

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Reorganization Meeting Minutes

**February 1, 2018**

The meeting of the Willingboro Municipal Utilities Authority was held on Thursday, February 1, 2018 at the John F. Kennedy Center. Secretary Andrew Weber called the meeting to order at 4:30 PM, and requested that everyone pledge allegiance to the flag. 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) Cmmr. Webster Evans (Present), Alt. Cmmr. Charles Green (Present), Alt. Cmmr. Johnson Kolawale (Present)

Others attending: Andrew Weber, Executive Director, Diallyo Diggs, Finance Director, Emmanuel Stuppard, Director of Operations and Maintenance, Russell Trice, Engineer, Yolanda Melville, Solicitor

### **Motion for 2017 Chair Nomination Scott**

Moved: Cmmr. Webster

Seconded: Cmmr. Turner

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

### **Motion for 2017 Vice-Chair Nomination Evans**

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

### **Comments from the Public**

Sarah Holly: What is the criteria for requesting and receive a non-profit donation? Additionally is there documentation that a 5013c is truly a non-profit organization. Also we there be a request for refund if the non-profit is proven to be political. How do u determine who does and doesn't receive money?

### **Professional Service Appointments**

#### **Motion to Appoint Riley & Riley as Solicitor**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

#### **Discussion:**

Cmmr. Turner: With this motion you are asking to replace our current solicitor Cooper Levenson for no apparent reason. There has been no audit findings against them which we use as a guide in determining dismissal. Administration has not presented any complaints to the board and there has been no complaints from the public. Cooper Levenson is notably one of the most reputable and largest law firms in south jersey if not the country whose staff is capable of handling any and all special projects in additional to normal work. The firm has demonstrated their commitment to opportunity and diversity with the appointment of a young black qualified female as their representative to this board. She has just been sworn in to argue in the Supreme Court, has been selected as an attorney for the NAACP task force, received numerous awards for volunteerism, and just won a major case in the legislature. Regardless of what happens today im sure she will be fine but I have to ask myself what message am I sending our young black professionals now and in the future and is this action helping or harming. So I cannot support this motion

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

#### **Motion to Appoint Bruce Ward as Labor Counsel**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

#### **Discussion:**

Cmmr. Turner: Concerned about how much time would be dedicated to our authority being that he is the executive director of another MUA

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

#### **Motion to Appoint Decotis and Platt & Riso as Special Counsel**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

**Motion to Appoint Parker McCay as Bond Counsel**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

**Motion to Appoint Alimo as Consulting Engineer**

Moved: Cmmr. Jennings

Seconded: Cmmr. Turner

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

**Motion to Appoint Pennoni as Special Project Engineer**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

**Motion to Appoint Bowman and Company as Independent Auditor**

Moved: Cmmr. Jennings

Seconded: Cmmr. Turner

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

**Motion to Appoint Corporate Employee Benefits as Insurance Broker of Record**

Moved: Cmmr. Jennings

Seconded: Cmmr. Turner

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

**Motion to Appoint Network Management as Computer Network Administrator**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

**Motion to Appoint Virtua as Health Provider**

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

## **RESOLUTION 2018-2-1-1**

### **PROFESSIONAL SERVICES APPOINTMENTS**

WHEREAS, N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services, and

WHEREAS, there exists a need for a Solicitor, Special Counsel, Water Treatment Project Engineer, Sewer Treatment Project Engineer, Special Projects Engineer, Labor Counsel, Bond Counsel, Independent Auditor, Insurance broker of record, Financial Advisor, Computer Network Administrator, Website Manager and Authority Physician

WHEREAS, the Treasurer has certified that funds are available and have been budgeted for these purposes, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1, et seq.) requires that the Resolution authorizing the awarding of contracts for "Professional Services" without competitive bids must be publicly advertised, and

WHEREAS, the Local Unit Pay-To-Play Law (N.J.S.A. 19:44A-20.5 et seq.) requires that under certain circumstances a municipality or any agency or instrumentality thereof, shall not enter into a contract having an anticipated value in excess of \$17,500, as determined in advance and certified in writing by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process, and

WHEREAS, the Willingboro Municipal Utilities Authority has by resolution established such a process, and

WHEREAS, the request for qualifications and criteria for awarding such contracts was posted on the internet website maintained by the Willingboro Municipal Utilities Authority and advertised in the Burlington County Times and

WHEREAS, submissions were received and have been reviewed for the various professional appointments.

NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority, assembled in special session, on the 1<sup>st</sup> day of February 2018 at the John F. Kennedy Center Willingboro, New Jersey that the following appointments be made:

Solicitor:

Special Counsel #1:

Special Counsel #2 (Energy):

Bond Counsel:

Labor Counsel:

Independent Auditor:

Insurance Broker:

Computer Network Administrator:

Consulting Engineer:

Special Project Engineer:

Financial Advisor:

Website Manager:

Authority Physician:

Special Projects Engineer:

1. Term of appointments shall be February 1, 2018 to February 2, 2019.
2. They shall receive such compensation as set forth in this Resolution as follows:

Solicitor	not to exceed \$60,000 per annum
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Special Counsel #1	not to exceed \$20,000 per annum
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Special Counsel #2	not to exceed \$20,000 per annum
Bond Counsel	not to exceed \$30,000 per annum
Labor counsel	not to exceed \$25,000 per annum
Independent Auditor	not to exceed \$60,000 per annum
Insurance Broker of Record	not to exceed \$30,000 per annum
Computer Network Adm.	not to exceed \$5,000 per annum
Consulting Engineer:	not to exceed \$600,000 per annum
Special Project Engineer:	not to exceed \$25,000 per annum
Financial Advisor:	not to exceed \$25,000 per annum
Website Manager:	not to exceed \$5,000 per annum
Authority Physician	not to exceed \$5,000 per annum

4. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
5. These awards are made without competitive bidding as a "Professional Service" under the provisions of NJSA 40A: 11 Local Public Contracts Law and in accordance with the provision of NJSA 19:44A-20.5 et seq...
6. Notice of Appointment shall be published in the Burlington County Times as required by law within ten (10) days of appointment.

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, Chairman

ATTEST:

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Andrew Weber, Assistant Secretary

**CERTIFICATE OF AVAILABILITY  
OF FUNDS FOR CONTRACTS**

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 uncommitted appropriations in the 2017 Authority Operating Budgets to award contracts to the appointments set forth herein in amounts not to exceed that which has been budgeted for the purposes above cited.

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Diallyo Diggs  
Treasurer

**Motion to select Burlington County Times & Courier Post newspapers for publications in order to conform to the provisions of the Open Public Meetings Law.**

Moved: Cmmr. Turner

Seconded: Cmmr. Evans

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

**Motion to set the date, time and location to hold all regular meetings of the Authority and authorize the Schedule of Meeting dates to be advertised in accordance with the provisions of the Open Public Meetings Law.**

Moved: Cmmr. Turner

Seconded: Cmmr. Jennings

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

**Resolution 2018-2-1-2 Cash Management Plan January 1, 2018 to December 31, 2018**

Moved: Cmmr. Sills

Seconded: Cmmr. Turner

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

**RESOLUTION 2018-2-1-2**

**CASH MANAGEMENT PLAN FISCAL YEAR 2017**

**JANUARY 1, 2018 TO DECEMBER 31, 2018**

Pursuant to the requirements of N.J.S.A. 40A: 5-14, et seq., and N.J.A.C. 5:31-3.1, the following is the Cash Management Plan of the Willingboro Municipal Utilities Authority ("Authority") for the fiscal year indicated above:

I. Designation of Legal Public Depository

A. The designated legal public depositories of the Authority shall be state or federally chartered bank, savings bank or an association located in the State of New Jersey or a state or federally chartered bank, savings bank or an association located in another state with a branch office in this State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit and which otherwise qualifies as a "public depository" pursuant to the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41,

et seq.

Beneficial Bank, TD Bank NA, ABCO Federal Credit Union, Republic Bank and the New Jersey Cash Management Fund are hereby designated as legal public depositories of the Authority.

II. Accounts Held by Designated Legal Public Depository

A. Revenue Account. There shall be maintained in the designated legal public depository a Revenue Account, the purpose of which is to receive all monies from any source by or on behalf of the Authority, except for monies received for connection fees, planning escrow fees or refunds of monies previously paid by the Authority from the Operating Account. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received from any source by or on behalf of the Authority, except for monies received for connection fees, planning escrow fees or such refunds shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Revenue Account. The designated legal public depository shall transfer all funds held in its Revenue Account to the Revenue Fund held by the Trustee, by wire, on the first day of each month, or as otherwise directed by the Authority.

B. Escrow Account. There shall be maintained in the designated legal public depository an Escrow Account, the purpose of which is to receive all monies designated for the payment of legal and engineering review and inspection fees as well as water and/or sewer connection fees to the Authority.

1. There shall be maintained in the designated legal public depository a Legal and Engineering Review and Inspection Fee Account which shall be a

sub-account of the Escrow Account within the Escrow Account the purpose of which is to receive all monies which are designated for the payment of escrowed legal and engineering review and inspection fees. Pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received by any source by or on behalf of the Authority which are designated for the payment of escrow fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies shall be transferred from the Escrow Account on a periodic basis to pay for costs incurred for inspection, engineering review, legal review or for other services provided to or on behalf of the development for which the escrow fees were paid, in accordance with the rules and regulations of the Authority.

2. There shall be maintained in the designated legal public depository a Water and/or Sewer Connection Fee Account which shall be a sub-account of the Escrow Account within the Escrow Account the purpose of which is to receive all monies which are designated for the payment of water and/or sewer connection fees to the Authority. Pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received from any source by or on behalf of the Authority which are designated for the payment of water and/or sewer connection fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies paid into the Connection Fee Deposit Account shall be realized as revenue and transferred to the Revenue Account when the respective connections have been physically made, in accordance with the rules and regulations of the Authority.

C. Operating Account. There shall be maintained in the designated legal public depository an Operating Account, the purpose of which is to receive, on a monthly basis, Operating Funds from the Trustee in the amount requisitioned by the Authority to pay the operating expenses of the Authority for the previous month. In addition to the Operating Funds received from the Trustee, and pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received from any source by or on behalf of the Authority which are refunds of monies previously paid by the Authority from the Operating Account shall, within 48 hours after the receipt thereof, be deposited directly into the Operating Account.

1. Payroll Account. There shall be maintained in the designated legal public depository a Payroll Account which shall be a sub-account of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account required to meet the payroll requirements of the Authority.

2. Supplemental Compensation Trust Fund. There shall be maintained in the designated legal public depository a Supplemental Compensation Trust Fund which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be used for the payment of unused sick and vacation time in accordance with New Jersey Statutes.

3. Unemployment Compensation Trust Fund: There shall be maintained in the designated legal public depository an Unemployment Compensation Trust Fund which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be used for the payment of unemployment claims in

accordance with New Jersey Statutes.

4. Liability Insurance Trust Fund: There shall be maintained in the designated legal public depository a Liability Insurance Trust Fund, which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be used for the payment of the deductible portion of approved insurance claims.

5. Petty Cash Fund. There shall be maintained in the principal office of the Authority a Petty Cash Fund, which shall be a sub-account of the Operating Fund. The purpose of the Petty Cash Fund is to pay small miscellaneous expenses of the Authority in cash, as authorized by the Executive Director or the Executive Director's designee. The Petty Cash Fund shall not exceed \$300.00 in cash at anyone time. A record shall be maintained of all monies withdrawn from the Petty Cash Fund.

6. Change Fund There shall be maintained in the principal office of the Authority a Change Fund which shall be a sub-account of the Operating Fund. The purpose of the Change Fund is to insure that sufficient change is available in the Cash Drawer to accept cash payments from Authority customers. The Change Fund shall be maintained at \$100.00

D. All accounts maintained in the designated legal public depositories shall be interest-bearing accounts and shall be maintained as business checking accounts in order to obtain the highest interest rate available from the designated legal public depositories for demand deposits.

### III. Accounts Held By The Trustee

A. Pursuant to the requirements of Article VI of the Resolution Authorizing the Issuance of Revenue Bonds, adopted June 17, 1986, and amended from time to time, the Trustee is required to make payments as of the first day of each month from the Revenue Fund into the several funds created by the Resolution. Payments are to be made into each fund up to the maximum limit set for the fund in the following order:

1. Into the Operating Fund so that the amount therein equals the Operating Requirement, which is generally defined as the amount required for the payment of operating expenses for the next six months period as shown by the annual budget;
2. Into the Bond Service Fund so that the amount therein equals any unpaid interest then due on outstanding bonds, plus an amount which will equal the interest to become due on outstanding bonds at or before the first day of July next ensuing, plus the principal amount of outstanding bonds maturing at or before the first day of January next ensuing; plus an amount which will equal the interest to become due on outstanding bonds at or before the first day of January next ensuing;
3. Into the Sinking Fund, if required;
4. Into the Bond Reserve Fund so that the amount therein equals the bond reserve requirement, which is generally defined as an amount equal to maximum annual debt service;
5. Into the Renewal and Replacement Fund so that the amount

therein equals the System Reserve Requirement which has been established by the Authority; and

6. Into the General Fund, to the extent available.

B. Special Instructions to Trustee:

1. On a monthly basis, the Trustee shall transfer, the amount requisitioned by the Authority to pay operating expenses for the next six (6) months, into the Authority's Operating Account maintained in the designated legal public depository.

2. Any balance remaining in the Revenue Fund in excess of the Operating Requirement and the money paid into the Authority's Operating Account, shall be transferred by the Trustee on a monthly basis, first, into the Bond Service Fund, and then, into the several funds created by the Resolution in the following order, but only to the extent necessary to meet the respective required fund balances:

Required Balance

a.) Bond Service Fund: \$2,130,817.20

02/01/18 Principal Payment \$153,164.63  
02/01/18 Interest Payment \$93,315.63  
07/01/18 Interest Payment \$64,200.00  
08/01/18 Principal Payment \$653,621.31  
08/01/18 Interest Payment \$93,315.63  
01/01/19 Principal Payment \$1,030,000.00  
01/01/19 Interest Payment \$64,200.00

B) Sinking Fund: \$0.00

c) Bond Reserve Fund: \$2,130,817.20

d) Renewal and Replacement Fund: \$1,000,000.00

e) General Fund: any balance

3 The Trustee shall determine whether the balances in the Bond Service Fund, Sinking Fund, Bond Reserve Fund and Renewal and Replacement Fund are in excess of the required balance for each respective fund in accordance with the provisions of the Bond Resolution but only to the extent necessary to meet the respective fund required balances. If the required balances of all funds are satisfied, any excess funds shall be paid into the General Fund.

IV. Investments of Bond Service Fund Amounts

A. Amounts held within the Bond Service Fund shall be subject to investment pursuant to the terms and conditions of the 1986 Bond Resolution as amended.

V. Securities Which May Be Purchased By or on Behalf of the Authority

A. Pursuant to N.J.S.A. 40A: 5-15.1, the Authority hereby authorizes the purchase of the following types of securities:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

2. Government money market mutual funds;

3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

4. Bonds or other obligations of the Authority, the Township of

Willingboro or school districts of which the Township of Willingboro is a part or within which the school district is located.

5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units;

6. Local government investment pools;

7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of PL 1977, c.281 (C.52: 18A-90.4); or Agreement for the repurchase of fully collateralized securities, if:

(a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of subsection A herein;

(b) the custody of collateral is transferred to a third party;

(c) the maturity of the agreement is not more than 30 days;

(d) the underlying securities are purchased through a public depository as defined in section I of PL 1970, c. 236 (C.17: 9-41); and

(e) a master repurchase agreement providing for the custody and security of collateral is executed.

B. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;

C. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the Authority or a third party custodian prior to or upon the release of the Authority's funds.

D. For the purpose of this section:

(1) a "government money market mutual fund" means an investment company or investment trust:

(a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. § 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7;

(b) the portfolio of which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein; and

(c) which is rated by nationally recognized statistical rating organization.

(2) a "local government pool" means an investment pool:

(a) which is managed in accordance with 17 C.F.R. § 270.2a.7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and

repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein;

(d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," PL 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of PL 1967, c.93 (C.49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and

borrowing on such U.S. Government securities.

VI. Investment Policies

A The policies to be used for selecting and evaluating investment instruments shall include preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees, and when appropriate, policies of investment instrument administrators and further, shall be based on a cash flow analysis prepared by the Treasurer and shall be commensurate with the nature and size of the funds held by the Authority. All investments shall be made on a competitive basis insofar as practicable. When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

VII Records

A. When the securities so purchased are received by the Authority, or by the Trustee or Investment Broker on behalf of the Authority, the Treasurer shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods if any. thereof and shall transmit said Securities to Trustee, for safekeeping.

B The Treasurer shall prepare a monthly report to the Authority summarizing all investments made or redeemed since the last meeting of the Authority. The report shall set forth each organization holding Authority funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned

income, fees incurred and market value of all investments as of the report date as well as any other information that may be required from time to time by the Authority.

#### VIII Approval, Amendment and Administration of Plan

A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Treasurer or, in his or her absence, the Assistant Treasurer, shall be charged with administering the plan. The person so charged with administering the plan shall consult with the Authority solicitor auditor and investment broker from time to time to insure the proper administration of the plan.

B. The person charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.

C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

IX Payment of Bills by Authority-

A. The Authority shall not pay out any of its monies:

1. unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

2. unless it carries a certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

B. No funds shall be disbursed by the Treasurer prior to approval of the Authority except for

1. Debt Service Payments

2. Payroll Checks

3. Discount Vouchers (which must be ratified after payment)

C. All checks drawn on Authority accounts shall be required to have three (3) signatures, except payroll check, and those signatures being the Chair or Vice-Chair, Treasurer or Assistant Treasurer, and any other Authority member.

D. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:

1. provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A: 5-16.1;

2. provide for and authorize payment of an advance to any

nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs start up costs, in a manner consistent with N.J.S.A. 40A: 5-16.2; or

3. provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A: 5-16.3.

X. Check Cashing Prohibited

A. The Authority shall not engage in the practice of cashing checks with public funds.

Attest:  _____ Andrew Weber, Assistant Secretary	<b>WILLINGBORO MUNICIPAL UTILITIES AUTHORITY</b>  By: _____ _____, Chair
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**Resolution 2018-2-1-3 Award of Contracts for Chemical Supplies**

Moved: Cmmr. Sills

Seconded: Cmmr. Turner

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

**AWARD OF CONTRACT FOR CHEMICALS**

**WHEREAS**, the Willingboro Municipal Utilities Authority has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and did in fact receive sealed bids for CHEMICALS on January 16, 2018 at 10:00 A.M. and,

**WHEREAS**, the Director of Operations has determined that the bid submitted by the low bidders, meets the specifications, and

**WHEREAS**, the bids were publicly opened and have been reviewed as to form and content and have been found to be in order, and

**WHEREAS**, the Treasurer has certified that funds are available and have been budgeted for this purpose, and

**WHEREAS**, the low bidders based on final cost to the Authority to treat a 1 MG unit volume of potable water or wastewater plant influent, were as follows:

CHEMICAL	VENDOR	UNIT PRICE
<b>Hydrated Lime</b> per ton	Coyne Chemical Co.	\$332.7800
<b>Hydrofluorosilic Acid</b> per cwt.	Coyne Chemical Co.	\$54.0700
<b>Polymer (Magna-Floc-25)</b> per lb.	Coyne Chemical Co.	\$1.8389
<b>Polymer (Zetag 8849)</b> per lb.	Coyne Chemical Co.	\$1.3689
<b>Sulfur Dioxide</b> per cwt.	Univar USA Inc.	\$55.5000
<b>Sodium Hypochlorite</b> per gal.	Miracle Chemical Co.	\$0.8190
<b>Polyphosphate</b> per lb.	Shannon Chemical Co.	\$0.727
<b>PPG Accu-Tab</b> per lb.	Coyne Chemical Co.	\$4.3717

**NOW, THEREFORE, BE IT RESOLVED** by the Willingboro Municipal Utilities Authority assembled this 1st day of February 2018 that:

1. A Contract be awarded to the following companies as the lowest, responsible bidders:
  - Coyne Chemical Co. for Hydrated Lime
  - Coyne Chemical Co. for Hydrofluorosilic Acid
  - Coyne Chemical Co. for Polymer (Magna-Floc-25)
  - Coyne Chemical Co. for Polymer (Zetag 8849)
  - Univar USA Inc. for Sulfur Dioxide
  - Miracle Chemical Co. for Sodium Hypochlorite
  - Shannon Chemical Co. for Polyphosphate

Coyne Chemical Co. for PPG Accu-Tab

2. The Chairman and Secretary are authorized to execute the necessary forms of contract.
3. A copy of this resolution be spread upon the minutes of this public meeting

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Carl Turner, Chairman

ATTEST:

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Andrew Weber, 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 from the operating fund Chemicals (Water and Sewer).

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Diallyo Diggs  
Treasurer

**Resolution 2018-2-1-4 Authorize Change Orders for WMUA Health Provider, Insurance Broker and Independent Auditor**

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

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

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**  
**RESOLUTION 2018-2-1-4**  
**CONTRACT CHANGE ORDERS FOR Physician, Insurance Broker, and Independent Auditor**

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 Cooper Levenson for Legal Services; and

WHEREAS, the contracts provided that the total services for 2017 was in the amount of \$5,000 for Physician (Virtua-Lourdes), \$30,000 for Insurance Broker (Corporate Employee Benefits) and \$60,000 for Independent auditor (Bowman and Company).

WHEREAS, it was determined that the Physician, Insurance Broker and Independent Auditor had performed additional required services and therefore the amount to be paid in 2016 will exceed \$5,000 for Physician (Virtua-Lourdes), \$30,000 for Insurance Broker (Corporate Employee Benefits) and \$60,000 for Independent auditor (Bowman and Company).

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 Virtua is approved from \$5,000 to \$6,000.
2. Contract Change Order for Corporate Employee Benefits from \$30,000 to \$32,200.
3. Contract Change Order for Bowman and Company from \$60,000 to \$63,115.
4. The Executive Director is authorized to take all steps necessary to effectuate this change order.
5. A copy of this resolution be spread upon the minutes of this public meeting.

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Carl Turner, 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, 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 from the operating fund Legal Fees (01-100-7460)

Diallyo Diggs Treasurer

**Motion to Accept the Payment of Bills**

Moved: Cmmr. Evans

Seconded: Cmmr. Jennings

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

**Comments from Authority Members**

Cmmr. Turner: Congratulate Chairs and professionals

Cmmr. Sills: Glad everybody came out and would like to congratulate all professionals.

Cmmr. Jennings: Would like to thank the pastor for coming out and congratulate all professionals.

Cmmr. Evans: Would like to thank everybody for coming out and congratulate all professionals.

Cmmr. Green: Thank you for voting me as a member of the board and congratulations to all the professionals and looking forward to looking with everyone.

Cmmr. Kolawale: Would like to thank everybody for making me a member of the board and congratulate all professionals

Cmmr. Scott: Would like to thank everyone for voting for me and looking forward to the challenge.

**Motion to Adjorn**

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

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

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the February 1, 2018, Reorganization Meeting of the Willingboro Municipal Utilities Authority.

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**Andrew Weber, Secretary**

