

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>Nav</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

<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>				

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:

Employment anniversaries

<u>5th anniversary through 10th anniversary</u>	<u>\$200</u>
<u>11th anniversary through 15th anniversary</u>	<u>\$300</u>
<u>16th anniversary through 20th anniversary</u>	<u>\$400</u>
<u>21st 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. PAGE

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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

<u>-----CHECK-----</u>	<u>-----VENDOR-----</u>	<u>CHECK AMOUNT</u>
<u># DATE # NAME</u>		
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

