

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting Minutes**  
**April 16, 2014**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, April 16, 2014 in the Authority office. Chairman Walker called the meeting to order at 4:30 PM, and requested that everyone pledge allegiance to the flag. 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.

The Chairman advised the board that Alternate Commissioner Darvis Holley resigned effective

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

Others attending; Michael A. Armstrong, Secretary, Joseph S. Bateman, Executive Director, James Mackie, Operations Manager, Warren Stillwell, of Cooper Levinson, Solicitor, Jerry Ostow, Bond Counsel and L. Russell Trice, Engineer.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Scott to approve the minutes of the March 19, 2014 meeting and April 7, 2014 special meeting.

Mr. Reiter left the meeting at 4:48 after the motion but before the vote. He returned at 4:52 during discussion.

**Discussion:** Several Board members questioned the accuracy of the minutes prepared by the Executive Director, acting as assistant Secretary on April 7, 2014 in the absence of the Secretary. The Chairman noted that the Secretary was not made aware that there was a special meeting held on April 7, 2014.

**Amend Motion:** Cmmr. Campbell made the motion to approve March 19<sup>th</sup> meeting minutes, but table the approval of the April 7<sup>th</sup> special minutes prepared by the Executive Director until the minutes could be revised per the Board's recommendations and it was seconded by Cmmr. Jennings.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Reiter, AYE as to March 19<sup>th</sup> meeting minutes, NO to table April 7<sup>th</sup> special meeting minutes; Cmmr. Scott, AYE;

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

**Discussion:**    None.

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

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

**Discussion:**    None.

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

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

**Discussion:**    None.

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

**Public Comment:**    Presentation given by Adirondack Energy Conservation, LLC by Louis N. Magazzu and Ed Iuliano, Conservationists regarding then "black box" energy savings devices that they manufacture.

The Executive Director discussed the process for the appointment of an actuarial firm. The Board directed the Executive Director to prepare a formal RFP.

**Motion:**        A motion was made by Cmmr. Reiter and seconded by Cmmr. Jennings to consider ratifying the Executive Director's decision to hire William H. Lake, Jr. as Laborer 1 at the hourly rate of \$14.57/hr.

**Discussion:**    None.

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

**Motion:**        A motion was made by Cmmr. Jennings and seconded by Cmmr. Campbell to adopt Resolution 2014-4-16-1 to take effect 30 days from today.

# **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

## **RESOLUTION 2014 4 16-1**

### **ADOPTING A POLICY CONCERNING THE PERSONAL USE OF MUA VEHICLES**

**WHEREAS, the Authority exists to serve the water and waste water needs of the citizens of Willingboro Township, and**

**WHEREAS, the Authority believes that MUA property, including vehicles should not be utilized for personal use except in limited, defined situations, and**

**WHEREAS, the Authority desires to establish a policy that establishes the general prohibition against of the use of authority vehicles except as defined by this policy.**

**NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 16<sup>th</sup> day of April 2014 that:**

**1. MUA-owned vehicles shall be used only for official MUA business. Personal use, except under the circumstances outlined below is prohibited.**

- o Management personnel may utilize MUA vehicles to commute in order to facilitate their response in emergency situations. Personal use of MUA vehicles by those individuals beyond commuting is not permitted.**
- o Departmental Supervisors or the Director of Operations and Maintenance may authorize temporary utilization of MUA vehicles by subordinate employees for commuting in emergency or inclement weather situations in order to facilitate the response of key employees to the emergency or inclement weather. Temporary is defined as a maximum of 2 days.**
- o Vehicles cannot be utilized to transport individuals who are not employees of the MUA unless those individuals are specifically engaged in conducting MUA business at the time they are being transported.**
- o Vehicles shall be returned to their assigned location on MUA property during extended leaves of absence. If the employees expected leave of absence is greater than 5 days.**

**2. The Executive Director may authorize the temporary use of MUA vehicles if a situation warrants.**

**3. Any violation of this policy constitutes cause for disciplinary action in accordance with the Authorities disciplinary policy.**

**4. The Executive Director is charged with responsibility of administering this policy.**

5. All resolutions or parts of resolutions inconsistent with the terms and conditions contained in this resolution are rescinded to the extent of their inconsistency only.

6. This policy is effective the 16<sup>th</sup> day of May 2014.

7. This resolution shall be made a part of the minutes of this public meeting.

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Christopher P Walker, Chairman

ATTEST:

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Joseph S Bateman, Assistant Secretary

**Discussion:** Operations Manager requested that he be compensated in lieu of taking back his car and since he relied upon receiving a vehicle when taking the job as Operations Manager. Chairman recommended that the Operations Manager submit his request for compensation in lieu of a car to the Executive Director and the Board will consider it at a later date. Cmmr. Jennings recommended that the word "beyond" in paragraph one, sub paragraph to "for". Also, Cmmr. Jennings recommended that the policy take effect in 30 days from today.

**Amended Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Campbell to approve the proposed Resolution 2014-4-16-1 adopting a policy concerning the personal use of the MUA vehicles to take effect on May 16, 2014 and "beyond" in the first sub-paragraph shall be changed "for".

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

Commissioner Reiter exits the meeting at 5:45 before motion. At 5:47 Cmmr. Reiter reenters the meeting before the motion is made.

**Motion:** A motion was made by Cmmr. Scott and seconded by Cmmr. Jennings to consider Resolution 2014-4-16-2 Establishing an Employee Performance Evaluation System.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2014 4 16-2**

#### **ESTABLISHING AN EMPLOYEE PERFORMANCE EVALUATION SYSTEM**

WHEREAS, the Willingboro Municipal Utilities Authority believes that hiring, retaining and rewarding superior employees is the keystone to enabling the authority to meet its mission.

WHEREAS, the Authority believes that an employee performance system is an integral part of a well-developed human resource program, and

WHEREAS, the Authority believes that an employee evaluation system will maximize the potential performance of each individual employee, and

WHEREAS, the Executive Director and labor counsel are recommending that an employee performance appraisal system be implemented.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 16<sup>th</sup> day of April, 2014 that:

1. The Executive Director is directed to develop, implement and manage an employee performance evaluation system.
2. These employee performance evaluations must be conducted annually at a minimum for all time, permanent employees.
3. The employee performance evaluation process should begin January 1, 2014.
4. This resolution be made a part of the minutes of this Public Meeting.

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Christopher Walker, Chair

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Michael Armstrong, Secretary

**Discussion:** Ms. Jennings suggested that the appraisal be done annually.

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

**Motion:** A motion was made by Cmmr. Scott and seconded by Cmmr. Reiter to approve the following Resolution 2014-4-16-3 Adopting Wage Scales.

**RESOLUTION 2014 4 16  
ADOPTING WAGE SCALES**

WHEREAS, the Authority believes that wage scales are an integral part of a well-managed human resource program, and

WHEREAS, the Authority desires to pay competitive rates to attract and retain the best employees, and

WHEREAS, the Authority has researched regional and national wage surveys in order to develop the scales.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 16th day of April 2014 that:

1. The attached wage scales (Exhibit A) are adopted by the Board of Commissioners.
2. These wage scales are applicable only to employees hired after January 1, 2014.
3. The wages paid to employees hired after January 1, 2014, must fall within the ranges established for their job position.
4. These wage scales only apply to nonunion employees.
5. The wage scales will be automatically changed to reflect the United States Bureau of Labor statistics, consumer price index for the Metropolitan Philadelphia area. All urban consumers on an annual basis.
6. The Executive Director is charged with responsibility of administering these scales.
7. All resolutions or parts of resolutions inconsistent with the terms and conditions herein are rescinded to the extent of their inconsistency only.
8. This policy is effective immediately.
9. This resolution shall be made a part of the minutes of this public meeting.

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Christopher P Walker, Chairman

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Michael A. Armstrong, Secretary

Exhibit A

WAGE SCALES

	Minimum	Midpoint	Maximum
<b>Administration</b>			
Clerk 1 (non competitive)	25,200	28,350	31,500
Clerk 2	-	-	-
Clerk 3	-	-	-
Clerk 4	-	-	-
Cashier	26,250	30,450	34,650

Senior cashier	-	-	-
principal cashier	-	-	-
supervising cashier	-	-	-

Customer service representative	29,400	34,125	38,850
Sr. Customer Service Rep	-	-	-

Executive Director	115,500	139,125	162,750
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Director of operations and maintenance	91,350	106,050	120,750
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**Accounting**

Account clerk	35,700	40,950	46,200
Senior Account clerk	-	-	-

Principal Account clerk	47,250	55,125	63,000
Supervising Account clerk	-	-	-

**Pollution control**

Labor 1 (non competitive)	23,100	25,725	28,350
Labor 2	-	-	-
Labor 3	-	-	-

Sewer Repairer 1	26,250	28,875	31,500
Sewer Repairer 2	-	-	-

Sewer Repairer Supervisor	46,200	50,925	55,650
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assistant sewage plant operator	26,250	28,875	31,500
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sewage plant operator	39,900	44,625	49,350
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senior sewage plant operator	42,000	46,725	51,450
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Supervising sewage treatment plant operator	50,400	55,650	60,900
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Assistant chief sewage plant operator	-	-	-
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chief sewage plant operator	61,950	70,350	78,750
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sewage plant superin/sewer superin	70,350	82,425	94,500
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**Water**

Labor 1	23,100	25,725	28,350
Labor 2	-	-	-
Labor 3	-	-	-

Assistant water treatment plant operator	26,250	28,875	31,500
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Water treatment plant operator	39,900	44,625	49,350
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Senior water treatment plant operator	42,000	46,725	51,450
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Supervising water treatment plant operator	50,400	55,650	60,900
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Chief water treatment plant operator	-	-	78,750
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	61,950	70,350	
Water treatment plant superintendent	70,350	82,425	94,500
Water meter reader	34,650	38,325	42,000
Water meter reader/water meter repairer	37,800	41,475	45,150
senior Water meter reader	42,000	46,200	50,400
<b>System maintenance</b>			
Labor 1	23,100	25,725	28,350
Labor 2		-	-
Labor 3		-	-
Water Repairer 1	36,750	40,425	44,100
water Repairer 2		-	-
water Repairer 3	40,950	44,625	48,300
senior water repairer	44,100	50,925	57,750
Supervisor, sewers/supervisor, water	73,500	82,425	91,350
<b>Lab</b>			
Laboratory technician	39,900	44,100	48,300
Senior laboratory technician	46,200	50,400	54,600
Principal laboratory technician	51,450	56,175	60,900
supervisor of laboratories	63,000	73,500	84,000

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

On behalf of the Ad Hoc Energy Committee, Commissioner Sills gave a short report regarding potential energy savings with the Township.

**Motion:** A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to present the 1<sup>st</sup> quarter 2014 Water and Sewer billing adjustments.

**Discussion:** None.

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



**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr.

Jennings to present the following List of Bills for payment:

Willingboro M.U.A.

PAGE 1

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 3/21/2014 TO 4/17/2014 ALL CHECK NUMBERS

CHECK		VENDOR		CHECK AMOUNT
#	DATE	#	NAME	
3638	3/21/2014	3620	STATE OF NJ-PWT	1182.92
3639	3/21/2014	4490	JOSEPH JACOBS	156.35
3640	3/21/2014	5005	UNITED STATES TREASURY	5000.00
3641	4/17/2014	3610	P S E & G	4584.60
3642	4/17/2014	3610	P S E & G	5927.83
3643	4/17/2014	3610	P S E & G	5576.08
3644	4/17/2014	3610	P S E & G	1838.35
3645	4/17/2014	3610	P S E & G	7429.32
3646	4/17/2014	3610	P S E & G	6888.87
3650	4/17/2014	30	ABS ELECTRIC INC	1230.00
3651	4/17/2014	150	ALAIMO ASSOC., RICHARD A.	60097.52
3652	4/17/2014	160	ALL INDUSTRIAL SAFETY	490.19
3653	4/17/2014	170	ALLIED METER SERVICE INC	300.00
3654	4/17/2014	248	ARNOLD'S SAFE & LOCK CO. INC	292.90
3655	4/17/2014	380	BARBOUR, JOHN T	629.40
3656	4/17/2014	500	BILLOWS ELECTRIC SUPPLY	86.65
3657	4/17/2014	520	BLAUM, CHRISTOPHER	104.99
3658	4/17/2014	3159	BURLINGTON COUNTY BOARD OF CHO	5235.75
3659	4/17/2014	699	CAMPBELL JR., EDDIE	118.33
3660	4/17/2014	822	CENTERPOINT ASSOCIATES INC.	39200.00
3661	4/17/2014	874	CHAMPION UNIFORM SUPPLY INC.	593.60
3662	4/17/2014	964	COMCAST	345.20
3663	4/17/2014	1111	CONTRACTOR SERVICE	356.79
3664	4/17/2014	1130	COOPER LEVENSON ATTORNEYS AT L	3140.90
3665	4/17/2014	1375	DUN-RITE SAND & GRAVEL CO. INC	855.94
3666	4/17/2014	1415	EAST RIVER ENERGY INC.	3885.36
3667	4/17/2014	1495	ENVIRONMENTAL EXPRESS LTD	104.15
3668	4/17/2014	1493	ENVIRONMENTAL RESOURCE ASSOC.	460.60
3669	4/17/2014	1550	EVANS, ROBERT	314.70
3670	4/17/2014	1126	FELDMAN, ROBERT J.	2385.00
3671	4/17/2014	1970	GRAPHIC CONTROLS LLC	1658.53
3672	4/17/2014	2042	HALE, ALEXANDRA	96.82
3673	4/17/2014	2039	HD SUPPLY WATERWORKS LTD	12705.25
3674	4/17/2014	2324	HOME DEPOT CREDIT SERVICES	78.91
3675	4/17/2014	2269	JCI JONES CHEMICALS INC	9161.24
3676	4/17/2014	2430	KILLIAN, HARRY F.	314.70
3677	4/17/2014	2421	KINGS JANITORIAL SERVICE	1075.00
3678	4/17/2014	2388	LANCE ELECTRIC INC.	13965.00
3679	4/17/2014	2670	MACALASTER BICKNELL CO OF NJ I	1183.39
3680	4/17/2014	2695	MACKIE, JAMES	80.00
3681	4/17/2014	2740	MAGELLAN HILL TECHNOLOGIES	2242.10
3682	4/17/2014	2759	MASON, VERONICA	314.70
3683	4/17/2014	4325	METLIFE-GROUP BENEFITS	233.22
3684	4/17/2014	2951	MIDDLESEX WELDING SALES	13.90
3685	4/17/2014	2050	MINUTEMAN PRESS OF HAINESPORT	326.65
3686	4/17/2014	3015	MULLINGS, EURIA	58.24
3687	4/17/2014	3070	MUNICIPAL MAINTENANCE CO.	1399.80
3688	4/17/2014	3080	MYERS, BARBARA	629.40
3689	4/17/2014	2762	NETWORK MANAGEMENT CONSULTANTS	1050.00
3690	4/17/2014	3168	NEW JERSEY MANUFACTURERS INSUR	9132.28
3691	4/17/2014	3152	NEWTOWN OFFICE & COMPUTER SUPP	1947.96
3692	4/17/2014	3164	NJWEA	396.00
3693	4/17/2014	4999	ONE CALL CONCEPTS	385.52
3694	4/17/2014	3610	P S E & G	66567.30
3695	4/17/2014	1860	PENTAIR VALVES & CONTROL	5090.00
3696	4/17/2014	2340	PETROLEUM TRADERS CORP	1233.34
3697	4/17/2014	3467	PHILADELPHIA INSURANCE COMPANI	15838.84

3698	4/17/2014	4059	PHOENIX ADVISORS LLC	750.00
3699	4/17/2014	3515	POWER EQUIPMENT CO.	1350.00
3700	4/17/2014	3593	PRO-SPEC PAINTING INC	18598.93
3701	4/17/2014	3640	Q.C. LABORATORIES	1908.00
3702	4/17/2014	1492	RARITAN SUPPLY COMPANY	2027.52
3703	4/17/2014	3710	REITER, DENNIS W	83.33
3704	4/17/2014	1332	ROOT 24 HRS INC.	6815.00
3705	4/17/2014	3940	SAM'S CLUB	468.09
3706	4/17/2014	2418	SCALFO ELECTRIC INC.	4455.00
3707	4/17/2014	4100	SCOTT, T. WAYNE	82.80
3708	4/17/2014	4162	SKOW, SANDRA	629.40
3709	4/17/2014	4201	SOUTH JERSEY BOILER AND	5681.20
3710	4/17/2014	4285	SPRINGSIDE AUTOMOTIVE INC	5351.38
3711	4/17/2014	4320	STAPLES	51.06
3712	4/17/2014	730	STEVENSON & SON INC., C.	200.00
3713	4/17/2014	4340	STEVENSON SUPPLY CO INC	662.05
3714	4/17/2014	3197	STRATEGIC PRODUCTS & SERVICES	260.00
3715	4/17/2014	3881	TAPPER, SHARON	314.70
3716	4/17/2014	2331	TELEDYNE ISCO INC.	3228.39
3717	4/17/2014	4431	THOMAS SCIENTIFIC	617.52
3718	4/17/2014	4460	TRAP ROCK INDUSTRIES LLC	1342.08
3719	4/17/2014	3195	TREASURER STATE OF NJ	1350.00
3720	4/17/2014	4480	TRICO EQUIPMENT INC.	1211.85
3721	4/17/2014	2730	UNIVAR USA INC.	2655.00
3722	4/17/2014	3186	VERIZON WIRELESS	846.93
3723	4/17/2014	4446	VIRTUA AT WORK	169.15
3724	4/17/2014	4650	WALKER PROCESS EQUIPMENT	29605.00
3725	4/17/2014	2260	WASTE MANAGEMENT OF	342.82
3726	4/17/2014	4535	WILLIAMS SCOTSMAN	362.15
3727	4/17/2014	4605	WOOLSTON COMPANY INC.	264.00
3728	4/17/2014	4880	ZEE MEDICAL SERVICE CO.	196.35
8058	4/01/2014	2150	STATE OF NJ HEALTH BENEFITS PR	20616.50
8059	4/01/2014	2030	STATE OF NJ HEALTH BENEFITS PR	54099.78
TOTALS:				472586.36

**Roll Call:** Cmmr. Campbell, ABSTAIN #3659; Cmmr. Reiter, ABSTAIN as to check #3703; Cmmr. Scott, ABSTAIN as to check#3707; Cmmr. Walker, AYE; Cmmr. Jennings, AYE.

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

**Discussion:** None.

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

The Solicitor summarized the following issues:

Mr. Bateman will put together the final documents regarding the shared services agreement with the Willingboro Police Department regarding the dog kennels and the school district for leasing space on the elevated water tanks. Also, Mr. Bateman will prepare the final documents regarding the issue of sharing a portable generator with the Township. Mr. Bateman advised the Board that the MUA would purchase the generator with a grant, but the Township will maintain it. However, Cmmr. Sills asked the Mr. Bateman whether he was aware that the

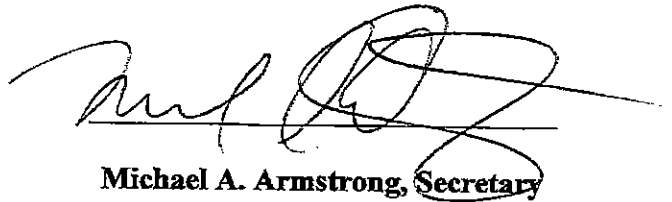
grant for the emergency generator could be withdrawn based upon recent articles Cmmr. Sills recently read in the news.

**Motion:** A motion to adjourn was made by Cmmr. Campbell and seconded by Cmmr. Jennings.

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

#### **Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the April 16, 2014, Regular Meeting of the Willingboro Municipal Utilities Authority.



Michael A. Armstrong, Secretary