

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Session Minutes September 19, 2012

The regular meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, September 19, 2012 in the Authority office with the following Board members present:

Cmmr. Eddie Campbell, Jr., Cmmr. Anthony Clemons, Sr., Cmmr. James H. Gray, Cmmr. Dennis W. Reiter, Cmmr. Christopher Walker, Alt. Cmmr. T. Wayne Scott and Alt. Cmmr. Jacqueline Jennings.

Others attending were L. Russell PE of Richard A. Alaimo Assoc., Consulting Engineers, Michael A. Armstrong, Secretary, Cristal Holmes-Bowie, Joseph S. Bateman, Executive Director, Mr. James Mackie, Director of Operations, Harry F. Killian, Treasurer and David Thompson, of Phoenix Financial Advisors, LLC.

Chairman Gray called the meeting to order at 4:30 PM and 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 on Wednesday, February 2, 2012.
- 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 on February 2, 2012 by Certified Mail.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post on February 4, 2012.
- D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

Motion: Cmmr Reiter moved to approve that the minutes of the Special Meeting held on July 18, 2012 and the regular meeting conducted on August 15, 2012. Chairman Gray seconded the motion.

Discussion: Several Commissioners raised concerns regarding the accuracy of the closed session minutes and requested that the approval of the minutes be tabled until after discussion in executive session. Cmmr. Reiter then amended his motion to table approval of the minutes until after executive session.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

Motion: The Treasurers Report for August 2012 was received and filed on motion made by Cmmr. Campbell and seconded by Cmmr. Reiter.

Discussion: Cmmr. Reiter raised a concern regarding the rise in the number of removed meters and asked the Executive Director whether it would be reflected in the budget

next year. Cmmr. Clemons asked whether the WMUA can expand its services beyond the services currently offered. The Executive Director responded that the WMUA currently offers services to other municipalities and is exploring other revenue opportunities.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

Motion: The Operations and Maintenance Report for August 2012 was approved for filing as printed and distributed on motion by Cmmr. Reiter and seconded by Cmmr. Campbell.

Discussion: Cmmr. Reiter raised a question regarding the pumping capacity and whether it included well 5. Cmmr. Reiter also wanted to know when the WMUA would begin implementation of the flushing hydrants. The Operations Manager and Engineer addressed Cmmr. Reiter's questions.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Executive Director requested that the Chairman postpone entering into executive session, the next agenda item, and move to the subsequent agenda item in order to accommodate labor counsel's call which was expect to be received at 5:00 p.m. and occur during executive session. The Chairman agreed.

The Chairman advised everyone that the Executive Director's wife was in the hospital and that he would like to have the meeting move more efficiently so as to allow the Executive Director to leave in a timely manner in order to make it to the hospital to be with his wife.

The Executive Director presented his report which included the draft of the 2013 Budget. He advised the Board that his first draft budget includes rate increases. He also mentioned that Mt. Laurel is projected to buy less water next year and this was taken into consideration in formulating the new proposed rates. He noted that three quarters ($\frac{3}{4}$) of the WMUA's revenue is derived from user fees. He also pointed out that the vast majority of the expenses incurred involve the costs of providing services to our residents and employee salaries. The Executive Director emphasized that the residents of Willingboro are only paying one dollar (\$1) per day for water and sewer services. He also pointed out that if the proposed draft budget is adopted, the residential base rates of \$49 and \$48 and commercial rates of \$80 and \$48 for water and sewer, respectively, would go into effect in 2013.

The Executive Director's Report was interrupted to accept the call from Labor Counsel, Russell Litchenstein.

Motion: Cmmr. Walker moved that the Board go into executive session to discuss various employee issues, including but not limited to Mr. Armstrong's appointment as Secretary to the Board. Cmmr. Reiter seconded the motion.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

Mr. Armstrong was excluded from the executive session discussions and Alternate Cmmr. Jennings agreed to record the minutes. The Solicitor also recused herself from executive session due to her affiliation with Mr. Armstrong's law firm.

The Commissioners enter into executive Session.

Motion: Cmmr. Campbell made the motion to come out of executive session which was seconded by Cmmr. Reiter.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Board continued their discussion regarding the rate increases and the need for capital funding under the Executive Director's earlier report. The Executive Director then introduced David Thompson, of Phoenix Advisors, the Authority's financial advisor. Mr. Thompson presented a written and oral report to the Board regarding alternative methods of financing capital projects and restructuring the Authority's debt.

Motion: Cmmr. Reiter made a motion to adopt the proposed rate increases for residential at \$9 and \$3, and commercial at \$40 and \$45 for water and sewer, respectively. Cmmr. Campbell seconded the motion.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

At this time, the Executive Director then introduced the following resolution for the Commissioners' consideration:

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY Resolution 2012-48

A Resolution of the Willingboro Municipal Utilities Authority Authorizing an Application for a Loan from the New Jersey Environmental Infrastructure Financing Program

Applicant: The Willingboro Municipal Utilities Authority Loan Number:

WHEREAS, the Willingboro Municipal Utilities Authority in the County of Burlington, New Jersey intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Trust for the following projects:

Clean Water

Refine the Authority's asset management plan by providing the inspection and mapping of the sanitary sewer system.

Rehabilitate the sanitary sewer system.

Clean and repair primary and secondary sludge digesters.

Replace trickling filter media.

Replace the pumps and electrical control systems at various pumping stations.

Repair and coat various tanks at the pollution control plant.

Drinking Water

Replace various water mains.

Implement a comprehensive water meter replacement program.

Repair and repaint elevated water tanks numbers one and two.

Provide for backup electrical generators at various well sites.

NOW, THEREFORE, BE IT RESOLVED on this 19th day of September 2012 by the Commissioners of the Willingboro Municipal Utilities Authority that:

- 1. Joseph S Bateman, Executive Director/assistant secretary, of the Authority is hereby authorized to act as the Authority's authorized representative in all matters relating to the**

projects to be undertaken pursuant to the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust.

2. The authorized representative's address and pertinent information is as follows;
Joseph S Bateman, Executive Director
Willingboro Municipal Utilities Authority
433 John F. Kennedy Way Willingboro, NJ 08046
609-877-1913, Joe@wmua.info

Certification by Secretary

I, Joseph S. Bateman, Asst. 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, September 19th 2012. In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 19th day of September 2012.

Asst. Secretary, Joseph S. Bateman

Motion: Cmmr. Reiter made a motion to pass resolution 2012-48 and Cmmr. Campbell seconded the motion.

Discussion: Alternate Cmmr. Jennings requested clarification on whether the resolution also authorized the Executive Director to pursue bonding at a later time. She was advised by Cmmr. Walker that it is addressed in the resolution.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Treasurer presented the list of bills due for payment as follows:

ALL FUNDS FOR CHECKS DATED 8/17/2012 TO 9/20/2012 ALL CHECK NUMBERS

-----CHECK-----		-----VENDOR-----		
#	DATE	#	NAME	CHECK AMOUNT
1878	9/04/2012	1290	DELTA DENTAL PLAN OF NJ	5144.94
1954	8/17/2012	3320	P.E.R.S.	22.78
1957	9/20/2012	4010	A C SCHULTES INC	9961.00
1958	9/20/2012	30	ABS ELECTRIC INC	4418.34
1959	9/20/2012	73	ADVANCED AUTO PARTS	140.19
1960	9/20/2012	150	ALAIMO ASSOC., RICHARD A.	24104.34
1961	9/20/2012	160	ALL INDUSTRIAL SAFETY	302.93
1962	9/20/2012	2625	AVAYA INC.	354.18
1963	9/20/2012	31	BARBER, ROBERT	112.00
1964	9/20/2012	500	BILLOWS ELECTRIC SUPPLY	190.64
1965	9/20/2012	520	BLAUM, CHRISTOPHER	100.00
1966	9/20/2012	620	BUCKLEY, VINCENT	100.00
1967	9/20/2012	422	BURL. CO. INST. OF TECH.	4400.00
1968	9/20/2012	3159	BURLINGTON COUNTY BOARD OF CHO	14573.70
1969	9/20/2012	874	CHAMPION UNIFORM SUPPLY INC.	723.50
1970	9/20/2012	872	CHARLEY'S OTHER BROTHER	500.00
1971	9/20/2012	964	COMCAST	209.19
1972	9/20/2012	1123	COMPLETE CONTROL SERVICES INC.	130.00
1973	9/20/2012	1000	CONSTELLATION NEWENERGY INC.	3646.59
1974	9/20/2012	1020	CONTECH ASSOCIATES INC.	174.00
1975	9/20/2012	2763	DELUCA, MICHAEL	100.00
1976	9/20/2012	1270	DEMAISE, VICTOR	100.00
1977	9/20/2012	1415	EAST RIVER ENERGY INC.	6143.71
1978	9/20/2012	1412	EASTCOM ASSOCIATES INC	5000.00
1979	9/20/2012	1539	ERCOL JR., CHARLES	100.00
1980	9/20/2012	1540	ERCOL SR., CHARLES	100.00
1981	9/20/2012	1110	FASTENAL	196.76

1982	9/20/2012	1595	FEDERAL EXPRESS CORP.	116.95
1983	9/20/2012	1897	G.P. JAGER & ASSOCIATES INC	11793.60
1984	9/20/2012	1970	GRAPHIC CONTROLS LLC	850.53
1985	9/20/2012	1971	GRAY, JAMES	47.90
1986	9/20/2012	2040	HACH COMPANY	2183.12
1987	9/20/2012	2039	HD SUPPLY WATERWORKS LTD	4052.00
1988	9/20/2012	2324	HOME DEPOT USA INC	775.15
1989	9/20/2012	2695	MACKIE, JAMES	155.25
1990	9/20/2012	2310	JARVIS ELECTRIC MOTORS INC.	569.70
1991	9/20/2012	2269	JCI JONES CHEMICALS INC	22889.10
1992	9/20/2012	2262	JP SMITH CONTRACTORS INC.	76045.50
1993	9/20/2012	2421	KINGS JANITORIAL SERVICE	300.00
1994	9/20/2012	2387	LALLO, JAMES	100.00
1995	9/20/2012	2600	LOWTHER'S, GEORGE	110.00
1996	9/20/2012	2670	MACALASTER BICKNELL CO OF NJ INC	4885.93
1997	9/20/2012	2740	MAGELLAN HILL TECHNOLOGIES	2165.54
1998	9/20/2012	2951	MIDDLESEX WELDING SALES	24.00
1999	9/20/2012	2960	MILLIPORE CORPORATION	726.15
2000	9/20/2012	2050	MINUTEMAN PRESS OF HAINESPORT	335.40
2001	9/20/2012	3070	MUNICIPAL MAINTENANCE CO.	20057.21
2002	9/20/2012	3168	N.J. MANUFACTURERS INSURANCE CO	7794.00
2003	9/20/2012	3100	NATIONAL BATTERY CO.	60.00
2004	9/20/2012	2762	NETWORK MANAGEMENT CONSULTANTS	1667.50
2005	9/20/2012	3152	NEWTOWN OFFICE & COMPUTER SUPPLY	558.80
2006	9/20/2012	4999	ONE CALL CONCEPTS	287.92
2007	9/20/2012	3610	P S E & G	46270.18
2008	9/20/2012	3611	PARK PUMPS & CONTROLS INC.	70.00
2009	9/20/2012	3360	PAUL'S TREE SERVICE LLC	3600.00
2010	9/20/2012	2340	PETROLEUM TRADERS CORP	1106.02
2011	9/20/2012	3467	PHILADELPHIA INSURANCE COMPANIES	12881.42
2012	9/20/2012	4064	PHOENIX SECURITY SYSTEMS INC	519.40
2013	9/20/2012	3490	PITNEY BOWES	540.00
2014	9/20/2012	3630	PYRZ WATER SUPPLY CO INC	301.00
2015	9/20/2012	3640	Q.C. LABORATORIES	2119.50
2016	9/20/2012	4680	REED & PERRINE SALES INC.	3405.00
2017	9/20/2012	3805	RIVERSIDE NAPA AUTO PARTS	37.98
2018	9/20/2012	1332	ROOT 24 HRS INC.	425.00
2019	9/20/2012	2535	ROTARY CLUB OF WILLINGBORO	125.00
2020	9/20/2012	3940	SAM'S CLUB	1505.90
2021	9/20/2012	3002	SERVICE TRUCK CENTERS INC.	335.80
2022	9/20/2012	2422	SHARP GTS, GARY	1052.00
2023	9/20/2012	2021	SHARP, GARY	112.00
2024	9/20/2012	4162	SKOW, SANDRA	150.00
2025	9/20/2012	4180	SNELL JR., JAMES	150.00
2026	9/20/2012	4285	SPRINGSIDE AUTOMOTIVE INC	703.79
2027	9/20/2012	4290	STA SEAL INC	55.02
2028	9/20/2012	4322	STATE OF NEW JERSEY	460.92
2029	9/20/2012	3620	STATE OF NJ-PWT	2344.62
2030	9/20/2012	730	STEVENSON & SON INC., C.	5685.78
2031	9/20/2012	2491	THE L.L. CLEAN CO.	385.81
2032	9/20/2012	4485	TRI-STATE TECHNICAL SALES CORP	811.70
2033	9/20/2012	3530	U.S. POSTAL SERVICE	7000.00
2034	9/20/2012	2730	UNIVAR USA INC.	2898.00
2035	9/20/2012	3211	USA BLUEBOOK	176.59
2036	9/20/2012	3213	USA MOBILITY WIRELESS INC.	174.00
2037	9/20/2012	3186	VERIZON WIRELESS	504.77
2038	9/20/2012	4446	VIRTUA AT WORK	268.60
2039	9/20/2012	4650	WALKER PROCESS EQUIPMENT	6103.18
2040	9/20/2012	2260	WASTE MANAGEMENT OF NJ	326.50
2041	9/20/2012	4800	WHARTON HARDWARE	110.75
2042	9/20/2012	4535	WILLIAM SCOTSMAN INC.	307.69
2043	9/20/2012	4600	WOOLMAN BROTHERS NURSERY	300.00
2044	9/20/2012	4605	WOOLSTON COMPANY INC.	2376.00
2045	9/20/2012	4880	ZEE MEDICAL SERVICE CO.	240.30
2046	9/20/2012	4655	WALKER, CHRISTOPHER	106.99
2047	9/20/2012	36	BATEMAN, JOSEPH	691.79
8020	9/04/2012	2150	STATE OF NJ HEALTH BENEFITS PROGRAM	18554.70
8021	9/04/2012	2030	STATE OF NJ HEALTH BENEFITS PROGRAM	51642.54
TOTAL:				\$416,536.28

Motion: Cmmr. Reiter made a motion to approve the List of Bills for payment and Cmmr. Clemons seconded his motion.

Discussion: Cmmr. Walker wanted to make a statement regarding reimbursements. He pointed out that the board previously agreed that an employee or commissioner who submits a voucher for reimbursement should have that voucher attached to the Bill List and submitted in the meeting packages to all commissioners for review in advance of the regular meeting. However, this has not occurred. He also noted that the commissioner who submits a voucher should abstain with respect to voting on his own voucher. Alternate Cmmr. Jennings joined in Cmmr. Walker's concerns. Commissioners Walker and Gray submitted vouchers for reimbursement which were listed on the Bill List.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE as to all other items on the Bill List except line item 1985 wherein an abstention was noted as to his personal voucher, Chris Walker, AYE as to all other items on the Bill List except line item 2046 wherein an abstention was noted as to his personal voucher).

Motion: Cmmr. Reiter moved and the Chairman seconded the motion to file and receive the Engineer's Monthly Status Report.

Discussion: The Engineer verbally summarized his written Monthly Status Report submitted to the Commissioners.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Engineer then introduced the following resolution for the Commissioners' consideration:

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY Resolution 2012-49

A Resolution Consenting to the Proposed Water Quality Management Plan Amendment Entitled: Burlington County Future Wastewater Service Area Map

WHEREAS, the Willingboro Municipal Utilities Authority desires to provide for the orderly development of wastewater facilities in cooperation with Burlington County; and

WHEREAS, the New Jersey Department of Environmental Protection requires that proposed wastewater treatment and conveyance facilities and wastewater service areas, as well as related subjects, be in conformance with the approved water quality management plan; and

WHEREAS, the NJDEP has established the water quality management plan amendment procedure as a method of incorporating and updating new or previously unplanned facilities and service areas into the plan; and

WHEREAS, a proposed water quality management plan amendment noticed in the New Jersey register on September 4, 2012 for the Burlington County future wastewater service area map has been prepared by the County of Burlington Department of Resource Conservation.

NOW, THEREFORE, BE IT RESOLVED on this 19th day of September 2012 by the Commissioners of the Willingboro Municipal Utilities Authority that:

1. The Authority hereby consents to the plan amendment entitled "Burlington County future wastewater service area map".

2. This consent shall be submitted to the NJDEP in accordance with N.J.S.A.C. 7:15-3.4.

Certification by Secretary

I, Joseph S. Bateman, Asst. 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, September 19th 2012. In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 19th day of September 2012.

Asst. Secretary, Joseph S. Bateman

Motion: Commr. Reiter made the motion to approve Resolution 2012-49 and it was seconded by Cmmr. Campbell.

Discussion: The Engineer summarized the purpose and reason for the resolution.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Engineer also requested that the Board consider approving the following Resolution:

RESOLUTION 2012-50

CHANGE ORDER #1 TO CONTRACT #2012 -1

CONCRETE REPAIR AND RECOATING AT PCP

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 CONCRETE REPAIR AND RECOATING AT PCP on May 14, 2012 at 10:00 A.M. and,

WHEREAS, the contract was awarded to J.P. Smith Contractors Inc., and

WHEREAS, it was recently discovered that additional areas of the primary settling tank concrete needs repairing, and

WHEREAS, the Consulting Engineer has reviewed and is recommending approval of this change order, and

WHEREAS, the contractor has submitted a change order in the amount of \$15,500, and

WHEREAS, the Consulting Engineer is recommending approval of this change order as submitted.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 19th day of September 2012 that:

1. This change order is approved in the total amount of \$15,500.
2. The Consulting Engineer be 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.

Certification by Secretary

I, Joseph S. Bateman, Asst. 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, September 19th 2012. In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 19th day of September 2012.

Asst. Secretary, Joseph S. Bateman

Motion: Commr. Reiter made the motion to approve Resolution 2012-49 and it was seconded by Cmmr. Campbell.

Discussion: The Engineer summarized the purpose and reason for the resolution and noted that amount of the change order remains under the 20% limit .

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Executive Director was excused from the meeting and exited the building.

Motion: Commr. Walker made the motion to reenter executive session to discuss employment issues, contract negotiations and potential litigation and it was seconded by Cmmr. Reiter.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The Commissioners enter into executive session again.

Motion: Commr. Reiter made the motion to come out of executive session and it was seconded by Cmmr. Campbell.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

Motion: Cmmr. Reiter made a motion to have the solicitor take the action as noted in executive session and the motion was seconded by Cmmr. Campbell.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

Motion: Cmmr. Reiter made a motion to adjourn and the motion was seconded by Cmmr. Campbell.

Roll Call Vote: Eddie Campbell, Jr., AYE; Anthony Clemons, Sr. AYE; James Gray, AYE; Dennis Reiter, AYE; and Christopher Walker, AYE.

The meeting was adjourned.