

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting Minutes**  
**March 18, 2015**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, March 18, 2015 in the Authority office. Chairman Scott called the meeting to order at 4:30 PM, and requested that everyone pledge allegiance to the flag. The Chairman 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. Christopher Walker (Absent), Cmmr. Jacqueline Jennings (Present), Cmmr. T. Wayne Scott (Present), Cmmr. Sills (Present) Alt. Cmmr. Webster Evans (Present) and Alt. Commissioner Carl Turner (Present).

Others attending: Michael A. Armstrong, Secretary, James Mackie, Operations Manager, Rebecca Lafferty, Esquire of Cooper Levinson, Solicitor, Russell Trice, Engineer, and Andy Weber, Executive Director.

Comments from the public: Martin Nock gave an update on the Green Teams' activities since last meeting.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Sills to approve the Minutes of February 2, 2015.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Sills, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Sills and seconded by Cmmr. Jennings to approve the February 18, 2015 meeting minutes.

**Discussion:** Subject to revising grammatical errors on page 1 and 2.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

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

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Sills to receive and file the Operations and Maintenance Report.

**Discussion:** Jim Mackie summarized the claim made regarding a sewer main backup entering a customer's home and the efforts made by the MUA's insurance company to resolve the customer's claim.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Sills to receive and file the Executive Director's Report.

**Discussion:** The Executive Director summarized his written report submitted to the Commissioners.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Sills and seconded by Cmmr. Campbell to adopt resolution 2015-1-21-1 concerning review of the findings of the Local Finance Board made at a meeting of said Board on January 14, 2015 in accordance with the provisions of N.J.S.A. 40A:5A-6.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2015 \_\_**

#### **RESOLUTION OF THE WILLINGBORO MUNICIPAL UTILITIES AUTHORITY CONCERNING REVIEW OF THE FINDINGS OF THE LOCAL FINANCE BOARD MADE AT A MEETING OF SAID BOARD ON JANUARY 14, 2015 IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:5A-6**

**WHEREAS**, the Local Finance Board issued the attached findings at a meeting of said Board, held on January 14, 2015, with respect to a proposed project financing consisting of the issuance by the Willingboro Municipal Utilities Authority of not to exceed \$6,000,000 of its Revenue Bonds (Junior Lien, Series 2015) in connection with the Authority's participation in the New Jersey Environmental Infrastructure Trust Financing Program; and

**WHEREAS**, the Local Finance Board findings were have been received by the Authority's bond counsel and filed with the Authority, and a copy of such findings have been received by each member of the governing body of the Authority; and

**WHEREAS**, N.J.S.A. 40A:5A-7 requires that the governing body of the Authority, within 45 days of receipt of the Local Finance Board Findings, shall certify by resolution to the Local Finance Board that each member thereof has personally reviewed such findings and recommendations and shall evidence same by a group affidavit signed by a majority of the full membership of the Authority in the form prescribed by the Local Finance Board; and

**WHEREAS**, failure to comply with this requirement may subject the members of the Authority to the penalty provisions of N.J.S.A. 52:27BB-52.

**NOW, THEREFORE, BE IT RESOLVED** by the Willingboro Municipal Utilities Authority as follows:

**Section 1.** Each member of the Authority has reviewed the Local Finance Board Findings.

**Section 2.** The Executive Director of the Authority is directed to submit a certified copy of this resolution and the affidavit required by N.J.S.A. 40A:5A-6 to the Authority's bond counsel for forwarding to the Local Finance Board.

The foregoing is a true copy of a resolution adopted by the governing body of the Willingboro Municipal Utilities Authority at a meeting thereof duly called and held on \_\_\_\_\_, 2015.

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

[SEAL]

By: \_\_\_\_\_  
T. Wayne Scott, Chair

Attest:

\_\_\_\_\_  
Michael Armstrong, Secretary

State of New Jersey :  
County of Burlington : ss.:  
\_\_\_\_\_

1. We are duly appointed members of the Authority.

Signature

Carl Turner, *Alternate*

Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Sills to accept Resolution 2015-1-21-2 authorizing request for qualifications for a Certified Health and Safety Advisor.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2015 –**

#### **AUTHORIZING REQUEST FOR QUALIFICATIONS FOR A CERTIFIED HEALTH AND SAFETY ADVISOR**

WHEREAS, the WMUA requires the services of a Certified Health and Safety professional service provider; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N J S A 40A:11-5; and

WHEREAS, the WMUA continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the WMUA; and

WHEREAS, the WMUA has determined that it is appropriate to implement a fair and open process for the awarding of professional services contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the WMUA has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the WMUA has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A.40A:11-5.

#### **NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

1. The appointment of Certified Health and Safety Advisor attached to and made a part hereof shall be subject to a fair and open process as set forth below.

2. The Secretary shall cause a legal notice to be published in a newspaper authorized to publish legal notices for the WMUA, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be posted on the WMUA's Internet website and the newspaper beginning no later than March 23, 2015.

4. The website posting and newspaper shall inform potential applicants that all submissions must be made to the WMUA and received not later than 12:00 noon, April 6, 2015.

5. Commencing at 12:01 p.m. on April 6, 2015, or as soon thereafter as may be possible, the WMUA or its designee shall publicly open and announce all submissions in the WMUA's public meeting room.

6. The Commissioners shall thereafter review all submissions.

7. Appointments shall thereafter be made at a public meeting of the

Commissioners no sooner than its April 18, 2015 meeting.

8. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED that the aforementioned position will be subject to appointment for the year 2015. However, all such appointments are subject to the availability of funds and the continuing needs of the WMUA. Accordingly, inclusion of a position on Schedule A is not a representation or warranty that such position will be filled, but that if filled it will be subject to the process contained herein.

BE IT FURTHER RESOLVED that the Commissioners have determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

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T. Wayne Scott, Chairman

#### CERTIFICATION BY SECRETARY

I, Michael A. Armstrong, Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on Wednesday, March 18, 2015.

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Michael A. Armstrong, Secretary

#### SCHEDULE A

**The Willingboro Municipal Utilities Authority solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Executive Director, Willingboro Municipal Utilities authority, 433 John F. Kennedy Way, Willingboro, New Jersey 08046, no later than 12:00 PM Thursday, January 15, 2015. All responses shall be opened and announced publicly, immediately thereafter by the Executive Director or his representative. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the period February 1, 2015 through January 31, 2016 and subject to the execution of an appropriate contract.**

#### GENERAL PROPOSAL REQUIREMENTS

The request for qualifications is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the Willingboro Municipal Utilities Authority
- Section B. Qualifications & Experience
- Section C. Resume & Qualifications of Key Personnel
- Section D. Client Reference List
- Section E. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Willingboro Municipal Utilities Authority
- Section F. Miscellaneous/Other information (This section is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

#### **MISCELLANEOUS REQUIREMENTS**

1. The Willingboro Municipal Utilities Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to attest to the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Willingboro Municipal Utilities Authority.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
4. The Willingboro Municipal Utilities Authority reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement of its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the Agreement.
7. The selected firm(s) shall be required to provide a Business Registration Form(s).
8. The selected firm(s) may be required to provide Proof of Insurance.

### **EVALUATION OF PROPOSALS**

The proposal will be. Independently evaluation on the basis of the criteria listed below:

Proven record of experience, including referrals, in providing the type of services detailed herein

- Ability to provide services in a timely manner.
- Personnel qualifications.
- Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

### **SPECIFIC PROPOSAL REQUIREMENTS**

#### **ATTORNEY (SOLICITOR)**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint an attorney who will be the chief, general legal officer of the Authority. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear

before all state and federal courts in New Jersey., as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of five (5) years' experience in the general representation of municipal governments or municipal authorities.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

### **LABOR COUNSEL**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint an attorney or firm who will be the Authority's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.

2. Must have a minimum of seven (7) years' experience, representing public employers in labor relation matters.

3. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must list past and present public employers represented as Labor Counsel.

### **BOND COUNSEL**

**GENERAL CRITERIA** The Willingboro Municipal Utilities Authority desires to appoint an attorney or firm who will be the primary legal representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Authority. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding~ appointment.

2. Must have a minimum of ten (10) years' experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.

3. Must maintain a bona fide office in the State of New Jersey.

4. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.

5. Must list past and present public entities represented as Bond Counsel.

### **INDEPENDENT AUDITOR**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint a firm of certified public accountants to act as municipal auditors for the Willingboro Municipal Utilities Authority. Applicant(s) should demonstrate knowledge of municipal utilities auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.

2. The firm must employ a minimum of five (5) registered municipal accountants qualified in that capacity for a minimum of five (5) years each prior to the appointment.

3. Must have a minimum of ten (10) years' experience in providing auditing services to utilities authorities within the State of New Jersey.

4. Must maintain a current principal office within the State of New Jersey.

5. Must describe any special services available to municipal clients,

6. Must list all past and present municipal clients.

### **CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint a firm or firms to provide consulting engineering services to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal utilities authority. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of five (5) years' experience in providing consulting services to municipalities including demonstrated experience with water and sewer projects, drainage improvement projects, utility upgrades and replacement, public building improvement programs, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Willingboro Municipal Utilities Authority including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Willingboro so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

#### **INSURANCE REQUIREMENTS:**

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

#### **PROFESSIONAL LIABILITY**

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

#### **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

#### **GENERAL LIABILITY**

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

#### **AUTOMOBILE LIABILITY**

Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

#### **INDEMNIFICATION**

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

#### **AUTHORITY PHYSICIAN**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint an Authority physician who will be a primary resource to provide emergency medical attention as required for employees of the Authority of Willingboro and regular care and referral services for employees injured while in the course of their employment as well as drug and alcohol screening. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of ten (10) years prior to appointment.
2. Must have a minimum of ten (10) years experience in treatment and care as it relates to occupational health issues.
3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.
4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.
5. Must have a principal office in close proximity to the Willingboro Municipal Utilities Authority, preferably within the Willingboro Municipal Utilities Authority for the purpose of providing prompt access for Authority employees.
6. Must list all past and present municipal clients.

### **SPECIAL AUDITORS**

**GENERAL CRITERIA:** The Willingboro Municipal Utilities Authority desires to appoint a firm or firms of certified public accountants to act as special auditors for the Willingboro Municipal Utilities Authority. Applicant(s) should demonstrate knowledge of municipal utilities auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm(s) must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm(s) must employ a minimum of five (5) registered municipal accountants qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to utilities authorities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients,
6. Must list all past and present municipal clients.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Sills to accept Resolution 2015-1-21-3 authorizing Virtua to be retained as the official Authority health care provider.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION 2015 -

AUTHORIZING EXTENSION OF CONTRACT WITH VIRTUA

WHEREAS, the Willingboro Municipal Utilities Authority ("WMUA") currently has a contract with Virtua to provide work occupational and employee health services relating to physical examinations and screenings as described in Attachment A;

WHEREAS, WMUA advertised for the above services and received no responses;

WHEREAS, the WMUA is satisfied with the work performed by Virtua and desires to continue using their services;

WHEREAS, funds are available for this purpose in the General Fund.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this eighteenth day of March, 2015 that:

1. The Executor Director is hereby authorized to enter into a Professional Service Agreement for the services described in Attachment A for a sum not to exceed \$3,500.
2. This resolution be made a part of the minutes of this Public Meeting.

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T. Wayne Scott, Chairman

#### CERTIFICATE OF AVAILABILITY OF FUNDS FOR CONTRACTS

As required by NJSA 40A: 4-57, NJAC 5:34-14.5, and any other applicable requirements, I, Joe Jacobs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are now available sufficient funds to award contracts between the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY and Virtua.

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Joe Jacobs, Treasurer

#### CERTIFICATION BY SECRETARY

I, Mike Armstrong, Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at its meeting on Wednesday, March, 18, 2015.

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Mike Armstrong

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;

Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Campbell to accept Resolution 2015-1-21-4 authorizing Willingboro Municipalities Authority to make application for Local Government Energy Audit (LGEA) Program.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2015 -**

#### **APPLYING FOR PARICIPATION IN LOCAL GOVERNMENT ENERGY AUDIT**

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Willingboro Municipal Utilities Authority has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the Willingboro Municipal Utilities Authority and has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the Willingboro Municipal Utilities Authority will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

WHEREAS, the Willingboro Municipal Utilities Authority understands that energy audit work cannot proceed until an Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority that is approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

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T. Wayne Scott, Chairman

CERTIFICATION

I, Michael Armstrong, Secretary of the Willingboro Municipal Utilities Authority in the County of Burlington, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Willingboro Municipal Utilities Authority at the regular meeting held on March 18, 2015.

IN WITNESS WHEREOF, I have submitted my hand affixed the seal of the Willingboro Municipal Utilities Authority this eighteenth day of March, 2015.

\_\_\_\_\_  
Michael Armstrong, Secretary

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

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

Willingboro M.U.W.  
Bill List

Wednesday, February 18, 2015

CHECK #	DATE	VENDOR NAME	CHECK AMOUNT
4696	3/2/2015	4325 METLIFE- GROUP BENEFITS	\$4,233.44
4697	2/24/2015	1898 GOLDEN NUGGET ATLANTIC CITY LL	\$552.00
4699	3/6/2015	3195 TREASURER STATE OF NJ	\$12,000.00
4702	3/19/2015	30 ABS ELECTRIC INC	\$3,934.75
4703	3/19/2015	73 ADVANCED AUTO PARTS	\$520.13
4704	3/19/2015	160 ALL INDUSTRIAL SAFETY	\$312.74
4705	3/19/2015	3017 AMERICAN WATER	\$401.00
4706	3/19/2015	230 ANTHONY'S LIFT TRUCK SERVICES	\$479.77
4707	3/19/2015	248 ARNOLD'S SAFE & LOCK CO. INC	\$99.00
4708	3/19/2015	50 ASSOCIATION OF ENVIRONMENTAL	\$3,355.00
4709	3/19/2015	286 ATLANTIC TOMORROWS OFFICE	\$326.67
4710	3/19/2015	2625 AVAYA INC.	\$448.71
4711	3/19/2015	2432 B F M C INC.	\$348.59

4712	3/19/2015	31 BARBER, ROBERT	\$87.00
4713	3/19/2015	35 BARLOW CHEVROLET INC.	\$452.73
4714	3/19/2015	471 BEYER FORD LLC	\$24,360.00
4715	3/19/2015	500 BILLOWS ELECTRIC SUPPLY	\$93.66
4716	3/19/2015	520 BLAUM, CHRISTOPHER	\$94.99
4717	3/19/2015	2372 BLOCK COMMUNICATIONS	\$2,001.37
4718	3/19/2015	540 BOWMAN & COMPANY LLP	\$2,658.50
4719	3/19/2015	620 BUCKLEY,VINCENT	\$241.50
4720	3/19/2015	3159 BURLINGTON COUNTY BOARD OF CHO	\$12,018.34
4721	3/19/2015	430 BURLINGTON COUNTY TIMES	\$168.10
4722	3/19/2015	710 BURLINGTON TRUCK CENTER	\$3,159.42
4723	3/19/2015	793 CBM	\$801.74
4724	3/19/2015	819 CERTIFIED HEALTH & SAFETY SERV	\$4,970.00
4725	3/19/2015	820 CERTIFIED LABORATORIES	\$367.50
4726	3/19/2015	874 CHAMPION UNIFORM SUPPLY INC.	\$587.00
4727	3/19/2015	964 COMCAST	\$370.74
4728	3/19/2015	1048 CORPORATE EMPLOYEE BENEFITS LL	\$100.00
4729	3/19/2015	2763 DELUCA, MICHAEL	\$176.50
4730	3/19/2015	1270 DEMAISE,VICTOR	\$181.00
4731	3/19/2015	1318 DIGGS, EUSEBIA F.	\$2,701.34
4732	3/19/2015	285 ENERGY RESOURCES INC.	\$20.00
4733	3/19/2015	1493 ENVIRONMENTAL RESOURCE ASSOC.	\$960.11
4734	3/19/2015	1540 ERCOL SR., CHARLES	\$87.00
4735	3/19/2015	4126 EVOQUA WATER TECHNOLOGIES LLC	\$1,072.00
4736	3/19/2015	1110 FASTENAL	\$32.32
4737	3/19/2015	1690 FOX HEATING & A/C	\$110.00
4738	3/19/2015	1899 GENSERVE INC.	\$1,725.00
4739	3/19/2015	1970 GRAPHIC CONTROLS LLC	\$234.25
4740	3/19/2015	2040 HACH COMPANY	\$3,190.86
4741	3/19/2015	4194 HARRIS COMPUTER CORPORATION	\$221.58
4742	3/19/2015	2039 HD SUPPLY WATERWORKS LTD	\$513.26
4743	3/19/2015	2324 HOME DEPOT CREDIT SERVICES	\$910.78
4744	3/19/2015	2325 HOOVER TRUCK CENTERS	\$1,804.43
4745	3/19/2015	2250 IDEXX DISTRIBUTION CORPORATION	\$1,021.80
4746	3/19/2015	2269 JCI JONES	\$10,991.44

4747	3/19/2015	CHEMICALS INC 4489 JOSEPH JACOBS	\$3,063.70
4748	3/19/2015	2421 KINGS JANITORIAL SERVICE	\$320.00
4749	3/19/2015	2695 MACKIE, JAMES	\$344.00
4750	3/19/2015	2750 MANTEK DIVISION	\$201.28
4751	3/19/2015	2951 MIDDLESEX WELDING SALES	\$27.80
4752	3/19/2015	2960 MILLIPORE CORPORATION	\$354.97
4753	3/19/2015	2050 MINUTEMAN PRESS OF HAINESPORT	\$824.10
4754	3/19/2015	2762 NETWORK MANAGEMENT CONSULTANTS	\$1,715.00
4755	3/19/2015	3168 NEW JERSEY MANUFACTURERS INSUR	\$9,598.01
4756	3/19/2015	3158 NEW JERSEY WATER ASSOCIATION	\$525.00
4757	3/19/2015	3152 NEWTOWN OFFICE & COMPUTER SUPP	\$1,655.08
4758	3/19/2015	3030 NJ MOTOR VEHICLE COMMISSION	\$360.00
4759	3/19/2015	4999 ONE CALL CONCEPTS	\$263.52
4760	3/19/2015	3610 P S E & G	\$52,404.77
4761	3/19/2015	3481 P.C. HELPERS INC.	\$689.00
4762	3/19/2015	3320 P.E.R.S.	\$254,538.00
4763	3/19/2015	3611 PARK PUMPS & CONTROLS INC.	\$338.00
4764	3/19/2015	3360 PAUL'S TREE SERVICE LLC	\$1,900.00
4765	3/19/2015	2340 PETROLEUM TRADERS CORP	\$927.28
4766	3/19/2015	3467 PHILADELPHIA INSURANCE COMPANI	\$17,658.14
4767	3/19/2015	3515 POWER EQUIPMENT CO.	\$307.68
4768	3/19/2015	3593 PRO-SPEC PAINTING INC	\$8,300.04
4769	3/19/2015	3640 Q.C. LABORATORIES	\$654.30
4770	3/19/2015	4680 REED & PERRINE SALES INC.	\$2,904.00
4771	3/19/2015	3801 RIGGINS INC.	\$2,477.95
4772	3/19/2015	3802 RIO SUPPLY INC.	\$320.00
4773	3/19/2015	1337 ROBERTS WATER TECHNOLOGIES INC	\$1,980.00
4774	3/19/2015	1332 ROOT 24 HRS INC.	\$5,395.00
4775	3/19/2015	3880 RUBBER SUPPLY COMPANY	\$746.13
4776	3/19/2015	3940 SAM'S CLUB	\$949.49
4777	3/19/2015	4165 SANDER PUMP SALES INC D/B/A	\$2,285.00
4778	3/19/2015	2021 SHARP, GARY	\$304.60
4779	3/19/2015	4320 STAPLES	\$105.56
4780	3/19/2015	4340 STEVENSON SUPPLY CO INC	\$1,182.25
4781	3/19/2015	4200 SUNBELT RENTAL INC.	\$458.60

4782	3/19/2015	4415 TD WEALTH MANAGEMENT	\$15,000.00
4783	3/19/2015	4431 THOMAS SCIENTIFIC	\$3,150.58
4784	3/19/2015	4460 TRAP ROCK INDUSTRIES LLC	\$1,474.48
4785	3/19/2015	3530 U.S. POSTAL SERVICE	\$220.00
4786	3/19/2015	3186 VERIZON WIRELESS	\$882.64
4787	3/19/2015	2260 WASTE MANAGEMENT OF	\$428.12
4788	3/19/2015	4581 WEBER, ANDREW	\$299.00
4789	3/19/2015	4800 WHARTON HARDWARE	\$198.20
4790	3/19/2015	4535 WILLIAMS SCOTSMAN	\$434.58
4791	3/19/2015	4543 WILLIER ELECTRIC MOTOR REPAIR	\$450.80
4792	3/19/2015	4821 WINNER FORD	\$129,192.00
4793	3/19/2015	4605 WOOLSTON COMPANY INC.	\$2,775.00
4794	3/19/2015	4880 ZEE MEDICAL SERVICE CO.	\$430.77
8080	3/2/2015	2150 STATE OF NJ HEALTH BENEFITS PR	\$17,031.38
8081	3/2/2015	2030 STATE OF NJ HEALTH BENEFITS PR	\$60,115.07
2/20/2015	PAYROLL		\$118,000.00
3/6/2015	PAYROLL		\$107,500.00
TOTALS:		\$939,158.93	

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Sills and Seconded by Cmmr. Campbell to  
enter executive session.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Sills and Seconded by Cmmr. Campbell to  
re-enter public session.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Sills for  
the Executive Director to proceed as discussed in executive session regarding Millcreek and  
Country Club Parks.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Scott, AYE;  
Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE.

**Motion:** Motion to adjourn was made by Cmmr. Campbell and seconded by Cmmr.  
Sills.

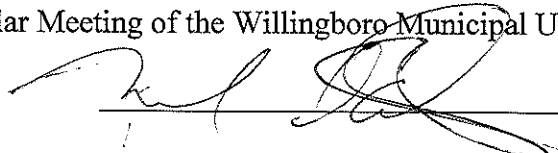
**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, Cmmr. Scott, AYE; Cmmr.  
Sills, AYE; Alt. Cmmr. Evans, AYE.

The meeting adjourned

#### **Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the  
March 18, 2015, Regular Meeting of the Willingboro Municipal Utilities Authority.

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