

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting Minutes**  
**June 15, 2016**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 15, 2016 in the Authority office. Chairman Clayton Sills 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. Christopher Walker (Present), Cmmr. Jacqueline Jennings (Present), Cmmr. T. Wayne Scott (Present), Cmmr. Clayton Sills (Present), Cmmr. Carl Turner (Present) Alt. Cmmr. Webster Evans (Present) , Alt. Cmmr. Charles Green (Present).

Others attending; Michael A. Armstrong, Secretary, James Mackie, Operations Manager, Russell Trice, Engineer, Nicholas Talvacchia, Esq. and Yolanda Melville, Esq., of Cooper Levenson, Solicitor, Diallyo Diggs, Director of Finance and Rita Taliaferro, Director of Personnel.

**Comments from the Public:** Sarah Holley of 9 Tioga Lane had a question regarding summer employment for youth and whether the school board is notified of the employment opportunities. Cmmr. Walker responded that there are 6 positions and 5 of the 6 are currently filled by Willingboro High School graduates who currently reside in Willingboro. Councilman Martin Nock asked a question regarding a sewage backup issue with four homes on Granby Lane. Solicitor advised Mr. Nock that it would be discussed in closed session and the Board would not be at liberty to discuss it in open session at this time.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Walker to approve the minutes of the May 18, 2016 regular meeting.

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, ABSTAIN; Cmmr. Sills, AYE; Cmmr. Walker, AYE; Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Walker and seconded by Cmmr. Walker to approve the minutes of the May 23, 2016 special meeting.

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, ABSTAIN; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Walker, AYE; Cmmr. Turner, AYE.

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

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Turner, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

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

**Discussion:** The Executive Director summarized his written report

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

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

**Discussion:** The Operation Manager informed the Board that Well 9 has bad bearings and has been out of commission for the last week.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

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

**Discussion:** The Engineer provided a written copy of his report and summarized it for the Commissioners

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Walker and seconded by Scott to approve Resolution 2016-6-15-1 Authorizing Preparation of Plans and Specifications including Negotiating the Acquisition of land for Well 6 Water Treatment Plant Upgrade (Designated Project #03380-011) through the New Jersey Infrastructure Trust Fund.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2016-6-15-1**

#### **RESOLUTION AUTHORIZING PREPARTION OF PLANS AND SPECIFICATIONS INCLUDING NEGOTIATING THE ACQUISTION OF LAND FOR WELL 6 WATER TREATMENT PLANT UPGRADE (DESIGNATED PROJECT #0338001-011) THROUGH THE NEW JERSEY INFRASTRUCTURE TRUST FUND**

WHEREAS, the New Jersey Infrastructure Trust Fund (NJEIT) provides low interest rate loans for water quality infrastructure projects to New Jersey Municipal Utility Authorities; and

WHEREAS, the Willingboro Municipal Utilities Authority (WMUA) has submitted the required initial application to the NJEIT for Well 6 Water Treatment Plant Upgrade designated as Project #0338001-011; and

WHEREAS, the NJEIT has requested the WMUA to affirm their intentions to proceed with the aforementioned application including preparation of plans and specifications and procurement of any land for the Well 6 Water Treatment Plant Upgrade Project

NOW, THEREFORE BE IT RESOLVED that the Willingboro Municipal Utilities Authority affirms its intention to proceed with Project #033800-011 including the acquisition of any land necessary to complete construction of the aforementioned project

BE IT FURTHER RESOLVED that the WMUA hereby authorizes Alaimo & Associates to prepare the plans and specifications required by the NJEIT to procure funding and approvals for the aforementioned project within the required timeframes.

BY: \_\_\_\_\_ ATTESTED BY: \_\_\_\_\_  
Clayton Sills Michael Armstrong  
Chairman Secretary

#### CERTIFICATION BY SECRETARY

I, MICHAEL 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 Willingboro Municipal Utilities Authority at the regular meeting held thereof on June 15 2016

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

**Discussion:** The Engineer indicated that the Board must consider acquiring the land adjacent to the Water Treatment Plant before the new plant can be built in order to avoid taking the current plant out of commission while building the new plant. Commissioners advised that they believed that this resolution was premature.

**Motion to Table:** Cmmr. Walker moved to table this resolution and it was seconded by Cmmr. Scott.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**New Business:**

Cmmr. Walker gave an Employment Committee report regarding the uniform policy and badges. The Executive Director advised that he met with Jesse King for the purpose of matching civil service titles with job descriptions. He also informed the Board that the Authority will need to advertise for a new payroll person for the newly acquired Edmunds computer system.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Scott to approved Resolution 2016-6-15-2 authorizing the Release of Performance Bonds.

## WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2016-6-15-2

**AUTHORIZING RELEASE OF PERFORMANCE BONDS**

WHEREAS, Schedule VI of the Rates, Rules and Regulations of the Willingboro Municipal Utilities Authority requires that the owner of the property and/or his representative making application for approval of any connection to the Authority Systems post a Performance Bond in the amount covering the cost of construction as estimated by the Authority's Consulting Engineer, and

WHEREAS, the Consulting Engineer may, from time to time, recommend the release of a Performance Bond upon the posting of a satisfactory Maintenance Bond, and

WHEREAS, the Consulting Engineer has recommended the release of the Performance Bonds for the project identified as Willingboro Walk Phases 2 & 3 posting of Two (2) Year Maintenance Bonds in the amounts specified:

Phase 2		
	WATER	\$38,910.22
	SEWER	\$9,977.07
Phase 3		
	Water	\$32,885.28
	SEWER	\$12,857.28

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this seventeenth day of February 2004 that:

1. Performance Bonds for the Project described above be released upon the posting of Two (2) year Maintenance Bonds in the aforementioned amount and payment of all outstanding fees
2. A copy of this resolution be made a part of the minutes of this public meeting.
3. This resolution supersedes and replaces Resolution 2016-4-20-6

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Clayton Sills, Chairman

ATTEST:

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Michael Armstrong, Secretary

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Jennings and seconded by Cmmr. Walker to approved Resolution 2016-6-15-3 authorizing the Executive Director to Execute an Agreement with a Telephone System and Service Provider.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2016-6-15-3**

#### **AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH A TELEPHONE SYSTEM AND SERVICE PROVIDER**

WHEREAS, there is a need for the Willingboro Municipal Utilities Authority (“WMUA”) to obtain the services of a qualified vendor to provide telephone equipment, service and maintenance; and

WHEREAS, the WMUA has determined the current phone system can no longer support the needs of the WMUA and that a new communications vender will provide the WMUA with stronger ability to communicate within the organization and with the public as well as reduce the cost of telephone service; and

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

WHEREAS, the WMUA anticipates the cost of communications service to be above the quote threshold (\$2,625) but beneath the public competitive bid threshold (\$17,500); and

WHEREAS, the WMUA has received at least three bids from qualified communications providers;

NOW, THEREFORE, BE IT RESOLVED this 15<sup>th</sup> day of June 2016;

The Executive Director is authorized to take all actions necessary to contract with a communications vendor to initiate a contract not to exceed \$17,500 per year.

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Clayton Sills, Chairman

Attest

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Michael A. Armstrong, Secretary

CERTIFICATION OF AVAILABILITY  
OF FUNDS

As required by NJSA 40A: 4-57, NJAC 5:30-14.5, and any other applicable requirements, I, Diallyo Diggs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are now available from 01-100-7150, 01-200-7150 and 01-300-7150 (Telephone) sufficient funds to pay for the above contract.

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

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Diallyo Diggs, Treasurer

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**Old Business:**

**Motion:** A motion was made by Cmmr. Turner and seconded by Cmmr. Walker to approved Resolution 2016-5-18-3 Authorizing the Award of a Non-Fair and Open Contract for Furnishing a Sewer Pump.

## **WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION 2016-5-18-3 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR FURNISHING A SEWAGE PUMP**

WHEREAS, the Willingboro Municipal Utilities Authority has a need to acquire a sewage pump as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4 or 20.5; and,

WHEREAS, the Qualified Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500: and,

WHEREAS, three vendor quotes were obtained to acquire a sewage pump from Municipal Maintenance Company in the amount of \$36,390.00; C. Stevenson & Son, Inc. in the amount of \$39,259.00; and Longo Electrical-Mechanical, Inc. in the amount of \$36,313.00 with the lowest submitted proposal on 4/28/16 indicating they will furnish a sewage pump at the cost of \$36,313.00 and,

WHEREAS, the Director of Operations and Maintenance has reviewed the proposals submitted from multiple Vendors and is recommending award to Longo Electrical-Mechanical, Inc. as submitted.

WHEREAS, the anticipated term of this contract is less than one year; and,

WHEREAS, Longo Electrical-Mechanical, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Longo Electrical-Mechanical, Inc. has not made any reportable contributions to a political or candidate committee in the Township of Willingboro in the previous one year, and that the contract will prohibit Longo Electrical-Mechanical, Inc. from making any reportable contributions through the term of the contract, and,

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in Regular session this 18 day of May, 2016 that:

1. This Contract is awarded to Longo Electrical-Mechanical, Inc., 1 Harry Shupe Blvd., PO Box 511, Wharton, NJ in the amount of \$36,313.00.
2. The Executive Director be authorized to take all steps necessary to effectuate this contract.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A copy of this resolution be spread upon the minutes of the public meeting.

BE IT FURTHER RESOLVED that certified copies of the Resolution shall be provided to Longo Electrical-Mechanical Inc. for its information and attention.

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Clayton Sills, Chairman

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY  
Certification by Secretary

I, Michael 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

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 18th day of May, 2016

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

**CERTIFICATE OF AVAILABILITY  
OF FUNDS FOR CONTRACTS**

As required by NJSA 40A: 4-57, NJAC 5:30-14.5, and any other applicable requirements, I Diallyo Diggs, Treasure of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY, have ascertained that there are now available sufficient funds to pay for this contract in the amount of \$36,313.00 . The funds shall be charged to the following funds:

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

Diallyo Diggs, Treasurer

**Discussion:** None.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Cmmr. Walker, AYE.

**Motion:** A motion was made by Cmmr. Walker and seconded by Cmmr. Turner to approve the List of Bills due for payment.

Willingboro M.U.A.  
Bill List  
June 15, 2016 Meeting

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 5/20/2016 TO 6/16/2016 ALL CHECK NUMBERS

-----CHECK-----		-----VENDOR-----		
#	DATE	#	NAME	CHECK AMOUNT
6154	5/20/2016	150	ALAIMO ASSOC., RICHARD A.	78551.48
6155	6/01/2016	4325	METLIFE-GROUP BENEFITS	4280.78
6158	6/16/2016	73	ADVANCED AUTO PARTS	262.75
6159	6/16/2016	131	AGWAY OF BURLINGTON	156.88
6160	6/16/2016	150	ALAIMO ASSOC., RICHARD A.	66255.48
6161	6/16/2016	160	ALL INDUSTRIAL SAFETY	863.76
6162	6/16/2016	3017	AMERICAN WATER	402.00
6163	6/16/2016	50	ASSOCIATION OF ENVIRONMENTAL	5200.00
6164	6/16/2016	2625	AVAYA INC.	493.56
6165	6/16/2016	480	B & H CONTRACTING INC.	9784.30
6166	6/16/2016	31	BARBER, ROBERT	164.70
6167	6/16/2016	2372	BLOCK COMMUNICATIONS	2295.45
6168	6/16/2016	620	BUCKLEY, VINCENT	67.75
6169	6/16/2016	3159	BURLINGTON COUNTY BOARD OF CHO	9090.90
6170	6/16/2016	430	BURLINGTON COUNTY TIMES	83.70
6171	6/16/2016	873	CINTAS CORPORATION NO. 2	72.14
6172	6/16/2016	964	COMCAST	536.26
6173	6/16/2016	1130	COOPER LEVENSON ATTORNEYS AT L	4950.20
6174	6/16/2016	1116	COYNE CHEMICAL CO. INC., GEORG	2064.38
6175	6/16/2016	1081	CUMMINS POWER SYSTEMS INC.	2766.49
6176	6/16/2016	1280	DE LOACH INDUSTRIES INC.	17857.00
6177	6/16/2016	1539	ERCOL JR., CHARLES	79.92
6178	6/16/2016	1110	FASTENAL	120.67
6179	6/16/2016	1960	GRAINGER INC, W W	646.80
6180	6/16/2016	2042	HALE, ALEXANDRA	83.22
6181	6/16/2016	4193	HARRINGTON-ROBB ASSOC INC	6535.41
6182	6/16/2016	2039	HD SUPPLY WATERWORKS LTD	9314.00
6183	6/16/2016	2324	HOME DEPOT CREDIT SERVICES	967.66
6184	6/16/2016	2250	IDEXX DISTRIBUTION CORPORATION	855.26
6185	6/16/2016	2335	ISTORAGE BURLINGTON	1127.00
6186	6/16/2016	4487	JACOB, JOSEPH	2500.00
6187	6/16/2016	2269	JCI JONES CHEMICALS INC	8511.32
6188	6/16/2016	2041	KHOLCHAR, RAVEENA	68.58
6189	6/16/2016	2421	KINGS JANITORIAL SERVICE	1175.00
6190	6/16/2016	2385	L & L REDI-MIX INC.	237.00
6191	6/16/2016	2220	LAYNE CHRISTENSEN CO	7806.00
6192	6/16/2016	2600	LOWTHER'S, GEORGE	77.20



6193	6/16/2016	2264	MIDWEST CONTROLS CO INCE	1293.93
6194	6/16/2016	2050	MINUTEMAN PRESS OF HAINESPORT	447.87
6195	6/16/2016	3004	MLK & ASSOCIATES	8210.00
6196	6/16/2016	3007	MONTAUK SERVICES INC.	5960.00
6197	6/16/2016	2762	NETWORK MANAGEMENT CONSULTANTS	2500.00
6198	6/16/2016	3168	NEW JERSEY MANUFACTURERS INSUR	10576.54
6199	6/16/2016	3152	NEWTOWN OFFICE & COMPUTER SUPP	566.99
6200	6/16/2016	4999	ONE CALL CONCEPTS	672.50
6201	6/16/2016	3610	P S E & G	42500.28
6202	6/16/2016	3591	PECO	205.25
6203	6/16/2016	2340	PETROLEUM TRADERS CORP	468.10
6204	6/16/2016	3467	PHILADELPHIA INSURANCE COMPANI	21114.84
6205	6/16/2016	3630	PYRZ WATER SUPPLY CO INC	1720.00
6206	6/16/2016	3640	Q.C. LABORATORIES	1409.65
6207	6/16/2016	4680	REED & PERRINE SALES INC.	6048.00
6208	6/16/2016	4882	RICOH USA INC.	329.43
6209	6/16/2016	3801	RIGGINS INC.	3579.32
6210	6/16/2016	3910	S.J. BOILER & BURNER SER	2785.00
6211	6/16/2016	3940	SAM'S CLUB	327.91
6212	6/16/2016	2420	SCHANERS WASTEWATER PRODUCTS	2727.10
6213	6/16/2016	2422	SHARP GTS, GARY	1297.00
6214	6/16/2016	2021	SHARP, GARY	145.04
6215	6/16/2016	2428	SHERWIN WILLIAMS	513.42
6216	6/16/2016	4340	STEVENSON SUPPLY CO INC	3631.70
6217	6/16/2016	4431	THOMAS SCIENTIFIC	2566.84
6218	6/16/2016	4430	TOMASETTI, JAMES	1200.00
6219	6/16/2016	5002	UNIFIRST CORPORATION	1927.33
6220	6/16/2016	3186	VERIZON WIRELESS	1345.70
6221	6/16/2016	4446	VIRTUA AT WORK	229.90
6222	6/16/2016	2260	WASTE MANAGEMENT OF	449.52
6223	6/16/2016	4780	WEST GROUP	440.00
6224	6/16/2016	4535	WILLIAMS SCOTSMAN	610.59
6225	6/16/2016	4605	WOOLSTON COMPANY INC.	1824.00
8110	6/01/2016	2150	STATE OF NJ HEALTH BENEFITS PR	21974.36
8111	6/01/2016	2030	STATE OF NJ HEALTH BENEFITS PR	64713.49
	5/27/2016		PAYROLL	112729.08
	5/27/2016		PAYROLL	124000.00
TOTALS:				699345.68

**Closed Session:** None.

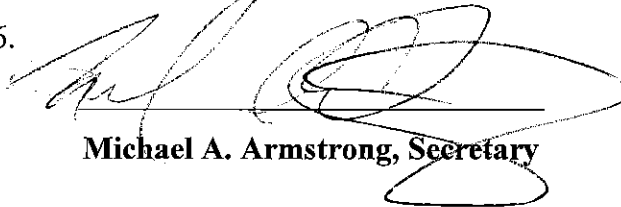
**Motion:** A motion was made by Cmmr. Jennings and seconded by Alt. Cmmr. Scott to adjourn.

**Roll Call:** Cmmr. Jennings, AYE; Alt. Cmmr. Scott, AYE; Cmmr. Sills, AYE; Cmmr. Turner, AYE; Walker, AYE.

#### Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the June 16, 2016, Regular Meeting of the Willingboro Municipal Utilities Authority approved on

*July 20*, 2016.



**Michael A. Armstrong, Secretary**