

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

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Regular Meeting Minutes

July 20, 2016

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, February 24, 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, Nick Talvacchia and Yolanda Melville of Cooper Levenson.

Michael Armstrong, Secretary informed the board that he would not be taking minutes. Assistant Secretary and Executive Director Andrew Weber assigned, Diallyo Diggs Director of Business Administration to take the meeting minutes.

Andrew Weber: requested the board address the Secretary Issue in Executive Session

Motion: A motion was made by Cmmr. Jennings and Seconded by Cmmr. Scott to enter executive session and allow Mike Armstrong to be present.

Discussion:

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

The board entered executive session.

The board exited executive session.

Comments from the Public:

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P. Harvey: wanted the board to note that in the current meeting's agenda there was no public comment at the end of the meeting.

A. Webber (Executive Director): Responded that it was a mistake and the public comment section should be included in the agenda.

M. Nock: Mentioned that the board went into executive session but there was no mention to the public about any resolutions from executive session.

M. Nock: Also mentioned that there should be a note in the Authority audit that states what amount of authority debt is guaranteed by the township.

D. Diggs: Responded he would check with the auditors and get back to the board.

Motion to approve the June 15, 2016 Minutes

Moved: Cmmr. Carl Turner

Seconded: Commr. T. Wayne Scott

Discussion: None

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Motion to approve Treasurers report

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

Discussion: None

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Presentation of Executive Directors Report

Dicsussion:

Cmmr. Sills: Reported that he meet with Dennis Jones from Radwell about economic development in Willingboro. He stated we expect to have a good working relationship with Radwell and that having the company in the town is a unique opportunity.

Cmmr. Evans: Asked a question about the two openings in the operations department.

Andrew Weber: Stated that 2 new individuals are in the process of being hired.

Cmmr. Turner: Asked about solar field maintenance

Andrew Weber: Stated the Authority has retained Angeloni, inc. at a yearly price of \$11,000

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Cmmr. Jennings: Asked who draws up the contracts for these types of services.

Andrew Weber: The contracts are drawn up by the consulting enegineer or through NJEIT directly.

Motion to receive Executive Directors Report

Moved: Cmmr. Walker

Seconded: Cmmr. Jennings

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Motion to Receive Engineers Report

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

Discussion: None

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Motion to receive Engineers Report

Moved: Cmmr. Walker

Seconded: Cmmr. Scott

Discussion:

Cmmr. Walker: Stated that resolutions should be made available to the public prior to the meeting.

Andrew Weber: That would not be a problem and will be placed on the website and in hard copy for the meetings.

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Resolution 2016-7-20-1: Award of Contract No. 2016-2 Well 10 pump Replacement

RESOLUTION 2016-07-20-1

AWARD OF CONTRACT NO. 2016-2

WELL NO. 10 PUMP REPLACEMENT

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Willingboro Municipal Utilities Authority has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and received sealed bids for the Well No. 10 Pump Replacement on July 15, 2016, and

WHEREAS, three (3) bids were received and the low bid in the amount of \$98,800.00 was received from A.C. Schultes, Inc., and

WHEREAS, the Consulting Engineer has determined that the bid submitted by A.C. Schultes, Inc., contains no defects and complies with the contract document requirements for bid submissions.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 20th day of July 2016 that:

1. Contract No. 2016-2 in the amount of \$98,800.00 be awarded to A.C. Schultes, Inc., as the lowest, responsible bidder.
2. The Chairman is authorized to execute the necessary forms of contract.
4. A copy of this resolution be spread upon the minutes of this public meeting.

Clayton R. Sills, Chairman

CERTIFICATION BY SECRETARY

I, Michael A. 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 Wednesday, July 20, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 20th day of July 2016.

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 has ascertained that there are now available sufficient funds to award a contract between the Willingboro Municipal Utilities Authority and A.C. Schultes, Inc. The money necessary to fund such contract is \$98,800.00. The funds shall be charged to the following fund:

_____.

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

Diallyo Diggs, Treasurer Date

Discussion: None

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Resolution 2016-7-20-2: Accepting 2015 Audit Resolution

entitled "Schedule of Findings and Recommendations", has evidence same by group affidavit in the form described by the Local Finance Board, and

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

NOW BE IT RESOLVED, the governing body of the WMUA 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 12/31/15 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.

It is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

It is hereby certified that this is a true copy of the Resolution adopted at the meeting held on July 20, 2016.

Michael Armstrong, Secretary

Date

We, the member of the governing body of the WMUA Utility Authority, County of Burlington, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly appointed members of the Willingboro MUA Authority, County of Burlington.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended 12/31/15, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

Name	Signature
Clayton Sills	
Carl Turner	
T. Wayne Scott	

Notary Public of New Jersey

Discussion:

Diallyo Diggs: Reported audit findings. No new findings one old finding unresolved.

Cmmr. Turner: What is the turnaround on minutes on the website

Andrew Weber: Once minutes are approved they can be placed on the website the following day.

Cmmr. Jennings: Asked what the administrative discussions about a transcriber were.

Cmmr. Walker: Stated there have been no discussions or directives during the personnel committee meetings about retaining a transcriber.

Motion to accept audit findings

Moved: Cmmr. Walker

Seconded: Cmmr. Jennings

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Resolution 2016-7-20-3: Approving 2015 Audit Corrective Action Plan

**RESOLUTION 2016-7-20-3
Approving Corrective Action Plan for 2015 Audit**

WHEREAS, the Division of Local Government Services has promulgated a regulation that each local government unit shall prepare and submit a Corrective Action Plan and that the governing body shall approve the Corrective Action Plan, and

WHEREAS, the members of the governing body have reviewed the Corrective Action Plan submitted by the Director of Finance, and

WHEREAS, all members of the governing body have approved the Corrective Action Plan submitted by the Director of Finance, and

NOW, THEREFORE, BE IT RESOLVED that the Willingboro Municipal Authority, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this to the Division of Community Affairs to show evidence of said compliance.

Clayton Sills, Chairman

Discussion: None

Motion to approve Corrective Action Plan

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Resolution 2016-7-20-4: Resolution Providing for the Creation of the Position Clerk I and authorizing Executive Director to execute the hiring of an Individual selected by the WMUA Personnel Committee

Resolution 2016-7-20-4

Resolution Providing for the Creation of the Position Clerk I and authorizing Executive Director to execute the hiring of an Individual Selected by the WMUA Personnel Committee

WHEREAS there exists a need to begin training an individual to perform various duties in the administrative offices of Willingboro Municipal Utility Authority to replace key staff scheduled to retire 12/31/2016; and

WHEREAS the WMUA chairmen has convened a Personnel Committee to address the pending staffing concerns; and

WHEREAS the WMUA Personnel Committee determined the need to create the position of Clerk I and begin training a qualified individual; and

WHEREAS the WMUA Personnel Committee initiated the public advertising for the position of Clerk I, collected resumes of 15 interested individuals, and conducted interviews of 7 qualified individuals; and

WHEREAS the WMUA Personnel Committee has identified an individual with the requisite skills and experience to perform the duties of Clerk I;

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority Board of Commissioners as follows:

1. The position of Clerk I, Willingboro Municipal Utilities Authority is hereby created.
2. The executive director will facilitate the hiring of the individual selected by the Personnel Committee to begin work effective August 1, 2016.
3. The Salary Range for Clerk I shall be \$32,000- \$45,000
4. Funds are available for this purpose
5. This resolution shall take effect immediately upon adoption.
6. This resolution be made part of the minutes of this public meeting.

As required by NJSA 40A: 4-57, NJAC 5:34-14.5, and any other applicable requirements, I, Joe Jacobs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are now available sufficient funds for the position of Treasurer and Director of Finance.

Diallyo Diggs, Treasurer

CERTIFICATION BY SECRETARY

I, Mike 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 its meeting on Wednesday, July, 20, 2016.

Mike Armstrong

Discussion: None

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Motion to accept bill list

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

Discussion:

Cmmr. Jennings: Asked about the bill to Decotis. Wanted background on the expenses and when they were authorized.

Cmmr. Walker: Asked if she would like the payment for that vendor pulled until information can be verified.

Cmmr. Jennings: Stated she did not want to withhold payment only wanted additional information.

Roll Call: Cmmr. Sills Yes, Cmmr. Turner Yes, Cmmr. Scott Yes, Cmmr. Walker Yes, Cmmr. Jennings Yes

Solicitors Report: None

Comments from the public: None

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