

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

September 20, 2017

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, September 20, 2017 at the John F. Kennedy Center. 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 (Present), 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, Diallyo Diggs, Finance Director, Emmanuel Stuppard, Director of Operations and Maintenance, Vincent Buckley, Chief Operator of the Water Treatment Plant, Russell Trice, Engineer, Cooper Levenson, Solicitor

Comments from the Public

None

*Schneider Electric presentation

Motion to Approve August, 16 2017 Regular Meeting Minutes

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

Motion to Approve August, 9 2017 Regular Meeting Minutes

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

Treasurers Report

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

Motion to receive Operations and Maintenance Report

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

Motion to Receive Engineers Report

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

Motion to change November 15, 2017 meeting date to November 29, 2017

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

Resolution 2017-9-20-1 Authorizing Entry Into a Cooperative Pricing Agreement Authorizing Entry Into a Cooperative Pricing Agreement Between HGAC BUY and Willingboro Municipal Utilities Authority

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

RESOLUTION 2017-9-20-1

**AUTHORIZING ENTRY INTO A COOPERATIVE PRICING AGREEMENT BETWEEN
HGAC BUY AND WILLINGBORO MUNICIPAL UTILITIES AUTHORITY
Authorizing Entry Into a Cooperative Pricing Agreement Between HGAC BUY and
Willingboro Municipal Utilities Authority**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to in to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the HGAC BUY with offices at 3555 Timmons Lane, Houston, Texas, herein referred to as the ‘Lead Agency’ is a duly authorized Cooperative Pricing Agent and has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the Board Commissioners of the Willingboro Municipal Utilities Authority, of the Township of Willingboro, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

WHEREAS, HGAC BUY shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et.sec) and all other provisions of the revised statues of the State of New Jersey; and

WHEREAS, the Board Commissioners of the Willingboro Municipal Utilities Authority has determined that participation in a Cooperative Pricing System is in the best interest of the Willingboro Municipal Utilities Authority.

NOW, THEREFORE BE IT RESOLVED, the Board Commissioners of the Willingboro Municipal Utilities Authority in open public session on September 20, 2017 hereby authorizes the Executive Director and Director of Engineering, Operations and Maintenance to enter into a Cooperative Pricing Agreement with the Lead Agency, known as HGAC BUY.

Carl Turner, Chairman

ATTEST:

Andrew Weber, Secretary

Resolution 2017 9-20-4 Resolution of Appreciation to Alfredo Lopez Senior Water Repairer for his Retirement from the Willingboro Municipal Authority

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

RESOLUTION 2017-9-20-4

**RESOLUTION OF APPRECIATION TO ALFREDO LOPEZ SENIOR WATER REPAIRER
FOR HIS RETIREMENT FROM THE WILLINGBORO MUNICIPAL UTILITIES
AUTHORITY**

WHEREAS, Alfredo ("Freddie") Lopez began his career with Hubbard Supply over thirty years ago helping to maintain the water mains throughout the Township of Willingboro; and

WHEREAS, the Willingboro Municipal Utilities Authority was fortunate that Freddie left Hubbard and started working for the Authority in 1991; and

WHEREAS, Alfredo Lopez has demonstrated exceptional service to the WMUA through rain, sleet, snow and all kinds of inclement weather for the past 26 years; and

WHEREAS, Alfredo Lopez will be retiring from the Willingboro Municipal Utilities Authority on September 28 2017; and

WHEREAS, Alfredo Lopez will be dearly missed by his coworkers; Andrew Weber, WMUA Executive Director, Mario Mercado, Freddie's friend and supervisor and the WMUA Commissioners for his dependability and hard work.

NOW, THEREFORE BE IT RESOLVED at its regular meeting held on September 20, 2017 that the Commissioners of the Willingboro Municipal Authority express their gratitude and appreciation to Alfredo Lopez for his more than 26 years of dedicated service and wish him a very happy retirement.

BE IT FURTHER RESOLVED that the Executive Director of the Willingboro Municipal Utilities Authority is hereby authorized to present this resolution with the heart felt and genuine thanks from all the residents of Willingboro Township.

BY: _____

Carl Turner, Chairman

ATTEST: _____

Andrew Weber, Secretary

Comments from the Public

P. Harvey: How long is the RFQ process to get out for this project and how long does the process take to start?

Cmmr. Turner: We have to put a person in place first and then I will be able to give a better answer.

P. Harvey: Do we have a liaison with the school board?

Cmmr. Jennings: No but several efforts have been made on our part

*Cmmr. Green arrived

Motion to Enter Executive Session

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

Motion to Exit Executive Session

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

Resolution 2017-9-20-2 Approving Corrective Action Plan for 2016 Audit

Moved: Cmmr. Evans

Seconded: Cmmr. Sills

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

**RESOLUTION 2017-9-20-2
Approving Corrective Action Plan for 2016 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.

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 September 20, 2017.

Andrew Weber, Secretary

Resolution 9-20-3 Authorizing Request for Proposal for an Energy Services Company to Implement an Energy Savings Improvement Program

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

**RESOLUTION 2017 – 9-20-3
AUTHORIZING REQUEST FOR PROPOSAL
FOR AN ENERGY SERVICES COMPANY
TO IMPLEMENT AN
ENERGY SAVINGS IMPROVEMENT PROGRAM**

WHEREAS, the Willingboro Municipal Utilities Authority (“WMUA”) is seeking Proposals from qualified Energy Service Companies (ESCO) for the planning, development and implementation of an Energy Savings Plan through an Energy Savings Improvement Program (ESIP) pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6.; and

WHEREAS, as the first step towards initiating an Energy Savings Improvement Program, the WMUA has participated in the New Jersey Board of Public Utilities' Local Government Energy Audit (LGEA) Program pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6 and has received said LGEA that will be provided within the Request for Proposal (RFP); and

WHEREAS, pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6. the WMUA is utilizing the template RFP for ESCO per the New Jersey Clean Energy Program guidelines to fairly and openly solicit proposals; and

WHEREAS, pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6. the WMUA will select an ESCO partner through the competitive contracting process utilizing the evaluative criteria contained in the RFP; and

WHEREAS, pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6. the WMUA is requiring public advertisement for RFP for ESCO in a manner consistent with New Jersey Board of Public Utility guidelines requiring sufficient time to provide ESCO's a fair opportunity to submit their response; and

WHEREAS, the WMUA has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter the selection of the Energy Services Company be made at a public meeting of the WMUA governing body and then published in accordance with N.J.S.A.40A:11-5.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The appointment of the Energy Services Company shall be subject to a fair and open process as set forth below.

2. The Executive Director shall cause a legal notice to be published in Burlington County Times and the WMUA website stating that the WMUA is seeking Proposals from qualified Energy Service Companies for the planning, development and implementation of an Energy Savings Plan through an Energy Savings Improvement Program pursuant to the Energy Savings Improvement Program Law, P.L. 2009, c. 4, N.J.S.A. 40A:11-4.6.

3. The website posting and newspaper shall inform potential responders that all submissions must be made to the WMUA and received not later than October 13, 2017 5pm.

4. Commencing upon receipt, or as soon thereafter as may be possible, the WMUA or its designee(s) shall publicly open and announce all submissions in the WMUA's public meeting room.

5. The Commissioners shall thereafter review all submissions.

6. Selection shall thereafter be made at a public meeting of the Commissioners no sooner than its November meeting.

8. Subsequent to selection, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that the selected ESCO and the WMUA shall enter into an Investment Grade Audit (IGA) agreement specifying the process for which the Energy Savings Plan shall be collaboratively developed and designed.

BE IT FURTHER RESOLVED, that the Commissioners have determined that the term of this Resolution constitutes a fair and open process.

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 September 20, 2017.

Andrew Weber, Secretary

Last Chance Agreement

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

Changes to Claim payments: \$1778.02 and \$737.51

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

Motion to Adjourn

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

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