

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Special MUA Meeting Minutes Wednesday, May 7, 2014

The special meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, May 7, 2014 in the Authority office. Chairman Walker called the meeting to order at 4:30 PM, and Pledge of Allegiance by the Board.

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

Others attending; Michael A. Armstrong, Secretary and Joseph S. Bateman, Executive Director.

Chairman Walker 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 the Willingboro and Westampton Townships, Secretary of Edgewater Park Sewage Authority, and the Executive Director of the Mount Laurel Municipal Utilities Authority.
- C. Publishing a Public Notice in the Burlington County Times.
- D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

No public comments.

One Topic: Whether to renew Mr. Bateman's Agreement.

Motion: A Motion was made by Cmmr. Scott and seconded by Cmmr. Campbell to provide the Executive Director with notice that they intend to terminate the agreement.

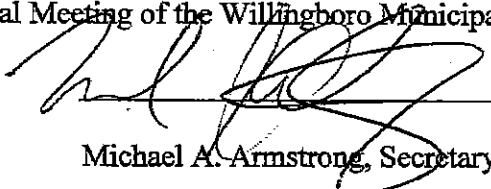
Discussion: None.

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

Meeting adjourned 5:43 pm.

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the May 7, 2014 Special Meeting of the Willingboro Municipal Utilities Authority.


Michael A. Armstrong, Secretary

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY
Regular Meeting Minutes
May 21, 2014

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, May 21, 2014 in the Authority office. Chairman Walker called the meeting to order at 3:30 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 Executive Director advised the Board that a resolution has been received appointing Webster Evans to the Authority as Alternate Commissioner #2. Webster Evans was sworn in by Warren Stillwell, Solicitor, as Alternate Commissioner #2 to fill the unexpired term of Darvis Holley.

Roll Call: Cmmr. Eddie Campbell, Jr., (Present), Cmmr. Dennis W. Reiter (Present), Cmmr. Jacqueline Jennings, (Present, Arrived at 3:40), Cmmr. T. Wayne Scott, (Present, Arrived at 3:50), Cmmr. Christopher Walker, (Present), Alt. Cmmr. Clayton Sills (Present) and Alt. Cmmr. Webster Evans (Present).

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

Motion: A motion was made by Cmmr. Reiter and seconded by Eddie Campbell to receive and file the Treasurer's Report for April.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Alt. Cmmr. Sills, AYE; Cmmr. Reiter, AYE; Cmmr. Walker, AYE.

Cmmr. Jennings arrives at 3:40 p.m.

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Sills to approve the minutes of the April 16, 2014 meeting.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Jennings, AYE; Cmmr. Reiter, ABSTAIN; Cmmr. Walker, AYE; Alt. Cmmr. Sills, AYE.

WHEREAS, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW THEREFORE BE IT RESOLVED, the governing body of the Willingboro Municipal Utilities Authority, County of Burlington, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended 2013 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

CERTIFICATION BY ASSISTANT SECRETARY

I, **Joseph S Bateman**, Assistant 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 meeting thereof held on Wednesday, May 21, 2014

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Willingboro Municipal Utilities Authority this 21st day of May 2014.

Joseph S Bateman
Assistant Secretary

Discussion: None.

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

Motion: A motion was made by Cmmr. Jennings and seconded by Cmmr. Reiter to amend the recently adopted personnel policy concerning use of Authority vehicles for commuting.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2014 5 21

ADOPTING A POLICY CONCERNING THE PERSONAL USE OF MUA VEHICLES

Amending Resolution 2014 4 16

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 21st day of May 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 16th day of May 2014.

7. This resolution replaces resolution 2014 4 16
8. This resolution shall be made a part of the minutes of this public meeting.

Christopher P Walker, Chairman

ATTEST:

Joseph S Bateman, Assistant Secretary

Discussion: Amend second sentence in first bullet paragraph should be deleted.

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

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Reiter
to award a professional service contract for the actuarial study of retiree benefit costs.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2014-5-21

PROFESSIONAL SERVICES APPOINTMENT

WHEREAS, N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons or firms who shall render professional services, and

WHEREAS, there exists a need for an actuarial study in order to comply with GASB 45 accounting standards, and

WHEREAS, the Treasurer has certified that funds are available and have been budgeted for these purposes, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1, et seq.) requires that the Resolution authorizing the awarding of contracts for "Professional Services" without competitive bids must be publicly advertised, and

WHEREAS, the Local Unit Pay-To-Play Law (N.J.S.A. 19:44A-20.5 et seq.) requires that under certain circumstances a municipality or any agency or instrumentality thereof, shall not enter into a contract having an anticipated value in excess of \$17,500, as determined in advance and certified in writing by the municipality,

agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process, and

WHEREAS, the Willingboro Municipal Utilities Authority has by resolution 2005-54 established such a process, and

WHEREAS, the request for proposals and criteria for awarding such contracts was posted on the internet website maintained by the Willingboro Municipal Utilities Authority, and

WHEREAS, proposals were received and have been reviewed for this professional appointment.

NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority, assembled in regular session, this 21st day of May 2014 at the Administrative Office, that the following appointments be made:

1. Actuary: Brown and Brown Consulting
Term of appointment shall be May 21, 2014 until completion of the study.
2. They shall receive such compensation as set forth in this Resolution as follows: Actuary not to exceed \$5,500 lump sum
4. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
5. These awards are made without competitive bidding as a "Professional Service" under the provisions of NJSA 40A: 11 Local Public Contracts Law and in accordance with the provision of NJSA 19:44A-20.5 et seq...
6. Notice of Appointment shall be published in the Burlington County Times as required by law within ten (10) days of appointment.

Christopher P Walker, Chairman

ATTEST:

**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, Joseph Jacobs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are available sufficient uncommitted appropriations in the 2014 Authority Operating Budgets to award contracts to: Brown and Brown Consulting in amounts not to exceed that which has been budgeted for the purposes above cited.

Joseph Jacobs, Treasurer

3775	5/22/2014	2269	JCI JONES CHEMICALS INC	9052.51
3776	5/22/2014	4490	JOSEPH JACOBS	122.00
3777	5/22/2014	2421	KINGS JANITORIAL SERVICE	320.00
3778	5/22/2014	2385	L & L REDI-MIX INC.	1282.50
3779	5/22/2014	2388	LANCE ELECTRIC INC.	13176.10
3780	5/22/2014	2689	MACKEL, JOANNE	34.53
3781	5/22/2014	2740	MAGELLAN HILL TECHNOLOGIES	2250.76
3782	5/22/2014	2750	MANTEK DIVISION	201.28
3783	5/22/2014	2951	MIDDLESEX WELDING SALES	13.90
3784	5/22/2014	3000	MONROE SYSTEMS FOR BUSINESS	167.00
3785	5/22/2014	3003	MORE POWER ELECTRIC	380.00
3786	5/22/2014	2762	NETWORK MANAGEMENT CONSULTANTS	1050.00
3787	5/22/2014	3168	NEW JERSEY MANUFACTURERS INSUR	9132.28
3788	5/22/2014	3152	NEWTOWN OFFICE & COMPUTER SUPP	2149.13
3789	5/22/2014	111	NJ DEPARTMENT OF HEALTH	472.30
3790	5/22/2014	4999	ONE CALL CONCEPTS	717.28
3791	5/22/2014	3610	P S E & G	54522.03
3792	5/22/2014	2340	PETROLEUM TRADERS CORP	126.01
3793	5/22/2014	3467	PHILADELPHIA INSURANCE COMPANI	15838.84
3794	5/22/2014	3490	PITNEY BOWES	738.00
3795	5/22/2014	3500	POLLARD CO. INC., JOSEPH G.	19.75
3796	5/22/2014	3515	POWER EQUIPMENT CO.	1500.00
3797	5/22/2014	3590	PRIOR-NAMI BUSINESS SYS.	450.00
3798	5/22/2014	3630	PYRZ WATER SUPPLY CO INC	5069.45
3799	5/22/2014	4680	REED & PERRINE SALES INC.	5696.00
3800	5/22/2014	3802	RIO SUPPLY INC.	268.80
3801	5/22/2014	3805	RIVERSIDE NAPA AUTO PARTS	21.52
3802	5/22/2014	3549	SAFEGUARD BUSINESS SYSTEMS	95.03
3803	5/22/2014	3940	SAM'S CLUB	563.01
3804	5/22/2014	2422	SHARP GTS, GARY	1032.00
3805	5/22/2014	2021	SHARP, GARY	112.00
3806	5/22/2014	730	STEVENSON & SON INC., C.	8154.80
3807	5/22/2014	4340	STEVENSON SUPPLY CO INC	4505.50
3808	5/22/2014	4200	SUNBELT RENTAL INC.	934.67
3809	5/22/2014	3780	TALIAFERRO, JOERETHA	31.94
3810	5/22/2014	4415	TD WEALTH MANAGEMENT	2000.00
3811	5/22/2014	4431	THOMAS SCIENTIFIC	603.86
3812	5/22/2014	4460	TRAP ROCK INDUSTRIES LLC	21.63
3813	5/22/2014	3195	TREASURER STATE OF NJ	880.00
3814	5/22/2014	4480	TRICO EQUIPMENT INC.	1197.55
3815	5/22/2014	2730	UNIVAR USA INC.	2655.00
3816	5/22/2014	2424	USPS #25666504	3000.00
3817	5/22/2014	3186	VERIZON WIRELESS	2481.03
3818	5/22/2014	4446	VIRTUA AT WORK	67.15
3819	5/22/2014	2260	WASTE MANAGEMENT OF	359.97
3820	5/22/2014	4535	WILLIAMS SCOTSMAN	362.15
3821	5/22/2014	4540	WILLINGBORO, TOWNSHIP OF	5000.00
3822	5/22/2014	4605	WOOLSTON COMPANY INC.	3366.00
3823	5/22/2014	4880	ZEE MEDICAL SERVICE CO.	314.25
8060	5/01/2014	2150	STATE OF NJ HEALTH BENEFITS PR	20616.50
8061	5/01/2014	2030	STATE OF NJ HEALTH BENEFITS PR	54099.78
TOTALS:				530032.22

Discussion: None.

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

Cmmr. Reiter, AYE; Cmmr. Walker, AYE.

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

Discussion: None.

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

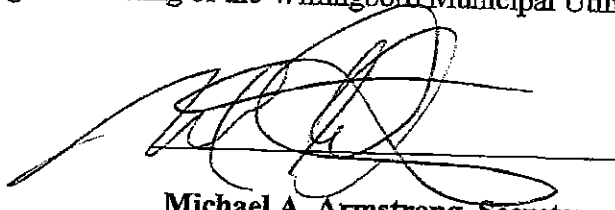
Cmmr. Reiter, AYE; Cmmr. Walker, AYE.

Motion: Motion to adjourn was made by Cmmr. Scott and seconded by Cmmr. Jennings.

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

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the May 21, 2014, Regular Meeting of the Willingboro Municipal Utilities Authority.



Michael A. Armstrong, Secretary