

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting Minutes

**February 21, 2018**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, February 21, 2018 at the Willingboro Municipal Utilities Authority building. 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. Jacqueline Jennings (Present), Cmmr. T. Wayne Scott (Present), Cmmr. Clayton Sills (Present), Cmmr. Carl Turner (Present), Cmmr. Webster Evans (Present), Alt. Cmmr. Charles Green (Absent), Alt. Cmmr. Johnson Kolawole (Present)

Others attending: Andrew Weber, Executive Director, Diallyo Diggs, Finance Director, Emmanuel Stuppard, Director of Operations and Maintenance, Russell Trice, Engineer, Solicitor

\*Cmmr. Green arrived

**Motion to have Only 1 Comments from the Public which will be right before Executive Session**

Moved: Cmmr. Sills

Seconded: Cmmr. Scott

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills No, Cmmr. Turner No

**Resolution 2018-2-21-1 Resolution to enter ASESPlus Co-op For Energy Advisor**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**RESOLUTION AUTHORIZING THE OF THE WILLINGBORO MUNICIPAL UTILITIES AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES ("ACES"), AND AUTHORIZING PARTICIPATION IN THE ACESPLUS PROGRAM FOR ENERGY CONSULTING SERVICES  
RESOLUTION 2018 2-21-1**

**WHEREAS**, "The Electric Discount and Energy Competition Act," P.L. 1999, c. 23 ("EDECA") authorizes the New Jersey School Boards' Association ("NJSBA") to obtain electricity and other energy-related services for individual local boards of education on an aggregated basis; and

**WHEREAS**, NJSBA has formed the Alliance for a Competitive Energy Services, hereinafter referred to as "ACES," a Cooperative Pricing System (E88-01-ACESCPS) to effectively obtain electricity and other energy-related services for its members; and

**WHEREAS**, N.J.S.A. 40A:11-11 authorizes contracting units such as the WMUA to enter into cooperative pricing agreements; and

**WHEREAS**, ACES has offered voluntary participation in a cooperative pricing system for the group purchase of electricity; and

**WHEREAS**, the WMUA in the county of Burlington County, State of New Jersey, desires to participate in the ACES Cooperative Pricing System; and

**WHEREAS**, under EDECA, NJSBA is authorized to provide other energy-related services to its members; and

**WHEREAS**, NJSBA and the New Jersey Association of School Administrators ("NJASA") has created, and is offering to ACES members, the ACESplus Program, which is designed to assist participating members with the evaluation and implementation of certain energy related programs, including renewable energy and energy efficiency programs; and

**WHEREAS**, WMUA desires to participate in the ACESplus Program; and

**WHEREAS**, the NJSBA, as the Lead Agency, via its professional energy consultant, will work with the WMUA to administer an energy efficiency program and provide related services in connection therewith and as directed by the WMUA all in accordance with the requirements of the Local Public Contracts Law, EDECA and the Proposal attached hereto as Exhibit A, (the "Proposal"); and

**NOW, THEREFORE, BE IT RESOLVED** on February \_\_\_\_, 2018, by the Willingboro Municipal Utilities Authority Board of Commissioners, as follows:

TITLE

This RESOLUTION shall be known and may be cited as the "ACES Cooperative Pricing and ACESplus Program Resolution of the Willingboro Municipal Utilities Authority."

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11, the Executive Director is hereby authorized and directed to enter into the ACES Cooperative Pricing System Agreement and accept and execute the Proposal from Gabel Associates attached hereto and made a part hereof as Exhibit A.

The Executive Director is hereby further authorized and directed to work with the Lead Agency, via its professional energy consultant, to evaluate and administer an ESIP process, or related processes for the WMUA under the ACESplus Program, as authorized by, and in accordance with the requirements of, the Local Public Contracts Law, EDECA and the Proposal.

CONTRACTING UNIT

The New Jersey School Boards Association, through ACES and its professional energy consultant, shall be responsible for complying with the "Local Public Contracts Law," N.J.S.A. 40A:11-1 *et seq.* and all other applicable laws in connection with the evaluation of proposals, and the preparation, negotiation and execution of contracts in connection with the ACES Cooperative Pricing System and the ACESplus Program.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY: \_\_\_\_\_  
Name and Title

ATTEST BY: \_\_\_\_\_  
Name and Title

**Motion to Approve January 17, 2018 Regular Meeting Minutes**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Approve February 1, 2018 Reorganization Meeting Minutes**

Moved: Cmmr. Evans

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Treasurers Report**

Moved: Cmmr. Evans

Seconded: Cmmr. Sills

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to receive Operations and Maintenance Report**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Resolution 2018-2-21-2 DRBC Nutrient Monitoring Resolution**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**RESOLUTION 2018-2-21-2**  
**AWARD OF CONTRACT FOR DRBC NUTRIENT MONITORING**

**WHEREAS**, Delaware River Basin Commission (DRBC) requires the collection of additional monitoring data starting March 1, 2018 for two years in support of the Delaware Estuary Eutrophication Model, and

**WHEREAS**, selected dischargers to the Delaware River Estuary need additional data to characterize their point source loadings of nutrients and related parameters during the model development and calibration period, and

**WHEREAS**, this monitoring is in support of a larger project to develop a Delaware Estuary Eutrophication Model for determining aquatic life use and appropriate dissolved oxygen criteria for the estuary, and

**WHEREAS**, the Willingboro Municipal Utilities Authority has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and did in fact receive bids for DRBC NUTRIENT MONITORING on February 21, 2018 at 10:00 A.M. for a one year period under non-fair and open contract, and

**WHEREAS**, the Director of Operations has determined that the bid submitted by the low bidders, meets the specifications, and

**WHEREAS**, the bids were publicly opened and have been reviewed as to form and content and have been found to be in order, and

**WHEREAS**, the Treasurer has certified that funds are available and have been budgeted for this purpose, and

**NOW THEREFORE, BE IT RESOLVED** by the Board Commissioners of the Willingboro Municipal Utilities Authority in open public session on the 21st day of February 2018, authorizes the Executive Director to execute an agreement with the lowest responsible bidder, and that is consistent with this resolution, and

**BE IT FURTHER RESOLVED**, a Contract be awarded to the following companies as the lowest, responsible bidders:

- EMSL for Total Kjeldahl Nitrogen (TKN)
- EMSL for Nitrate Nitrogen (NO<sub>3</sub>-N)
- EMSL for Nitrite (NO<sub>2</sub>-N)
- EMSL for 20-day BOD (BOD<sub>20</sub>)
- EMSL for 20-day Carbonaceous BOD (CBOD<sub>20</sub>) standard method
- EMSL for 20-day Carbonaceous BOD (CBOD<sub>20</sub>) amended method\*

EML for Chemical Oxygen Demand (COD)  
NJAL for Total Organic Carbon (TOC)  
NJAL for Soluble Reactive Phosphorus (SRP)  
NJAL for Soluble Kjeldahl Nitrogen (SKN)  
NJAL for Specific Conductance or TDS

**BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to sign the contract documents necessary to effectuate the award of this contract. The Willingboro MUA Attorney shall review any and all contractual documents prepared in furtherance of this award, and

**BE IT FURTHER RESOLVED**, a copy of this resolution be spread upon the minutes of this public meeting.

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T. Wayne Scott, Chairman

ATTEST:

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Andrew Weber, 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 available sufficient funds to pay for the Contract set forth herein from the operating fund Chemicals (Sewer).

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Diallyo Diggs  
Treasurer

**Resolution 2018-2-21-3 Amended Award of Contract for Chemicals Resolution**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**RESOLUTION 2018-2-21-3  
AMENDED AWARD OF CONTRACT FOR CHEMICALS**

**WHEREAS**, the Willingboro Municipal Utilities Authority has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and did in fact receive sealed bids for CHEMICALS on January 16, 2018 at 10:00 A.M. and,

**WHEREAS**, the Director of Operations has determined that the bid submitted by the low bidders, meets the specifications, and

**WHEREAS**, the bids were publicly opened and have been reviewed as to form and content and have been found to be in order, and

**WHEREAS**, the Treasurer has certified that funds are available and have been budgeted for this purpose, and

**WHEREAS**, the low bidders based on final cost to the Authority to treat a 1 MG unit volume of potable water or wastewater plant influent, were as follows:

CHEMICAL	VENDOR	UNIT PRICE
<b>Hydrofluorosilic Acid</b> per cwt.	Coyne Chemical Co.	\$54.0700
<b>Polymer (Magna-Floc-25)</b> per lb.	Coyne Chemical Co.	\$1.8389

<b>Polymer (Zetag 8849)</b> per lb.	Coyne Chemical Co.	\$1.3689
<b>Sulfur Dioxide</b> per cwt.	Univar USA Inc.	\$55.5000
<b>Sodium Hypochlorite</b> per gal.	Miracle Chemical Co.	\$0.8190
<b>Polyphosphate</b> per lb.	Shannon Chemical Co.	\$0.727
<b>PPG Accu-Tab</b> per lb.	Coyne Chemical Co.	\$4.3717

**NOW, THEREFORE, BE IT RESOLVED** by the Willingboro Municipal Utilities Authority assembled this 21st day of February 2018 that:

1. A Contract be awarded to the following companies as the lowest, responsible bidders:
  - Coyne Chemical Co. for Hydrofluorosilic Acid
  - Coyne Chemical Co. for Polymer (Magna-Floc-25)
  - Coyne Chemical Co. for Polymer (Zetag 8849)
  - Univar USA Inc. for Sulfur Dioxide
  - Miracle Chemical Co. for Sodium Hypochlorite
  - Shannon Chemical Co. for Polyphosphate
  - Coyne Chemical Co. for PPG Accu-Tab
2. The Chairman and Secretary are authorized to execute the necessary forms of contract.
3. A copy of this resolution be spread upon the minutes of this public meeting

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T. Wayne Scott, Chairman

ATTEST:

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Andrew Weber, 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 available sufficient funds to pay for the Contract Change Orders set forth herein from the operating fund Chemicals (Water and Sewer).

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Diallyo Diggs  
Treasurer

**Motion to Receive Engineers Report**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Amend Shared Service Agreement**

Moved: Cmmr. Turner

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Accept Executive Directors Report**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Accept the Payment of Bills**

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

**Roll Call:** Cmmr. Evans Yes to all but #8021, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Comments from The Public**

P. Harvey: How long will the ESIP process take?

D. Diggs: I don't anticipate as starting it this year

**Motion to Enter Executive Session**

Moved: Cmmr. Jennings

Seconded: Cmmr. Turner

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Exit Executive Session**

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to give the Executive Director Authorization to Proceed with Union Contract**

Moved: Cmmr. Turner

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Grant Lab Employees Time**

Moved: Cmmr. Evans

Seconded: Cmmr. Turner

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Authorize the Executive Director to make Agreement with Resident at 33 Twig**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to make Phoenix Advisors our Financial Advisors**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Motion to Adjourn**

Moved: Cmmr. Turner

Seconded: Cmmr. Evans

**Roll Call:** Cmmr. Evans Yes, Cmmr. Jennings Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the February 21, 2018, Regular Meeting of the Willingboro Municipal Utilities Authority.

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**Andrew Weber, Secretary**