

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

### Regular Meeting Minutes

**December 14, 2016**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December, 14 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. Clayton Sills (Present), Cmmr. Carl Turner (Present), Cmmr. T. Wayne Scott (Present), Christopher Walker (Present), Cmmr. Jacqueline Jennings (Absent), Alt. Cmmr. Webster Evans (Present), Alt. Cmmr. Charles Green (Present).

Others attending: Russell Trice, Engineer, Diallyo Diggs, Director of Finance, Rita Taliaferro, Office Manager, Jim Mackie, Director of Operations and Maintenance, Yolanda Melville of Cooper Levenson, and Vincent Buckley, Chief Operator of the Water Treatment Plant.

#### **Comments from the Public**

P. Harvey: Stated that the rate hearing was great but would have been nice if a scenario on what would happen if the rates are not raised were also explained.

#### **Motion to Approve the October 19, 2016 Minutes**

Moved: Cmmr. Turner

Seconded: Cmmr. Scott

#### **Discussion**

None

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

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

## **Motion to Approve the November 9, 2016 Minutes**

Moved: Cmmr. Turner

Seconded: Cmmr. Scott

### **Discussion**

None

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

## **Motion to approve Treasure's Report**

Moved: Cmmr. Turner

Seconded: Cmmr. Scott

### **Discussion**

None

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

## **Executive Directors Report**

A.Weber: Stated that his report will be in executive session

## **Motion to Operations and Maintenance Report**

Moved: Cmmr. Scott

Seconded: Cmmr. Turner

### **Discussion:**

None

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

## **Motion to Receive Engineers Report**

Moved: Cmmr. Scott

Seconded: Cmmr. Turner

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

**Discussion:**

Cmmr. Turner: Asked if the resolution can be explain

R. Trice: The first resolution is change order number 2 is for Well 6 Water Treatment Plan Upgrade which consist of 3 items. The first item is for asbestos testing of the generator exhaust pipe installation. The second item electrical modifications requested by the authority. There was so reprograming or additional programming with the filter control panel that was installed.

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

**Resolution 2016-12-14-1: Change Order No. 2 – Well 6 Electrical Upgrade**

**RESOLUTION 2016-12-14-1\_  
CONTRACT MODIFICATION NO. 2 TO CONTRACT 2013-2A  
WELL No. 6 ELECTRICAL UPGRADES**

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 Well No. 6 Electrical Upgrades on January 5, 2015 and awarded such contract on January 21, 2015, and

WHEREAS, the contract was awarded to Municipal Maintenance Company (Contractor), and

WHEREAS, the following items of work and associated costs were either requested to be performed by the Authority or were required to complete the contract work:

|  |                    |
|--|--------------------|
| 1. Asbestos testing of generator exhaust pipe insulation-  | \$474,43           |
| 2. Electrical modifications requested by Authority-  | \$8,616.77         |
| 3. Additional generator load testing by manufacturer and gas piping modifications to allow for increased PSE&G gas pressure- | <u>\$17,816.71</u> |
| Total  | \$26,907.91        |

WHEREAS, the Consulting Engineer has reviewed the pricing submitted by the Contractor and finds that it is reasonable and is recommending approval of Contract Modification No. 2.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 14<sup>th</sup> day of December 2016 that:

1. Contract Modification No. 2 in the amount of \$26,907.91 is approved.
2. The Consulting Engineer and Executive Director are authorized to take all steps necessary to effectuate this change order.

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

3. A copy of this resolution be spread upon the minutes of this public meeting.

\_\_\_\_\_  
Clayton R. Sills, Chairman

## CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 regular meeting held on Wednesday December 14, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 14<sup>th</sup> day of December 2016.

\_\_\_\_\_  
Andrew Weber, Assistant  
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 sufficient funds to pay for Contract Modification No. 2 in the amount of \$26,907.91. The funds shall be charged to the following fund:

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

\_\_\_\_\_  
Diallyo Diggs, Treasurer

\_\_\_\_\_  
Date

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Resolution 2016-12-14-2: Change Order No. 1 Well 10

### **RESOLUTION 2016-12-14-2 CONTRACT CHANGE ORDER NO. 1 TO CONTRACT 2016-2 WELL No. 10 REDEVELOPMENT AND PUMP REPAIR**

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 Well No. 10 Redevelopment and Pump Repair on July 15, 2016 and awarded such contract on July 20, 2016, and

WHEREAS, the contract was awarded to A.C. Schultes (Contractor), and  
WHEREAS, it was determined during the televised inspection of the well casing that a hole exists in the well casing, and

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the hole must be repaired to prevent sand, gravel or other materials from entering the well and damaging the well pump, and

WHEREAS, the Contractor has provided a price in the amount of \$31,725.00 to install a stainless steel sleeve inside the casing to cover the hole, and

WHEREAS, the Consulting Engineer has reviewed the pricing submitted by the Contractor and finds that it is reasonable and is recommending approval of Contract Change Order No. 1.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 14<sup>th</sup> day of December 2016 that:

2. Contract Change Order No. 1 in the amount of \$31,725.00 is approved.
2. The Consulting Engineer and Executive Director are authorized to take all steps necessary to effectuate this change order.
3. A copy of this resolution be spread upon the minutes of this public meeting.

\_\_\_\_\_  
Clayton R. Sills, Chairman

## CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 regular meeting held on Wednesday December 14, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 14<sup>th</sup> day of December 2016.

\_\_\_\_\_  
Andrew Weber, Assistant  
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 sufficient funds to pay for Contract Change Order No. 1 in the amount of \$31,725.00. The funds shall be charged to the following fund:

\_\_\_\_\_.

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

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

\_\_\_\_\_  
Diallyo Diggs, Treasurer

\_\_\_\_\_  
Date

## **Old Business**

### **Comments from the Public Regarding Rate Hearing**

M. Nock: Stated that we have to do something if allowed by law to help the senior citizens to make it easier on them.

D. Diggs: Responded stating that he would look into it and get with the auditors to see if there is anything that we can do on our part.

Cmmr. Scott: We are already looking into it and based on what we heard at the hearing we have to do something quickly.

Cmmr. Turner: We have to figure out something but at the same time not affect the rate.

P. Harvey: I think that everything that was just said could've been heard by the public at the meeting. If that were so, I think a lot of questions would have been answered.

\*D. Diggs stated that the rest of the old business will be discussed at the end.

## **Motion to Enter Executive Session**

Moved: Cmmr. Walker

Seconded: Cmmr. Scott

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

\*Cmmr Jennings has arrived

## **Motion to Exit Executive Session**

Moved: Cmmr. Turner

Seconded: Cmmr. Scott

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

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

## New Business

Resolution 2016-12-14-5: Consenting to the Proposed Tri-County Water Quality Management Plan (WQMP) Amendment Entitled Program Interest No. 435433, Activity, No. AMD160008, The Willows at Westampton

Postponed

Motion to accept Resolution 2016-12-14-9: Creation of Clerk 1 Finance position with salary of 32,000 as discussed

Moved: Cmmr. Walker

Seconded: Cmmr. Scott

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

## Willingboro Municipal Utilities Authority

Resolution 2016-12-14-9

Resolution Providing for the Creation of the Position Clerk I – Finance Assistant

**WHEREAS** there exists a need to begin training an individual to perform various duties in the administrative offices of Willingboro Municipal Utility Authority; 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 – Finance Assistant; 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. Current Intern will be promoted to Clerk I – Finance Assistant
3. The Salary Range for Clerk I shall be \$30,000- \$42,000



# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

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.

Clayton Sills, Chairman

## Willingboro Municipal Utilities Authority

### CERTIFICATE OF AVAILABILITY OF FUNDS FOR CONTRACTS

As required by NJSA 40A: 4-57, NJAC 5:34-14.5, and any other applicable requirements, I, Diallyo Diggs, 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, Andrew Weber, 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 regular meeting held on Wednesday December 14, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 14<sup>th</sup> day of December 2016.

---

Andrew Weber, Assistant Secretary

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

**Motion to adopt position of deputy director in charge of engineering operations and maintenance and to post position immediately for at least 10 days publicly with hopes of having someone after a full open interview process**

Moved: Cmmr. Walker

Seconded: Cmmr. Turner

**Discussion:**

Cmmr. Scott: Would like this to be tabled.

**Motion to Table**

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

**Motion to adopt position of deputy director in charge of engineering operations and maintenance and to post position immediately for at least 10 days publicly with hopes of having someone after a full open interview process**

Moved: Cmmr. Walker

Seconded: Cmmr. Turner

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

**Motion to accept Resolution 2016-12-14-7: Making Fiscal Year Budget Transfers**

Moved: Cmmr. Walker

Seconded: Cmmr. Scott

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

## RESOLUTION 2016 – 12-14-7

### MAKING FISCAL YEAR 2016 BUDGET TRANSFERS

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Authority budget for the year ending December 31, 2016 was approved on the 10th day of December, 2015, and

WHEREAS, it is desired to amend said budget, and

WHEREAS, N.J.A.C. 5:31 provides that all amendments to the budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership,

THEREFORE BE IT RESOLVED that the following transfers be made to the approved budget of the Willingboro Township Municipal Utilities Authority for its fiscal year ending December 31, 2016:

| <b>To</b>                       | <b>From</b>      |
|---------------------------------|------------------|
| <b>Water:</b>                   |                  |
| Cost of providing services:     |                  |
| Administration:                 |                  |
| Insurance                       | \$35,000\$55,000 |
| Legal Fees                      | 65,000 110,000   |
| <b>Net (Increase/-Decrease)</b> | <b>\$65,000</b>  |
| <br><b>Sewer:</b>               |                  |
| Cost of Providing Services:     |                  |
| Salaries (200)                  | 800,000750,000   |
| Salaries (500)                  | 193,000178,000   |
| <b>Net (Increase/-Decrease)</b> | <b>-\$65,000</b> |

AYE
NAY
ABSTAIN

RECORDED VOTE

Sills  
 Turner  
 Scott  
 Jennings  
 Walker  
 Evans  
 Green

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith with the Director of the Division of Local Government Services for her certification of the Authority budget so amended.

## CERTIFICATION

Date \_\_\_\_\_, 2016  
this is a  
resolution amending

Approved \_\_\_\_\_, 2016

It is hereby Certified that  
this is a true copy of a  
  
the budget, adopted by the  
governing body on the 14<sup>th</sup>  
of December 2016

\_\_\_\_\_  
Director, Division of Local Government Services

\_\_\_\_\_  
Recording Secretary

**Motion to accept Resolution 2016-12-14-8: Change orders for legal and engineering**

Moved: Cmmr. Scott

Seconded: Cmmr. Turner

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

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION 2016-12-14-8

### CONTRACT CHANGE ORDERS FOR ENGINEERING and LEGAL SERVICES

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 and awarded a Professional Service Contracts to Alaimo Group for Engineering Services and To Cooper Levenson for Legal Services; and

WHEREAS, the contracts provided that the total services for 2016 was in the amount of \$900,000 for Engineering services and \$60,000 for Legal Services; and

WHEREAS, it was determined that Alaimo Group had performed additional required services and therefore the amount to be paid in 2016 will exceed \$900,000; and

WHEREAS, it was determined that Cooper Levenson had performed additional required services and therefore the amount to be paid in 2016 will exceed \$60,000.

THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 14<sup>th</sup> day of December 2016 that:

1. Contract Change Order for Alaimo Group is approved from \$900,000 to \$1,100,000.

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

2. Contract Change Order for Cooper Levenson is approved from \$60,000 to \$85,000.
2. The Executive Director is authorized to take all steps necessary to effectuate this change order.
3. A copy of this resolution be spread upon the minutes of this public meeting.

\_\_\_\_\_  
Clayton R. Sills, Chairman

## CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 regular meeting held on Wednesday December 14, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 14<sup>th</sup> day of December 2016.

\_\_\_\_\_  
Andrew Weber, Assistant 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.

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Diallyo Diggs Treasurer

**Motion to accept Resolution 2016-12-14-6: Establishing Salaries, Wages and other Compensation for 2017**

Moved: Cmmr. Walker

Seconded: Cmmr. Turner

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

**RESOLUTION 2016 – 12-14-6  
ESTABLISHING SALARIES, WAGES AND OTHER COMPENSATION FOR 2017**

BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 14<sup>th</sup> day of December 2016 that the schedule of salaries, wages and related provisions be adopted as follows:

**SECTION I – SALARIES AND WAGES**

- A. Employees covered by the Collective Bargaining Agreement between this Authority and Teamsters Local 676 who are in good standing shall receive wage increases in accordance with the terms and conditions of the new contract approved January 21, 2015.
- B. Commissioners shall receive annual salaries in accordance with the ordinance adopted by Willingboro Township Council.
- C. The following non-union employees shall receive the following annual salaries:

| Position                      | Salary      |
|-------------------------------|-------------|
| WTP Superintendent            | \$99,162.36 |
| PCP Superintendent            | \$99,162.36 |
| System Maintenance Supervisor | \$99,162.36 |

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

|                              |            |
|------------------------------|------------|
| PCP Chief Operator           | \$68,921.4 |
|                              | 0          |
| Supervisor Sewer Maintenance | \$62,827.9 |
|                              | 2          |
| Supervisor WTP               | \$61,835.4 |
|                              | 6          |
| Lab Assistant                | \$41,862.8 |
|                              | 4          |
| Lab Assistant                | \$35,700.0 |
|                              | 0          |
| Business Administrator       | \$85,000.0 |
|                              | 0          |
| Clerk 1- Finance Intern      | \$32,000.0 |
|                              | 0          |
| Clerk 1- Customer Service    | \$35,700.0 |
|                              | 0          |
| Account Clerk - AR           | \$52,000.0 |
|                              | 0          |
| Clerk I - AP                 | \$45,000.0 |
|                              | 0          |
| Senior Cashier               | \$57,000.0 |
|                              | 0          |
| Account Clerk - Payroll      | \$49,000.0 |
|                              | 0          |

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 regular meeting held on Wednesday December 14, 2016.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 14<sup>th</sup> day of December 2016.

\_\_\_\_\_  
Andrew Weber, Assistant Secretary

### Old Business (Continued)

#### Motion Accepting Resolution 2016-11-9-4: Authorizing Revision to the Schedule of Rates, Rules & Regulations and User Fees

Moved: Cmmr. Scott

Seconded: Cmmr. Turner

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

### **RESOLUTION 2016 – 11-9-4**

#### **AUTHORIZING REVISION TO THE SCHEDULE OF RATES, RULES & REGULATIONS, USER FEES**

WHEREAS, the Willingboro Municipal Utilities Authority was created in 1958 at which time it developed a set of Rates, Rules and Regulations for the proper operation of the Authority, and

WHEREAS, from time to time these Rates, Rules and Regulations have been modified and amended, and

WHEREAS, the Willingboro Municipal Utilities Authority has been compelled to review its fiscal affairs as a result of the necessary use of earnings to provide monies to



# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

meet significant increases in employee benefits; increased capital expenditures related to the renewal and replacement of the existing infrastructure, and

WHEREAS, as a result of the above review and for the reasons aforesaid indicated, it is necessary to revise the Authority's existing Schedule of Rates, Rules and Regulations in order to obtain sufficient revenues to meet the responsibility of the Authority in accordance with provisions of the New Jersey Authorities Fiscal Control Law and the Bond Indenture, and

WHEREAS, after consultation with appropriate consultants and personnel of the Authority, a proposed revision of the Rates, Rules and Regulations was prepared, and

WHEREAS, pursuant to RS 40:14 (b)-I et Seq. a Notice of Public Hearing on the proposed rate schedule revision was published in the Burlington County Times, posted in the lobby of the office of the Authority and delivered to the Clerk of the Township of Willingboro and the Clerk of the Township of Westampton; and

WHEREAS, the Authority has considered the proposed adjustments to its rate schedules as well as all evidence presented through direct and cross-examination as well as all comments made by those members of the public in attendance at the aforesaid public hearing as well as any written comments that may have been received; and

WHEREAS, the Authority has been satisfied from all of the evidence and comments presented that the proposed adjustment to its rate schedules is reasonable and necessary and in accordance with statutory requirements.

NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority, assembled in Regular Session, this 9<sup>th</sup> day of November, 2016 at the Office of the Authority located at 433 John F. Kennedy Way in Willingboro, New Jersey that the Rates, Rules and Regulations as revised be hereby adopted as a revision to the original Rates, Rules and Regulations adopted in October 1958 as set forth in the notice identified as EXHIBIT A and Exhibit B and

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Township Council of the Township of Willingboro, to the Trustee representing the holders of Revenue Bonds of the Authority, to the Secretary/Treasurer of the Edgewater Park Sewerage Authority and to the Administrator of Westampton Township.

---

C. Sills, Chairmen

ATTEST:

---

Andrew Weber, Assistant Secretary

## Exhibit A

### 2017 SCHEDULE OF RATES EFFECTIVE 1/1/2017

#### II. SCHEDULE OF RATES

##### A. Schedule I - Residential Water and/or Sewer Service

###### WATER:

1. Quarterly MINIMUM charge for water service is \$56.50.
2. Water Allowance for the quarterly minimum charge of \$56.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance is as follows:
  - a) \$ 2.20 per 1,000 gallons from 10,001 to 13,000 gallons.
  - b) \$ 5.00 per 1,000 gallons from 13,001 to 26,000 gallons.
  - c) \$ 5.95 per 1,000 gallons over 26,000 gallons.

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

4. Separately metered swimming pools, irrigation systems, lawn watering systems or similar facilities shall be charged for actual usage each quarter at the rate of \$3.95 per thousand gallons with no minimum charge or minimum allowance.

## SEWER:

1. Quarterly MINIMUM charge for SEWER service is \$54.50.
2. Sewer allowance based on metered water usage for the quarterly minimum charge of \$54.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance based on metered water usage is as follows:
  - a) \$4.29 per 1000 gallons over 10,000 gallons.

## B. Schedule II - Commercial Water and/or Sewer Service

### WATER:

1. Quarterly MINIMUM charge for water service is \$95.00.
2. Water Allowance for the quarterly minimum charge of \$95.00 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance is as follows:
  - a) \$ 5.50 per 1,000 gallons from 10,001 to 13,000 gallons.
  - b) \$ 7.00 per 1,000 gallons from 13,001 to 26,000 gallons.
  - c) \$ 8.50 per 1,000 gallons over 26,000 gallons.
4. Separately metered swimming pools, irrigation systems, lawn watering systems or similar facilities shall be charged for actual usage each quarter at the rate of \$4.00 per thousand gallons with no minimum charge or minimum allowance.

### SEWER:

1. Quarterly MINIMUM charge for SEWER service is \$62.50.
2. Sewer allowance based on metered water usage for the quarterly minimum charge of \$62.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance based on metered water usage is as follows:
  - a) \$5.50 per 1000 gallons over 10,000 gallons.

## Exhibit B

### Connection Fee Schedule

#### SCHEDULE V

##### **CLASS 1**

Residential

Sewerage connection fee \$ 4,674.00

Water connection fee \$2,997.00

##### **CLASS 2**

Non-Residential: Hotel or Motel

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Sewerage connection fee \$ 2,337.00

Water connection fee \$2,936.00

## **CLASS 3**

Non-Residential: General

Sewerage connection fee \$ 4,674.00

Sewer @ Gallon \$ 30.35

Water connection fee \$2,997.00

Water @ Gallon \$19.46

## **CLASS 4**

Affordable Housing

Sewerage connection fee 50%

Water connection fee 50%

## **CLASS 5**

Irrigation, Lawn Sprinklers or Swimming Pools

1 Inch \$ 3,800.00

1 1/2 Inch \$6,000.00

2 Inch \$9,600.00

3 Inch \$19,200.00

4 Inch \$30,000.00

## **CLASS 6**

Fire Service Public or Private N/C N/C N/C

### **Motion to accept Resolution 2016-12-14-3: Resolution to Amend Budget**

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

## **RESOLUTION 2016-12-14-3 TO AMEND BUDGET**

WHEREAS, the Willingboro Municipal Utilities Authority for the January 1, 2017 to December 31, 2017 year, was introduced approved on the 19<sup>th</sup> day of October 2016, and

WHEREAS, the public hearing on said budget has been held as advertised, and

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

WHEREAS, it is desired to amend the number reflected titled Total Appropriations, including any Accumulated Deficit in the introduced budget,

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Willingboro Municipal Utilities Authority, County of Burlington that the following amendment to the introduced budget resolution for January 1, 2017 to December 31, 2017 year be made:

**OPERATING BUDGET**  
**To**

**From**

Total Appropriations, including any Accumulated Deficit      \$11,628,268.00    \$11,670,268.00

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the Willingboro Municipal Utilities Authority budget so amended.

| Governing Body<br>Member: | Recorded Vote |     |         |        |
|---------------------------|---------------|-----|---------|--------|
|                           | Aye           | Nay | Abstain | Absent |

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

**Resolution 2016-12-14-4: Resolution to Adopt Budget**

Moved: Cmmr. Walker

Seconded: Cmmr. Scott

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

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION 2016-12-14-4

### 2017 ADOPTED BUDGET RESOLUTION

**FISCAL YEAR:**        **FROM:**    January 1, 2017        **TO:**    December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Willingboro Municipal Utilities Authority at its open public meeting of December 14, 2016; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as amended reflects Total Revenues of \$ 11,739,000.00 , Total Appropriations, including any Accumulated Deficit if any, of \$ 11,670,268.00 and Total Unrestricted Net Position utilized of \$200,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$14,359,367.00, which consists of Renewal and Replacement reserve funding of \$1,774,367.00, debt authorizations of \$12,585,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Willingboro Municipal Utilities Authority, at an open public meeting held on December 14, 2016 that the Annual Budget and Capital Budget/Program of the Willingboro Municipal Utilities Authority for the fiscal year beginning, beginning January 1, 2017 and ending, December 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote  
Aye

Nay

Abstain

Absent

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Page C-7

## 2017 AUTHORITY BUDGET MESSAGE & ANALYSIS

### WILLINGBORO MUNICIPAL UTILITIES AUTHORITY AUTHORITY BUDGET

**FISCAL YEAR:**      **FROM:**      January 1, 2017      **TO:**      December 31, 2017

*Answer all questions below. Attach additional pages and schedules as needed.*

1.                    Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% **(As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%)** for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

**The most significant changes in the annual budget from 2016 to 2017 are in the administration lines. The reason for these expected changes are as follows:**

1. There is a **(\$-80,500, -10.7%) decrease in budgeted administration salaries as a result of 2 retirements in the finance department and those employees being replaced by new employees.**
2. There is also a **(\$-51,000, -12.1%) decrease in administration fringe benefits. This is the result of health insurance increases not being as high as expected in the previous year.**
3. Finally, there is an **(\$45,000, 8.1%) increase in information management as a result of upgrades needed to communication abilities at the plants.**

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

**The budget also includes a (-\$100,000.00, -33.3%) decrease in the municipal contribution as a result of the deficit in the water utility.**

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% **(As shown on budget page F-2 explain reason for change for each revenue changing more than 10%)** from the current year adopted budget.

**There is a planned increase in the minimum charge for both water and sewer utility of \$1.50 per quarter and increase charges at the tiers rates as detailed in number 7 below. The anticipated change in revenue is expected to be 10.4% or \$1,019,725.00.**

**These rate increases are in response to the 5.1% increase in appropriations and the \$563,000.00 less in anticipated connection fees as a result of an apartment complex that connected in 2016.**

**Finally, there is an increase in other miscellaneous revenue of \$191,000 due to the increase in the value of solar renewable energy credits.**

Page N-1 (Page 1 of 3)

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

**The aging population of Willingboro continues to result in decreased usage since senior citizens tend to use less water. Also, as a result of high unemployment, the Authority has experienced an increase in delinquent accounts.**

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

**To fund the Willingboro Township appropriation.**

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

**To help balance the Willingboro Township's budget.**



# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

**The Authority has deficit in unrestricted net position at the end of 2015 of \$263,341.00. The Authority has plans to implement a rate increase that will support the 2017 budget, eliminate the deficit and begin to restore net position to the water utility.**

**The Authority's implementation of GASB Statement 68 required the recording of the Authority's portion of its unfunded pension liability. As a result, the Authority's unrestricted net position ended the fiscal year in a deficit. If the liability was not recorded, the Authority's unrestricted net position would not be a deficit. The Authority will continue to pay its annual contractually required contribution to the Division of Pensions which contains an amount to fund its unfunded accrued liability and monitor the investments held by the State Division of Pensions in hopes that the liability will decrease and eliminate the deficit. If or when the Authority is informed that it must pay its unfunded pension liability, it will then address how the liability will be funded and the impact it will have on its rates. It would best serve the Authority and its rate payers, if the deficit was eliminated over a five to ten-year span.**

Page N-1 (Page 2 of 3)

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

| <b>Water</b>                   |       |                  |       | <b>Sewer</b>                   |       |                |       |
|--------------------------------|-------|------------------|-------|--------------------------------|-------|----------------|-------|
| Existing Rates                 |       | Proposed Rates   |       | Existing Rates                 |       | Proposed Rates |       |
| <hr/> <b>Residential</b> <hr/> |       |                  |       | <hr/> <b>Residential</b> <hr/> |       |                |       |
| Limit                          | Rate  | Limit            | Rate  | Limit                          | Rate  | Limit          | Rate  |
| up to 10000                    | 55.00 | up to 10000      | 56.50 | up to 10000                    | 53.00 | up to 10000    | 54.50 |
| 10,000 to 13,000               | 2.10  | 10,000 to 13,000 | 2.20  | >10,000                        | 3.29  | >10,000        | 4.29  |
| 13,000 to 26,000               | 3.50  | 13,000 to 26,000 | 5.00  |                                |       |                |       |
| > 26,001                       | 3.95  | > 26,001         | 5.95  |                                |       |                |       |
| <hr/> <b>Commercial</b> <hr/>  |       |                  |       | <hr/> <b>Commercial</b> <hr/>  |       |                |       |
| Limit                          | Rate  | Limit            | Rate  | Limit                          | Rate  | Limit          | Rate  |
| up to 10000                    | 90.00 | up to 10000      | 95.00 | up to 10000                    | 60.00 | up to 10000    | 62.50 |
| 10,000 to 13,000               | 4.00  | 10,000 to 13,000 | 5.50  | >10,000                        | 4.00  | >10,000        | 5.50  |
| 13,000 to 26,000               | 5.50  | 13,000 to 26,000 | 7.00  |                                |       |                |       |
| > 26,001                       | 7.00  | > 26,001         | 8.50  |                                |       |                |       |

**Motion to accept the payment of Bills**

Moved: Cmmr. Scott

Seconded: Cmmr. Walker

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

**Solicitor’s Report**

Y. Melville: Said in executive Session

**Comments from Authority Members and Public**

Cmmr. Walker: Announced that he, Councilman Holly, and Councilman Nock are having their 3<sup>rd</sup> annual toy giveaway for elementary school kids in Willingboro on December 22<sup>nd</sup> from 630-830 at JFK.

J. Mackie: Asked if he is to report to work on Jan. 2<sup>nd</sup>

A. Weber: Responded stating that we will be having a special meeting to discuss the matter

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## **Motion to Adjourn**

Moved: Cmmr. Turner

Seconded: Cmmr. Walker

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

## **Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the December 14, 2016, Regular Meeting of the Willingboro Municipal Utilities Authority approved on January 18, 2016.

---

**Andrew Weber, Secretary**

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY