OF SOLAR PANELS AT WTP

WHEREAS, the Willingboro Municipal Utilities Authority has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and did in fact receive sealed bids for the installation of solar panels at the water and wastewater treatment plants and,

WHEREAS, Contract 2009 – 4B as awarded to the low bidder, APS Contracting Inc. and,

WHEREAS, the contractor has submitted a change order in the net amount of \$27,988.95 for drainage and electrical work and,

WHEREAS, there are sufficient funds remaining in the project budget for this change order and,

WHEREAS, the Consulting Engineer has determined that it is in the Authority's best interest to accept this change order.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 18th day of October 2011 that:

1. Change Order # 4 in the net amount of \$27,988.95 is approved.
2. The Chairman and Secretary are authorized to execute the necessary forms of contract.
3. A copy of this resolution be spread upon the minutes of this public meeting

Dennis Reiter, Vice Chairman

ATTEST:

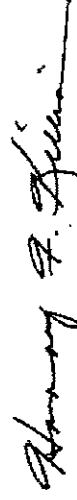
Michael A. Armstrong, Secretary

**CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACTS**

As required by NJSA 40A: 4-57, NJAC 5:30-14.5, and any other applicable requirements, I, Harry F. Killian, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY has ascertained that there are available sufficient funds to award a change order to APS.

The money necessary to fund said contract is in the amount of \$27,988.95. The funds shall be charged to the following line item appropriation or account number: RENEWAL & REPLACEMENT FUND.

These funds are not being certified as being available for more than one pending contract.


Harry F. Killian
Treasurer

Motion: Cmmr. Campbell made a motion to adopt a resolution 2012-66 authorizing Change Order #4 to contract no. 20009-4. Cmmr. Walker seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Acting Solicitor advised the Commissioners that Ms. Bowie had an item for discussion under the Solicitor's report for Executive Session regarding Circle Apartments and potential litigation. Cmmr. Walker also requested that Resolution 2012-67 noted below be discussed in closed session as a personnel item:

RESOLUTION 2012-67

**ESTABLISHING SALARIES, WAGES AND OTHER
COMPENSATION FOR 2013**

BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 19th day of December, 2012 that the schedule of salaries, wages and related provisions be adopted as follows:

SECTION I – SALARIES AND WAGES

A. Employees covered by the Collective Bargaining Agreement between this Authority and Teamsters Local 676 who are in good standing shall receive wage increases in accordance with the terms and conditions of the current contract.

B. Commissioners shall receive an increase in salary in compliance with Township Ordinance; 2004-2;

Authority Chairperson	\$10,586
Authority Members	\$9,820
Authority Alternate Members	\$7,364

D. The following is applicable to non-union employees:

1. Salaried employees shall receive an increase of 2.5% unless otherwise specified in an employment contract or this resolution.

2. Other nonunion 2013 pay rates	
Interim Superintendent of Water Depart	\$74,500
Interim Account Clerk	\$43,000
Treasurer	\$12,500

SECTION II – NON-UNION HOLIDAYS

- A. All non-union employees shall be entitled to the following holidays:
1. Full Day Holidays:
 - New Year's Day
 - Martin Luther King Birthday
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day

Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

2. Half Day Holidays:
Christmas Eve
New Years Eve

SECTION III– PRIOR RESOLUTIONS

All resolutions or parts of resolutions inconsistent with the terms and conditions herein are hereby rescinded to the extent of their inconsistency.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 19th day of December, 2012 that:

- 1 The changes in annual salaries and hourly wages become effective the first pay period in 2013.
- 2 A copy of this resolution is made a part of the minutes of this public meeting.

James Gray, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Motion: A motion was made by Cmmr. Clemons to go into executive session to discuss personnel matters related to the hiring of the Treasurer in closed session. Cmmr. Campbell seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Commissioners moved into closed session again.

Motion: Cmmr. Clemons moved to come out of closed session and he motion was seconded by Cmmr. Walker.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The Commissioners reenter open session.

Motion: Cmmr. Campbell made a motion to adopt Resolution 2012-67 Establishing Salaries, Wages and other Compensation for 2013 subject to removing the following language:

2. Other nonunion 2013 pay rates
Interim Superintendent of Water Depart \$74,500
Interim Account Clerk \$43,000
Treasurer \$12,500

Cmmr. Clemons seconded the motion.

Discussion: None.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

Motion: Cmmr. Walker made a motion to adjourn and the said motion was seconded by the Cmmr. Campbell, Jr.

Roll Call Vote: Eddie Campbell, Jr., AYE; Dennis Reiter, AYE; Christopher Walker, AYE; Anthony Clemons, AYE; and Alt. Cmmr. Jennings, AYE.

The meeting was adjourned.

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the December 19, 2012 Regular Meeting of the Willingboro Municipal Utilities Authority.

Michael A. Armstrong, Secretary