

The Regular Meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 26, 2013 in the Authority Office, 433 John F Kennedy Way Willingboro.

Mr. Walker called the meeting to order at 4:30 PM and instructed Mr. Bateman, the Assistant Secretary to call the roll, present were; Mr. Eddie Campbell, Jr; Ms. Jacqueline Jennings; Mr. T. Wayne Scott and Mr. Christopher Walker.

Others attending were Mr. L. Russell Trice, Consulting Engineer, Mr. Nicholas Talvacchia, Solicitor; Mr. Joseph S. Bateman, Executive Director; Mr. James Mackie, Director of Operations, Mr. Timothy Kiel, Auditor and Mr. Timothy Guim, IT Consultant.

Also present was Oscar McCoy, a customer, residing at 73 Garland.

Public notice of the meeting, pursuant to the Open Public Meetings Act, has been given in the following manner:

A. Posting written notice on the bulletin Board at the Authority administration 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 by Certified Mail.

C. Publishing a Public Notice in the Burlington County Times and Courier-Post.

The Assistant Secretary was directed to enter into the minutes of this meeting this announcement.

Meeting Minutes

Mr. Campbell moved and Ms. Jennings seconded that the following meeting minutes be approved as presented, April 17, April 18, May 15, and May 29. Special meeting minutes of May 2nd minutes are still outstanding.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, and Mr. Walker, AYE

Treasurer's Report

The Treasurer's Report for May 2013 was approved as presented on a motion made by Mr. Campbell that was seconded by Ms. Jennings. There was no discussion or questions.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, and Mr. Walker, AYE.

Operations Report

The Operations Report for May 2013 was approved as presented on a motion by Mr. Campbell that was seconded by Ms. Jennings. There were no questions or discussion.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, and Mr. Walker, AYE

Mr. Gray arrived at the meeting.

Executive Director's Report

The Executive Director's report for May 2013 was approved as presented on a motion by Mr. Campbell that was seconded by Ms. Jennings. There were no questions or discussion.

Vote: Mr. Gray, AYE; Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, and Mr. Walker,

AYE

2012 Audit

Mr. Walker recognized Timothy Kiel who provided a status report regarding the 2012 audit. At last month's meeting the report was presented and reviewed however, the Commissioners did not have adequate time to review the audit report. Mr. Kiel is requesting that the Board approve the resolution certifying receipt and review of the audit.

Ms. Jennings asked Mr. Kiel if there had been any findings. Mr. Kiel stated that there have not been. Mr. Campbell made a motion to acknowledge receipt and review of the 2012 audit, a motion was seconded by Ms. Jennings.

RESOLUTION 2013 _____

CERTIFICATION OF RECEIPT AND REVIEW OF AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual report of audit for the year ended 2012 has been completed and filed with the Willingboro Municipal Utilities Authority, County of Burlington pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

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 2012 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.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE and Mr. Walker, AYE.

Public Comment

The Chairman asked for comments from the public.

Mr. Oscar McCoy from 73 Garland had a complaint regarding his extension agreement and requested to the Board provide an explanation of the bill. Mr. Walker requested Mr. Bateman to provide an explanation which he did. The matter was turned over to the Solicitor to contact the customer and resolve this issue.

Mr. Walker stated that he felt that the policies and procedures of the MUA needed to be examined and recommended a work session. No action was taken on Mr. Walker's suggestion.

Computer Security

Mr. Walker then introduced Timothy Guim the Authority's IT consultant. Mr. Guim provided an explanation of what happened regarding the security breach on the computers and what steps have been taken to ensure that the chances of it happening again would be minimized. The Board accepted the report but took no action.

Mr. Reiter arrived at the meeting.

Executive Director's Report

Mr. Walker requested Mr. Bateman to present his Executive Director's report.

Strategic Plan

Mr. Bateman explained that the updated strategic plan had been provided to the Board in early May. Mr. Bateman stressed this is the Commissioners opportunity to have a dialogue with the staff in setting the future course of the MUA. Mr. Reiter had a question concerning whether or not we were providing enough publicity to customers concerning the solicitations for water and sewer lateral repairs being made by private companies. Mr. Bateman explained that in the past announcements have been made in the newsletter and on the website. The Board postponed any action on the strategic plan until the July regular meeting. Mr. Bateman indicated he would add it to the July agenda.

Arbitrage

Mr. Bateman stated that the Authority had recently received correspondence from the Internal Revenue Service indicating that the authority owed money to the federal government for arbitrage. Mr. Bateman requested that Mr. Kiel present an explanation. Mr. Kiel provided an explanation and reviewed the history of the situation. Mr. Kiel felt as though the IRS was

incorrect in their conclusions. Mr. Kiel recommended that the situation be turned over to Bond Counsel. The Board concurred.

Leasing of Elevated Tank Space

Mr. Bateman reported that he had advertised for leasing space on top of the elevated tanks for cell antennas. There was no response to the advertisement.

Close out of New Connection Projects

Mr. Bateman provided a status report on efforts to close new connection projects and escrows. He stated that significant progress has been made since the Board charged him with that responsibility. Mr. Campbell commended Mr. Bateman for his efforts. The Board concurred.

Sandy Relief Grants

Mr. Bateman provided a status report on the initiative he took to obtain \$7.5 million in grant money related to Sandy relief. The Board acknowledged Mr. Bateman's initiative.

Sale of Authority Property

Mr. Bateman announced that he had received bids for the sale of authority property. He requested that the Board wave the minimum bid for one of the printers because there was only one bid and it was below the minimum. The Board concurred and waved the minimum. Mr. Bateman reminded the Board that the items that were not bid upon would be offered to Willingboro charities or thrown out. The Board concurred.

Conference Attendance

Mr. Bateman requested permission to attend the AEA conference on health insurance and other HR topics. Motion was made by Mr. Campbell and seconded by Mr. Gray to retroactively

approve reimbursement for expenses related to this training. Vote:Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, ABSTAINED.

Shut off fees

Mr. Bateman began a presentation concerning shut off fees. Mr. Walker suggested that this item be tabled. Mr. Bateman suggested placing this item on the July agenda. The Board concurred.

Treasurer’s report

On behalf of Mr. Jacobs Mr. Bateman presented the bills for the Board's consideration. A motion was made by Mr. Reiter and seconded by Mr. Gray to approve the bills as presented.

ALL FUNDS FOR CHECKS DATED 5/17/2013 TO 6/27/2013 ALL CHECK NUMBERS

-----CHECK-----		-----VENDOR-----		
#	DATE	#	NAME	CHECK AMOUNT
2741	6/03/2013	1290	DELTA DENTAL PLAN OF NJ	4807.94
2742	5/17/2013	4333	STATE OF NEW JERSEY	533.82
2743	5/17/2013	3195	TREASURER STATE OF NJ	55126.98
2744	5/17/2013	3195	TREASURER STATE OF NJ	900.00
2747	6/27/2013	4010	A C SCHULTES INC	1200.00
2748	6/27/2013	30	ABS ELECTRIC INC	2346.65
2749	6/27/2013	70	ACEVEDO, ERNESTO	56.97
2750	6/27/2013	73	ADVANCED AUTO PARTS	370.88
2751	6/27/2013	150	ALAIMO ASSOC., RICHARD A.	148104.07
2752	6/27/2013	160	ALL INDUSTRIAL SAFETY	525.62
2753	6/27/2013	50	ASSOCIATION OF ENVIRONMENTAL	50.00
2754	6/27/2013	275	ATLANTIC COAST POLYMERS	3024.00
2755	6/27/2013	286	ATLANTIC TOMORROWS OFFICE	398.37
2756	6/27/2013	2625	AVAYA INC.	370.80
2757	6/27/2013	330	AWWA	196.00
2758	6/27/2013	2432	B F M C INC.	477.78
2759	6/27/2013	37	BARTUK HOSE & RUBBER CO.	252.36
2760	6/27/2013	36	BATEMAN, JOSEPH	383.09
2761	6/27/2013	540	BOWMAN & COMPANY LLP	34000.00
2762	6/27/2013	3159	BURLINGTON COUNTY BOARD OF CHO	10632.29
2763	6/27/2013	430	BURLINGTON COUNTY TIMES	556.32
2764	6/27/2013	793	CBM	72.83
2765	6/27/2013	4640	CENTRAL JERSEY EQUIPMENT LLC	94.24
2766	6/27/2013	820	CERTIFIED LABORATORIES	536.41

2767	6/27/2013	874	CHAMPION UNIFORM SUPPLY INC.	846.00
2768	6/27/2013	964	COMCAST	304.83
2769	6/27/2013	5035	CONFIDENTIAL SHREDDING LLC	484.50
2770	6/27/2013	1130	COOPER LEVENSON ATTORNEYS AT L	4507.35
2771	6/27/2013	1050	COURIER POST	180.18
2772	6/27/2013	2763	DELUCA, MICHAEL	73.45
2773	6/27/2013	1311	DIAMOND CONSTRUCTION	8276.55
2774	6/27/2013	1369	DUKE'S SALES & SERVICE INC.	4785.90
2775	6/27/2013	1375	DUN-RITE SAND & GRAVEL CO. INC	858.94
2776	6/27/2013	1415	EAST RIVER ENERGY INC.	3639.52
2777	6/27/2013	1493	ENVIRONMENTAL RESOURCE ASSOC.	172.46
2778	6/27/2013	1118	EXPRESS HARDWARE AND CONTACTOR	129.66
2779	6/27/2013	1110	FASTENAL	69.09
2780	6/27/2013	1595	FEDERAL EXPRESS CORP.	72.20
2781	6/27/2013	1701	FOUNDATION TITLE	150.00
2782	6/27/2013	1710	FOXCROFT EQUIPMENT & SERVICE C	4292.50
2783	6/27/2013	1960	GRAINGER INC, W W	752.48
2784	6/27/2013	2040	HACH COMPANY	449.20
2785	6/27/2013	2770	HAINESPORT ENTERPRISES INC	991.00
2786	6/27/2013	2043	HALE, KENNETH	129.50
2787	6/27/2013	2110	HARRIS FENCE CORP.	700.00
2788	6/27/2013	2039	HD SUPPLY WATERWORKS LTD	2050.00
2789	6/27/2013	2324	HOME DEPOT USA INC	1402.50
2790	6/27/2013	2250	IDEXX DISTRIBUTION CORPORATION	614.07
2791	6/27/2013	2338	ITS MAILING SYSTEMS INC.	1802.02
2792	6/27/2013	2269	JCI JONES CHEMICALS INC	14372.40
2793	6/27/2013	2421	KINGS JANITORIAL SERVICE	300.00
2794	6/27/2013	4793	KOMLINE-SANDERSON ENGINEERING	4114.00
2795	6/27/2013	2385	L & L REDI-MIX INC.	291.50
2796	6/27/2013	2387	LALLO, JAMES	74.99
2797	6/27/2013	2521	LAUREL LAWNMOWER SERVICE INC.	6700.00
2798	6/27/2013	2600	LOWTHER'S,GEORGE	99.10
2799	6/27/2013	2610	LUBRICATION ENGINEERS INC	1749.55
2800	6/27/2013	2670	MACALASTER BICKNELL CO OF NJ I	678.55
2801	6/27/2013	2695	MACKIE, JAMES	84.00
2802	6/27/2013	2740	MAGELLAN HILL TECHNOLOGIES	4848.40
2803	6/27/2013	2951	MIDDLESEX WELDING SALES	24.00
2804	6/27/2013	2050	MINUTEMAN PRESS OF HAINESPORT	1364.03
2805	6/27/2013	3070	MUNICIPAL MAINTENANCE CO.	1525.65
2806	6/27/2013	2762	NETWORK MANAGEMENT CONSULTANTS	2100.00
2807	6/27/2013	3168	NEW JERSEY MANUFACTURERS INSUR	10470.00
2808	6/27/2013	3152	NEWTOWN OFFICE & COMPUTER SUPP	1656.19
2809	6/27/2013	111	NJ DEPARTMENT OF HEALTH	3639.60
2810	6/27/2013	4999	ONE CALL CONCEPTS	362.52
2811	6/27/2013	3610	P S E & G	35906.38
2812	6/27/2013	3481	P.C. HELPERS INC.	1035.00
2813	6/27/2013	3611	PARK PUMPS & CONTROLS INC.	3653.00
2814	6/27/2013	3591	PECO	1430.55
2815	6/27/2013	2340	PETROLEUM TRADERS CORP	1203.55

2816	6/27/2013	3467	PHILADELPHIA INSURANCE COMPANI	13086.91
2817	6/27/2013	3490	PITNEY BOWES	738.00
2818	6/27/2013	3590	PRIOR-NAMI BUSINESS SYS.	75.00
2819	6/27/2013	3616	PURITY SALES & SERVICE INC.	403.00
2820	6/27/2013	3640	Q.C. LABORATORIES	2000.50
2821	6/27/2013	4680	REED & PERRINE SALES INC.	5728.00
2822	6/27/2013	3802	RIO SUPPLY INC.	4567.00
2823	6/27/2013	1332	ROOT 24 HRS INC.	2260.00
2824	6/27/2013	4202	S. J. WELDING SUPPLY CO.	518.20
2825	6/27/2013	3910	S.J. BOILER & BURNER SER	1593.97
2826	6/27/2013	3940	SAM'S CLUB	456.93
2827	6/27/2013	3970	SAS INC.	493.31
2828	6/27/2013	2420	SCHANERS WASTEWATER PRODUCTS	2989.03
2829	6/27/2013	2422	SHARP GTS, GARY	1032.00
2830	6/27/2013	2428	SHERWIN WILLIAMS	312.68
2831	6/27/2013	4126	SIEMANS WATER TECHNOLOGIES COR	746.00
2832	6/27/2013	4285	SPRINGSIDE AUTOMOTIVE INC	980.96
2833	6/27/2013	4320	STAPLES	174.47
2834	6/27/2013	3620	STATE OF NJ-PWT	1819.59
2835	6/27/2013	730	STEVENSON & SON INC., C.	5966.17
2836	6/27/2013	4340	STEVENSON SUPPLY CO INC	214.09
2837	6/27/2013	4460	TRAP ROCK INDUSTRIES LLC	1965.29
2838	6/27/2013	4485	TRI-STATE TECHNICAL SALES CORP	1913.83
2839	6/27/2013	3213	USA MOBILITY WIRELESS INC.	176.68
2840	6/27/2013	2424	USPS #25666504	2000.00
2841	6/27/2013	3186	VERIZON WIRELESS	472.28
2842	6/27/2013	4446	VIRTUA AT WORK	134.30
2843	6/27/2013	2260	WASTE MANAGEMENT OF	342.82
2844	6/27/2013	4720	WAWA FLEET	9.03
2845	6/27/2013	4780	WEST GROUP	288.00
2846	6/27/2013	4535	WILLIAMS SCOTSMAN	658.46
2847	6/27/2013	4534	WILLIAMS ELECTRICAL CONTRACTOR	8545.00
2848	6/27/2013	4605	WOOLSTON COMPANY INC.	1848.00
2849	6/27/2013	4880	ZEE MEDICAL SERVICE CO.	515.51
8038	6/03/2013	2150	STATE OF NJ HEALTH BENEFITS PR	22080.96
8039	6/03/2013	2030	STATE OF NJ HEALTH BENEFITS PR	53394.16

TOTALS: 540934.41

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE,
and Mr. Walker, AYE.

Engineers report

Monthly report

A motion was made by Mr. Campbell and seconded by Mr. Gray to approve the monthly engineer's report as presented.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

Willingboro Walk bond release

A motion was made by Mr. Reiter and seconded by Mr. Campbell to accept the engineer's recommendations and release the bond.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

Close out of various new connection projects

A motion was made by Ms. Jennings and seconded by Mr. Campbell to accept the Engineer's recommendations to close out these projects.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

Solicitor's report

The Solicitor suggested that his report be given in executive session due to litigation and personnel. A motion was made by Mr. Reiter and seconded by Mr. Gray to go into executive session.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

Following executive session a motion was made by Mr. Campbell and seconded Mr. Gray to reenter the public session.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

No action was taken as a result of the discussions held in executive session.

At this point of the meeting Mr. Anthony Clemons entered the meeting. He handed his resignation to Mr. Walker effective June 28. The Board thanked Mr. Clemons for his service to the Township and MUA. Mr. Clemons expressed his appreciation for all the courtesies extended to him as a Board member by the staff and the Board.

Executive Directors Performance Appraisal

Mr. Walker suggested that the Executive Director's annual performance appraisal be held during a special meeting in the future. The Board took no action regarding Mr. Walker suggestion.

Comments by Authority Members

Mr. Reiter said that he potentially could miss the July meeting due to a medical condition.

Adjournment

A motion was made by Mr. Campbell and seconded by Mr. Gray to adjourn the meeting at approximately 6 PM. The meeting was adjourned.

Vote: Mr. Campbell, AYE; Ms. Jennings, AYE; Mr. Scott, AYE, Mr. Gray, AYE, Mr. Reiter, AYE, and Mr. Walker, AYE.

Joseph Bateman
Assistant Secretary

