

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting Minutes

July 19, 2017

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, July 19, 2017 at the Willingboro Municipal Utilities Authority. Chairman Carl Turner 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 (Absent), Cmmr. T. Wayne Scott (Present), Cmmr. Clayton Sills (Present), Cmmr. Carl Turner (Present) Alt. Cmmr. Webster Evans (Present), Alt. Cmmr. Charles Green (Absent).

Others attending: Andrew Weber, Executive Director, Russell Trice, Engineer, Emmanuel Stuppard, 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: When we sell to other towns do we pay for their breaks?

A. Weber: No. They are responsible and would pay for their own repairs.

\*Cmmr. Jennings arrived

### **Motion to Approve June 22, 2017 Regular Meeting Minutes**

Moved: Cmmr. Sills

Seconded: Cmmr. Scott

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

**Treasurers Report**

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

**Motion to receive Operations and Maintenance Report**

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

**Motion to Receive Engineers Report**

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

**Discussion:**

Cmmr. Scott: Asked a question in regards to Well 5 and PSE&G

R. Trice: Just installed their transformer and pulled their wires so now the contactor is working on connecting to the transformer and going through the process of getting the township approval so PSE&G can come back and finish

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

**Motion to do the building that's presently there to match the new building that we have now**

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

**Resolution 2017-7-19-1 Contract Change Order No. 2 to Contract 2016-2 Well 10 Redevelopment and Pump Repair**

Moved: Cmmr. Sills

Seconded: Cmmr. Scott

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

**RESOLUTION 2017-07-19-1  
CONTRACT CHANGE ORDER NO. 2 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, the contract included 10- eight (8) hour days of redevelopment time, and  
WHEREAS, it was determined that only 6.5 days of redevelopment time was required to adequately redevelop the well and therefore a quantity adjustment change order is required in the amount of -\$6,125.00 (3.5 days @ \$1,750.00/day), and

WHEREAS, the Consulting Engineer is recommending approval of Contract Change Order No. 2.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 19<sup>th</sup> day of July 2017 that:

1. Contract Change Order No. 2 in the amount of -\$6,125.00 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.

\_\_\_\_\_  
Carl Turner, Chairman

CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 19, 2017.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 19<sup>th</sup> day of July 2017.

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

**New Business**

**Resolution 2017-7-19-2 Accepting 2016 Audit**

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**

Resolution 2017-7-19-2

Accepting 2016 Audit

**RESOLUTION**

**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 December 31, 2016 has been completed and filed with the Willingboro Municipal Utility 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 Questioned Costs", 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 Questioned Costs", in accordance with N.J.S.A. 40A:5A-17,

**NOW THEREFORE BE IT RESOLVED**, the governing body of the Willingboro Municipal Utility 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 December 31, 2016 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Questioned Costs", 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 certified that this is a true copy of the Resolution

adopted at the meeting held on July 19, 2017.

\_\_\_\_\_  
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 |
|---------------------|-----------|
| Carl Turner         |           |
| Clayton Sills       |           |
| T. Wayne Scott      |           |
| Jacqueline Jennings |           |
| Webster Evans       |           |
| Charles Green, III  |           |
|                     |           |

Sworn to and subscribed before me this 19<sup>th</sup> Day of July, 2017

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Notary Public of New Jersey

**Resolution 2017-7-19-3 Resolution of Appreciation to Richard E. Onorato, Supervisor, Sewer Maintenance Worker for his Retirement from the Willingboro Municipal Utilities Authority**

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

**Motion to Sponsor the township at the Jazz Fest with a \$3000 not to exceed amount**

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

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

**Motion to Accept the Payment of Bills**

Moved: Cmmr. Evans

Seconded: Cmmr. Jennings

**Discussion:**

Cmmr. Jennings: Would like to see what purchases are being made at Sam's Club & Home Depot

**Roll Call:** Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Evans Yes to all but one that pertains to me, Cmmr. Jennings Yes, Cmmr. Turner Yes

\*Cmmr Green has arrived

**Old Business**

**Antennas**

Cmmr. Turner: Has anything been solved with the antenas?

M. Stuppard: No

#### Direct Bill Payment

D. Diggs: I am waiting for the people to get back to me. Should be taken care of within the next 30 days

#### Meter Tampering Policy

M. Stuppard: I have it completed

#### Generator Guidewire

M. Stuppard: It has been removed

#### Trailer Update

M. Stuppard: The price for the trailer is 12K.

#### **Motion to Move Comments Before Executive Session**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

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

M. Nock: Has there been any preliminary discussion about what you are putting in the budget for the township.

D. Diggs: There has been no budget discussion

M. Nock: What is the debt bonding number?

D. Diggs: Will send you that tomorrow

#### **Motion to Enter Executive Session**

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

**Motion to Exit Executive Session**

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

**Motion to Increase the Salary of Maurice Counts per recommendation of 35K**

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

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

**\$750 Payable to 14 Tulip Lane**

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

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

**\$1703 Payable to 54 Granby Lane**

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

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

**Motion to Adjourn**

Moved: Cmmr. Scott



Seconded: Cmmr. Evans

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