

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting Minutes December 18, 2013

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 18, 2013 in the Authority office. Chairman Walker called the meeting to order at 4:37 PM, and Pledge of Allegiance by the Board. The Commissioner instructed the Secretary to read the following statement:

Public notice of the meeting, 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.
- 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.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post.
- D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

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

Others attending: Michael A. Armstrong, Secretary, Randolph C. Lafferty, Esquire from Cooper, Levinson, Solicitor, James Mackie, Operations Manager, Joseph S. Bateman, Executive Director, and Russell Trice, Engineer.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Reiter to approve the minutes of the November regular and December special meeting minutes.

**Discussion:** Cmmr. Reiter noted that the November meeting minutes should amended to reflect correct spelling of Mr. DeMaise's name.

**Amended Motion:** Motion to amend the minutes was made by Cmmr. Campbell and seconded by Cmmr. Reiter to reflect correct spelling of Mr. DeMaise's name .

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Gray to receive and file the Treasurer's Report for November.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to receive and file the Operations and Maintenance Report for November.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to receive and file the Executive Director's Report for November.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Insurance Broker, CEB presented their annual report and passed out a brochure.

There were no comments from the public.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to consider approving a credit for the following customer account; 074481294 in the amount of \$722.52 for a leak under the house foundation.

**Discussion:** The Board discussed tabling the motion until additional information was provided by the Executive Director.

**Motion to Table:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to table the motion to consider approving the credit.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to present and consider adopting resolutions for the 2014 operating and capital budgets.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **2014 ADOPTED SEWER BUDGET RESOLUTION** **RESOLUTION 2013 12 18**

**FISCAL YEAR: FROM JANUARY 1, 2014 TO DECEMBER 31, 2014**

**WHEREAS, the Annual Budget and Capital Budget/Program for the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented for adoption before the governing body of the Willingboro Municipal Utilities Authority at its open public meeting of     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 presented for adoption reflects Total Revenues of \$4,723,000 Total Appropriations, including any Accumulated Deficit, if any, of \$4,823,000 and Total Unrestricted Net Assets utilized of \$100,000 and**



WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,328,000 and Total Unreserved Retained Earnings planned to be utilized of \$530,000 and

NOW, THEREFORE BE IT RESOLVED, that the Annual Budget and Capital Budget/Program of the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and shall constitute appropriations 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.

\_\_\_\_\_  
Christopher P. Walker Chairman

ATTEST:

\_\_\_\_\_  
Michael A. Armstrong, Secretary  
December 18, 2013

<u>Governing Body Recorded Vote</u>				
<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Campbell</u>	_____	_____	_____	_____
<u>Grey</u>	_____	_____	_____	_____
<u>Reiter</u>	_____	_____	_____	_____
<u>Walker</u>	_____	_____	_____	_____
<u>Scott</u>	_____	_____	_____	_____

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

**2014 ADOPTED WATER BUDGET**  
**RESOLUTION 2013 12 18**

**FISCAL YEAR: FROM JANUARY 1, 2014 TO DECEMBER 31, 2014**

WHEREAS, the Annual Budget and Capital Budget/Program for the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented for adoption before the governing body of the Willingboro Municipal Utilities Authority at its open public meeting of 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 presented for adoption reflects Total Revenues of \$5,692,250 Total Appropriations, including any Accumulated Deficit, if any, of \$5,792,250 and Total Unrestricted Net Assets utilized of \$100,000 and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,393,000 and Total Unreserved Retained Earnings planned to be utilized of \$404,000 and

NOW, THEREFORE BE IT RESOLVED, that the Annual Budget and Capital Budget/Program of the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and shall constitute appropriations 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.

\_\_\_\_\_  
**Christopher P. Walker Chairman**

**ATTEST:**

\_\_\_\_\_  
**Michael A. Armstrong, Secretary**  
**December 18, 2013**

<b><u>Governing Body Recorded Vote</u></b>				
<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
<b><u>Campbell</u></b>				
<b><u>Grey</u></b>				
<b><u>Reiter</u></b>				
<b><u>Walker</u></b>				
<b><u>Scott</u></b>				

**Discussion:**   None.

**Roll Call:**     Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:**       Cmmr. Reiter made a motion to direct the Executive Director to send certified copies of the Water and Sewer Budgets to the New Jersey Dept. of Community Affairs; TD bank, as Trustee for the Bondholders; Richard A. Alaimo Assoc., Consulting Engineers; and Bowman & Co., Auditors and seconded by Cmmr. Campbell.

**Discussion:**   None.

**Roll Call:**     Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

The Board received a status report on the Authority’s efforts to minimize acceptance of counterfeit currency. The Executive Director explained that staff has been retrained a counterfeit machine was purchased and information was obtained from federal government.



**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to consider modifying the part-time temporary office worker wage rates up to \$25.00 per hour.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to present 2014 Salary Resolution for adoption.

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION 2013 12 18**  
**ESTABLISHING SALARIES, WAGES AND OTHER**  
**COMPENSATION FOR 2014**

**BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 18th day of December, 2013 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;**

<u>Authority Chairperson</u>	<u>\$10,749</u>
<u>Authority Members</u>	<u>\$9,971</u>
<u>Authority Alternate Members</u>	<u>\$7,477</u>

**C. 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, disciplinary document or this resolution.**

**SECTION II – NON-UNION HOLIDAYS**

**A. All non-union employees shall be entitled to the following holidays:**

**1. Full Day Holidays:**

<u>New Year's Day</u>
<u>Martin Luther King Birthday</u>
<u>President's Day</u>
<u>Good Friday</u>
<u>Memorial Day</u>
<u>Independence Day</u>
<u>Labor Day</u>
<u>Columbus Day</u>
<u>Veterans Day</u>
<u>Thanksgiving Day</u>
<u>Day after Thanksgiving</u>
<u>Christmas Day</u>

**2. Half Day Holidays:**

<u>Christmas Eve</u>
<u>New Years Eve</u>

**SECTION III – Longevity Non-union Employees**

**Longevity Payments for non-union employees shall be as follows:**

<u>Employment anniversaries</u>	
<u>5<sup>th</sup> anniversary through 10<sup>th</sup> anniversary</u>	<u>\$200</u>
<u>11<sup>th</sup> anniversary through 15<sup>th</sup> anniversary</u>	<u>\$300</u>
<u>16<sup>th</sup> anniversary through 20<sup>th</sup> anniversary</u>	<u>\$400</u>
<u>21<sup>st</sup> anniversary and greater</u>	<u>\$625</u>

Longevity payments will be paid in the first payroll of each calendar year. Longevity payments will be based on the employee's prior year anniversary.

#### SECTION IV- 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 18th day of December, 2013 that:

1 The changes in annual salaries and hourly wages become effective the first pay period in 2014.

2 A copy of this resolution is made a part of the minutes of this public meeting.

Christopher P. Walker, Chair

ATTEST:

Joseph S. Bateman, Asst. Secretary

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE; Alt. Cmmr.

Scott, AYE; Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to present the list of bills due for payment.

DATE: 12-DEC-13

Willingboro M.U.A.

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BILL LIST

DECEMBER 18, 2013 MEETING

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 11/15/2013 TO 12/19/2013 ALL CHECK NUMBERS

-----CHECK-----			-----VENDOR-----		
#	DATE	#	NAME		CHECK AMOUNT
3265	12/02/2013	1290	DELTA DENTAL PLAN OF NJ		4746.01
3266	11/19/2013	1335	ROBERT'S ATLANTIC CITY LLC		1497.29
3267	11/15/2013	4490	JOSEPH JACOBS		244.73
3268	12/06/2013	3530	U.S. POSTAL SERVICE		9000.00
3272	12/19/2013	30	ABS ELECTRIC INC		3157.80
3273	12/19/2013	73	ADVANCED AUTO PARTS		812.89
3274	12/19/2013	150	ALAIMO ASSOC., RICHARD A.		115044.08
3275	12/19/2013	160	ALL INDUSTRIAL SAFETY		110.10
3276	12/19/2013	2625	AVAYA INC.		391.26
3277	12/19/2013	380	BARBOUR, JOHN T		1243.80



3278	12/19/2013	35	BARLOW CHEVROLET INC.	234.12
3279	12/19/2013	36	BATEMAN, JOSEPH	456.07
3280	12/19/2013	500	BILLOWS ELECTRIC SUPPLY	229.21
3281	12/19/2013	3159	BURLINGTON COUNTY BOARD OF CHO	7355.67
3282	12/19/2013	1093	BURLINGTON COUNTY CHOSEN FREEH	395.00
3283	12/19/2013	420	BURLINGTON COUNTY OVERHEAD DOO	860.00
3284	12/19/2013	430	BURLINGTON COUNTY TIMES	231.34
3285	12/19/2013	819	CERTIFIED HEALTH & SAFETY SERV	2370.00
3286	12/19/2013	874	CHAMPION UNIFORM SUPPLY INC.	723.50
3287	12/19/2013	964	COMCAST	359.69
3288	12/19/2013	1020	CONTECH ASSOCIATES INC.	1728.00
3289	12/19/2013	1130	COOPER LEVENSON ATTORNEYS AT L	6159.30
3290	12/19/2013	1441	CORRPRO WATERWORKS	4015.00
3291	12/19/2013	1050	COURIER POST	195.03
3292	12/19/2013	1270	DEMAISE, VICTOR	125.00
3293	12/19/2013	1375	DUN-RITE SAND & GRAVEL CO. INC	864.94
3294	12/19/2013	1415	EAST RIVER ENERGY INC.	2964.05
3295	12/19/2013	1539	ERCOL JR., CHARLES	118.74
3296	12/19/2013	1895	GIEGER PUMP & EQUIPMENT CO.	2397.93
3297	12/19/2013	1960	GRAINGER INC, W W	2463.78
3298	12/19/2013	2040	HACH COMPANY	678.16
3299	12/19/2013	2039	HD SUPPLY WATERWORKS LTD	1624.44
3300	12/19/2013	2324	HOME DEPOT CREDIT SERVICES	637.02
3301	12/19/2013	2325	HOOVER TRUCK CENTERS	3033.23
3302	12/19/2013	2250	IDEXX DISTRIBUTION CORPORATION	955.71
3303	12/19/2013	2269	JCI JONES CHEMICALS INC	18762.60
3304	12/19/2013	4122	KAMAN INDUSTRIAL TECHNOLOGIES	759.33
3305	12/19/2013	2421	KINGS JANITORIAL SERVICE	300.00
3306	12/19/2013	2460	KROGULSKI, JOHN	59.97
3307	12/19/2013	2388	LANCE ELECTRIC INC.	51750.00
3308	12/19/2013	2670	MACALASTER BICKNELL CO OF NJ I	160.98
3309	12/19/2013	2740	MAGELLAN HILL TECHNOLOGIES	2236.22
3310	12/19/2013	2951	MIDDLESEX WELDING SALES	13.90
3311	12/19/2013	2050	MINUTEMAN PRESS OF HAINESPORT	820.77
3312	12/19/2013	2762	NETWORK MANAGEMENT CONSULTANTS	2897.50
3313	12/19/2013	3017	NEW JERSEY AMERICAN WATER	300.50
-----CHECK-----				
-----VENDOR-----				
#	DATE	#	NAME	CHECK AMOUNT
3314	12/19/2013	3152	NEWTOWN OFFICE & COMPUTER SUPP	1270.59
3315	12/19/2013	4999	ONE CALL CONCEPTS	159.60
3316	12/19/2013	3610	P S E & G	57652.55
3317	12/19/2013	3481	P.C. HELPERS INC.	119.99
3318	12/19/2013	3611	PARK PUMPS & CONTROLS INC.	3132.00
3319	12/19/2013	2340	PETROLEUM TRADERS CORP	2462.83
3320	12/19/2013	3515	POWER EQUIPMENT CO.	900.29
3321	12/19/2013	3595	PROCOPIO, JAMES	125.00
3322	12/19/2013	3630	PYRZ WATER SUPPLY CO INC	1175.00
3323	12/19/2013	3640	Q.C. LABORATORIES	5283.10
3324	12/19/2013	1492	RARITAN SUPPLY COMPANY	29789.20
3325	12/19/2013	4680	REED & PERRINE SALES INC.	5728.00
3326	12/19/2013	3710	REITER, DENNIS W	108.75
3327	12/19/2013	3802	RIO SUPPLY INC.	320.00
3328	12/19/2013	2530	ROSS VALVE MANUFACTURING CO.	970.00
3329	12/19/2013	3910	S.J. BOILER & BURNER SER	556.50
3330	12/19/2013	3940	SAM'S CLUB	368.64
3331	12/19/2013	3970	SAS INC.	1763.00
3332	12/19/2013	2420	SCHANERS WASTEWATER PRODUCTS	3007.17
3333	12/19/2013	4100	SCOTT, T. WAYNE	73.45
3334	12/19/2013	3002	SERVICE TRUCK CENTERS INC.	826.56
3335	12/19/2013	730	STEVENSON & SON INC., C.	8508.62
3336	12/19/2013	4340	STEVENSON SUPPLY CO INC	253.26
3337	12/19/2013	4431	THOMAS SCIENTIFIC	6930.47
3338	12/19/2013	4460	TRAP ROCK INDUSTRIES LLC	1375.10
3339	12/19/2013	3186	VERIZON WIRELESS	831.60
3340	12/19/2013	4446	VIRTUA AT WORK	229.90
3341	12/19/2013	4655	WALKER, CHRISTOPHER	107.75
3342	12/19/2013	2260	WASTE MANAGEMENT OF	342.82
3343	12/19/2013	4535	WILLIAMS SCOTSMAN	329.23
3344	12/19/2013	4543	WILLIER ELECTRIC MOTOR REPAIR	256.62
3345	12/19/2013	4540	WILLINGBORO, TOWNSHIP OF	200000.00
3346	12/19/2013	4605	WOOLSTON COMPANY INC.	1485.00

3347	12/19/2013	4880	ZEE MEDICAL SERVICE CO.	297.50
8050	12/02/2013	2150	STATE OF NJ HEALTH BENEFITS PR	19893.06
8051	12/02/2013	2030	STATE OF NJ HEALTH BENEFITS PR	58996.74
TOTALS:				671114.55

**Discussion:** Chairman indicated that he is not in support of paying for the Executive Director's lunch during meetings.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE, Alt. Cmmr. Scott, AYE.

Cmmr. Walker left at 5:57.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Gray to approve the following resolution authorizing withdrawal from the General Fund.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2013 12 18**

#### **AUTHORIZING TRANSFERS FROM GENERAL FUND**

**WHEREAS, Section 611 of the Resolution Providing For The Issuance of Bonds of The Willingboro Municipal Utilities Authority and for the Rights of the Holders Thereof adopted June 17, 1986, as supplemented provides for the application and investment of Funds in the General Fund , and**

**WHEREAS, Section 611 provides that revenues in the General Fund may be spent by the Authority for any lawful purpose, including payment of any bonds, notes or obligations of the Authority only after the obligations of the Authority for all other funds created by the resolution have been satisfied, and**

**WHEREAS, it is the intent of the Willingboro Municipal Utilities Authority to utilize these funds for the following purposes:**

**1. Certain capital projects as outlined in the 2014 Water and Sewer Budgets in the amount of \$6,721,000**

**WHEREAS, such withdrawals from the General Fund can only be made at such times and under such circumstances as Sections 611, 711 or 1306 permits,**

**WHEREAS, the balance in the General Fund as of December 1<sup>st</sup>, 2013 is \$3,346,863. NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 18<sup>th</sup> day of December, 2013 that:**

**1. The Trustee be authorized to transfer \$3,000,000 from the General Fund to the following account located at Beneficial Bank in the amounts indicated as follows:**



CASH MANAGEMENT REN & REP Number 2802265490 - \$3,000,000.

2. A certified copy of this resolution be forwarded to TD Bank, NA as Trustee for the Bondholders.

3. A copy of this resolution be made a part of the minutes of this public meeting.

\_\_\_\_\_  
Christopher P. Walker Chairman

ATTEST:

\_\_\_\_\_  
Michael A. Armstrong, Secretary

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE, Alt. Cmmr. Scott, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Gray to receive and file the Engineer's Monthly Status Report.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE, Alt. Cmmr. Scott, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Scott to consider authorizing the bidding of chemicals.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Gray, AYE; Cmmr. Reiter, AYE, Alt. Cmmr. Scott, AYE.

Motion: Cmmr. Reiter made a motion to adjourn and seconded by Cmmr. Scott

Roll Call: Cmmr. Campbell, AYE; Cmmr. Gray, AYE, Cmmr. Reiter, AYE; Alt. Cmmr. Scott, AYE.

Meeting adjourned at 6:10 p.m.

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the  
December 18, 2013 Special Meeting of the Willingboro Municipal Utilities Authority.

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**Michael A. Armstrong, Secretary**