

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY
Regular Meeting Minutes
February 19, 2014

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, February 19, 2014 in the Authority office. Chairman Walker called the meeting to order at 4:30 PM, and requested that the everyone pledge of allegiance to the flag. The Commissioner 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. Eddie Campbell, Jr., (Present), Cmmr. Dennis W. Reiter (Present), Cmmr. Christopher Walker (Present), Cmmr. Jacqueline Jennings (Arrived at 4:42), Cmmr. T. Wayne Scott (Present), Alt. Cmmr. Clayton Sills and Alt. Cmmr. Darvis Holly (Present).

Others attending; Michael A. Armstrong, Secretary, Joseph S. Bateman, Executive Director, James Mackie, Operations Manager, Nicholas F. Talvacchia, Solicitor, Jerry Ostow, Bond Counsel and L. Russell Trice, Engineer.

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Scott to approve the minutes of the January 8, 2014 and January 15, 2014 meetings.

Discussion: Cmmr. Reiter raised the issue that the January 8, 2014 minutes did not include a discussion regarding CEB's attendance at the meeting. The Chairman stated that the January 8th meeting was held specifically to meet with CEB and that discussion should be included. However, the Secretary believed that CEB was present on January 15, 2014.

Chairman requested that the Secretary review the audio tape and present the January minutes at the March 19, 2014 meeting.

Motion to Amend Cmmr. Campbell moved and Cmmr. Reiter seconded an amendment to exclude the January 8, 2014 minutes from the original motion.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE, Cmmr. Holly, ABSTAIN.

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Scott to receive and file the Treasurer's Report.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, Cmmr. Scott, AYE; Cmmr., Cmmr. Holly, AYE; Walker, AYE.

Motion: A motion to receive and file the Operations and Maintenance Report was made by Cmmr. Scott and seconded by Cmmr. Campbell.

Discussion Cmmr. Reiter asked the Operations Manager about the water main break repairs. The Operations Manager summarized the current status of the repairs.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Cmmr. Scott, AYE; Cmmr. Holly, AYE; Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to receive and file the Executive Director's Report.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Cmmr. Scott, AYE; Cmmr. Holly, ABSTAIN; Cmmr. Walker, AYE.

There were no comments from the public.

Alt. Cmmr. Jennings arrives at 4:42.

The Executive Director submitted the following resolution for the Board's review and adoption.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2014-2-19-1 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 Energy Advisors; Broker for Sale of Solar Energy Credits, and

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 2005-54 established such a process, and

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

NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority, assembled in regular session, this 19th day of February 2014 that the following appointments be made; Energy Advisors: Solar Energy Credit Broker

Term of appointments shall be February 19, 2014 to January 31, 2015 or until their successors shall have been duly appointed.

2. They shall receive such compensation as set forth in this Resolution as follows:
Energy Advisor: \$
Solar Energy Credit Broker: \$
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.

Christopher P Walker, Chairman

ATTEST:

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, Joseph Jacobs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are available sufficient uncommitted appropriations in the 2014 Authority Operating Budgets to award contracts to:

Energy Advisor, and
Solar Energy Credit Broker.

in amounts not to exceed that which has been budgeted for the purposes above cited.

Joseph Jacobs

Treasurer

Motion: A motion was made by Cmmr. Scott and seconded by Cmmr. Campbell to nominate Flett exchange as Broker for Sale of Renewable Energy Credits.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE, Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to approve a resolution awarding “5” as Energy Advisor.

Discussion: Cmmr. Campbell requested a report on SREC credits. Cmmr. Reiter mentioned that “5” was with Mt. Laurel MUA and that they were satisfied with their services.

Roll Call: Cmmr. Campbell, NO; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, NO; Cmmr. Scott, AYE, Cmmr. Walker, NO.

Motion Failed.

Motion: A motion was made by Alt. Cmmr. Jennings and seconded by Cmmr. Walker to appoint Integrity Energy Services.

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, NO; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, NO; Cmmr. Walker, AYE.

Bond Counsel, Jerry Ostow, presented the attached resolutions to the Commissioners regarding the NJEIT loan applications for adoption and submission to the Local Finance Board.

Motion: A motion was made by Alt. Cmmr. Jennings and seconded by Cmmr. Campbell to adopt resolutions and submit same to the Local Finance Board.

Discussion: Bond Counsel was explained the need to adopt the lengthy resolutions attached to these minutes.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Campbell and Alt. Cmmr. Jennings to authorize advertising for proposals to secure laboratory services.

Discussion: Chairman and Ms. Jennings directed that RFQ be submitted to Solicitor for review.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

The Executive Director presented the following resolution requesting authorization to sell the Authority's solar renewable energy credits.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2014-2-19-2

AUTHORIZING THE SALE OF SOLAR RENEWABLE ENERGY CREDITS

AND APPOINTING A BROKER

WHEREAS, the Willingboro Municipal Utilities Authority owns and operates a photovoltaic generation system; and

WHEREAS, the Authority owns the exclusive rights to the solar renewable energy certificates created by the solar project; and

WHEREAS, it is the desire of this Authority to sell renewable energy credits created by this solar generation system, and

WHEREAS, the State of New Jersey has authorized the sale of SRECs through an online auction process as specified in the Local Unit Electronic Technology Pilot Program, P.L. 2001, c. 30; and

WHEREAS, the State of New Jersey has approved various vendors to conduct online auctions; and

WHEREAS, the Flett Exchange is one of those approved vendors.

NOW, THEREFORE, BE IT RESOLVED this 19th day of February 2014;

1. The Executive Director is authorized to take all actions necessary to sell solar renewable energy credits for 2014.

2. The Flett Exchange is selected to act as the broker to effectuate these sales.

Christopher P Walker, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Motion: Cmmr. Reiter made a motion to adopt a resolution authorizing the sale of solar renewable energy credit and it was seconded by Cmmr. Campbell.

Discussion: The Executive Director gave an explanation as to why the energy credits must be sold with Board's approval.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Personnel committee and the Executive Director gave a report regarding various personnel policies in development (personal use of MUA vehicles, employee appraisal system and wage scales). Resolution regarding these policies was held pending review by the solicitor.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to take off table a prior motion tabled on February 5, 2014 to authorize the Executive Director to hire three new laborers.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Discussion: The Executive Director says that one of the prospective applicants has pending felony. The Board determined that no prospective employee should be put before the Board by the Executive Director unless they complete the background check first. The Executive Director should look at the remaining six top applicants and interview three only after the first applicant has an opportunity to respond. The Executive Director should not hire this individual until the personnel committee and attorney are made aware of his response.

Amended Motion: An amended motion was made by Cmmr. Reiter and seconded by Cmmr. Jennings to ratify the hiring of Robert McCloskey, laborer and Joseph Tarbutton, assistant water treatment plant operator.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, Cmmr. Scott, AYE; Cmmr. Walker, AYE.

The discussion was held regarding the request by the Willingboro Police Department to enter into a shared services agreement regarding the dog kennels. The Solicitor advised that the MUA may not be able to enter into this agreement.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to authorize entering into a Memorandum of Understanding with New Jersey Emergency Management Grants and authorize the Executive Director to execute all documents and take all action necessary to secure the grants.

Discussion: Approved subject to legal review.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE;

Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Campbell and seconded by Alt. Cmmr.

Jennings to present the following February List of Bills for payment.

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A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 1/17/2014 TO 2/20/2014 ALL CHECK NUMBERS

-----CHECK-----		-----VENDOR-----		
#	DATE	#	NAME	CHECK AMOUNT
3435	2/03/2014	1290	DELTA DENTAL PLAN OF NJ	4263.93
3436	1/17/2014	1539	ERCOL JR., CHARLES	118.74
3437	1/17/2014	3195	TREASURER STATE OF NJ	200.00
3438	1/17/2014	1110	FASTENAL	31.39
3439	2/04/2014	4444	VINCENZO'S PIZZA	309.75
3440	2/04/2014	153	ALARMS UNLIMITED INC.	5075.00
3442	2/19/2014	430	BURLINGTON COUNTY TIMES	231.40
3444	2/20/2014	30	ABS ELECTRIC INC	245.00
3445	2/20/2014	75	ACCURATE BALANCE AND	237.00
3446	2/20/2014	73	ADVANCED AUTO PARTS	333.54
3447	2/20/2014	150	ALAIMO ASSOC., RICHARD A.	72017.48
3448	2/20/2014	160	ALL INDUSTRIAL SAFETY	787.66
3449	2/20/2014	230	ANTHONY'S LIFT TRUCK SERVICES	2440.80
3450	2/20/2014	50	ASSOCIATION OF ENVIRONMENTAL	7450.00
3451	2/20/2014	275	ATLANTIC COAST POLYMERS	3031.80
3452	2/20/2014	286	ATLANTIC TOMORROWS OFFICE	313.15
3453	2/20/2014	2432	B F M C INC.	9607.63
3454	2/20/2014	41	BATTERIES PLUS	46.78
3455	2/20/2014	500	BILLOWS ELECTRIC SUPPLY	25.19
3456	2/20/2014	540	BOWMAN & COMPANY LLP	250.00
3457	2/20/2014	565	BRISTOL PROTECTIVE SERVICES LL	3408.00
3458	2/20/2014	593	BRUCE BURIN AIR COND. & HEATIN	1693.00
3459	2/20/2014	3159	BURLINGTON COUNTY BOARD OF CHO	6063.83
3460	2/20/2014	430	BURLINGTON COUNTY TIMES	171.08
3461	2/20/2014	793	CBM	1750.78
3462	2/20/2014	819	CERTIFIED HEALTH & SAFETY SERV	4923.00
3463	2/20/2014	820	CERTIFIED LABORATORIES	170.43
3464	2/20/2014	874	CHAMPION UNIFORM SUPPLY INC.	723.50
3465	2/20/2014	872	CHARLEY'S OTHER BROTHER	500.00
3466	2/20/2014	870	CHEM-AQUA DIVISION	1188.91
3467	2/20/2014	964	COMCAST	225.35
3468	2/20/2014	1130	COOPER LEVENSON ATTORNEYS AT L	2113.80
3469	2/20/2014	1081	CUMMINS POWER SYSTEMS INC.	1964.84

3470	2/20/2014	2763	DELUCA, MICHAEL	125.00
3471	2/20/2014	1270	DEMAISE, VICTOR	15.50
3472	2/20/2014	1415	EAST RIVER ENERGY INC.	4304.12
3473	2/20/2014	1495	ENVIRONMENTAL EXPRESS LTD	191.67
3474	2/20/2014	1493	ENVIRONMENTAL RESOURCE ASSOC.	392.66
3475	2/20/2014	1542	ES2 INC.	1195.00
3476	2/20/2014	1595	FEDERAL EXPRESS CORP.	26.06
3477	2/20/2014	1690	FOX HEATING & A/C	521.21
3478	2/20/2014	1898	GOLDEN NUGGET ATLANTIC CITY LL	354.00
3479	2/20/2014	1960	GRAINGER INC, W W	655.78
3480	2/20/2014	2040	HACH COMPANY	156.80
3481	2/20/2014	2770	HAINESPORT ENTERPRISES INC	97.50
3482	2/20/2014	4194	HARRIS COMPUTER CORPORATION	14052.81
3483	2/20/2014	2039	HD SUPPLY WATERWORKS LTD	3324.80

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3484	2/20/2014	2324	HOME DEPOT CREDIT SERVICES	388.97
3485	2/20/2014	2269	JCI JONES CHEMICALS INC	12521.02
3486	2/20/2014	2421	KINGS JANITORIAL SERVICE	320.00
3487	2/20/2014	2460	KROGULSKI, JOHN	64.98
3488	2/20/2014	2600	LOWTHER'S, GEORGE	159.60
3489	2/20/2014	2620	LUCAS MOTOR COMPANY	135.30
3490	2/20/2014	2670	MACALASTER BICKNELL CO OF NJ I	3848.99
3491	2/20/2014	2695	MACKIE, JAMES	49.00
3492	2/20/2014	2740	MAGELLAN HILL TECHNOLOGIES	2366.61
3493	2/20/2014	2951	MIDDLESEX WELDING SALES	13.90
3494	2/20/2014	2050	MINUTEMAN PRESS OF HAINESPORT	477.67
3495	2/20/2014	3003	MORE POWER ELECTRIC	140.00
3496	2/20/2014	2762	NETWORK MANAGEMENT CONSULTANTS	2480.00
3497	2/20/2014	3017	NEW JERSEY AMERICAN WATER	105.50
3498	2/20/2014	3168	NEW JERSEY MANUFACTURERS INSUR	9132.28
3499	2/20/2014	3152	NEWTOWN OFFICE & COMPUTER SUPP	924.90
3500	2/20/2014	3167	NORMANS GLASS & AUTO SERVIVES	677.00
3501	2/20/2014	3610	P S E & G	70608.34
3502	2/20/2014	3481	P.C. HELPERS INC.	113.97
3503	2/20/2014	3611	PARK PUMPS & CONTROLS INC.	2412.00
3504	2/20/2014	2340	PETROLEUM TRADERS CORP	221.72
3505	2/20/2014	3467	PHILADELPHIA INSURANCE COMPANI	13471.20
3506	2/20/2014	3490	PITNEY BOWES	738.00
3507	2/20/2014	3515	POWER EQUIPMENT CO.	2479.70
3508	2/20/2014	3525	PPC LUBRICANTS	238.73
3509	2/20/2014	3630	PYRZ WATER SUPPLY CO INC	1175.00
3510	2/20/2014	3640	Q.C. LABORATORIES	6215.50
3511	2/20/2014	4680	REED & PERRINE SALES INC.	5712.00
3512	2/20/2014	3710	REITER, DENNIS W	108.75
3513	2/20/2014	3802	RIO SUPPLY INC.	208.00
3514	2/20/2014	2535	ROTARY CLUB OF WILLINGBORO	125.00
3515	2/20/2014	3940	SAM'S CLUB	485.59
3516	2/20/2014	3002	SERVICE TRUCK CENTERS INC.	800.43
3517	2/20/2014	4180	SNELL JR., JAMES	48.96
3518	2/20/2014	4285	SPRINGSIDE AUTOMOTIVE INC	2799.83
3519	2/20/2014	4320	STAPLES	100.78
3520	2/20/2014	4333	STATE OF NEW JERSEY	2338.00

3521	2/20/2014	730	STEVENSON & SON INC., C.	3434.39
3522	2/20/2014	4340	STEVENSON SUPPLY CO INC	759.78
3523	2/20/2014	4431	THOMAS SCIENTIFIC	701.72
3524	2/20/2014	4460	TRAP ROCK INDUSTRIES LLC	1414.53
3525	2/20/2014	3195	TREASURER STATE OF NJ	410.00
3526	2/20/2014	3530	U.S. POSTAL SERVICE	9200.00
3527	2/20/2014	2424	USPS #25666504	2000.00
3528	2/20/2014	3186	VERIZON WIRELESS	894.74
3529	2/20/2014	4446	VIRTUA AT WORK	378.80
3530	2/20/2014	4650	WALKER PROCESS EQUIPMENT	5096.76
3531	2/20/2014	2260	WASTE MANAGEMENT OF	342.82
3532	2/20/2014	4535	WILLIAMS SCOTSMAN	362.15
3533	2/20/2014	4605	WOOLSTON COMPANY INC.	1320.00
3534	2/20/2014	4880	ZEE MEDICAL SERVICE CO.	234.60
8054	2/03/2014	2150	STATE OF NJ HEALTH BENEFITS PR	20616.50
8055	2/03/2014	2030	STATE OF NJ HEALTH BENEFITS PR	52623.10
TOTALS:				401322.78

Discussion: None.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE, but ABSTAIN as to check#3512, Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Motion: Alt. Cmmr. Jennings made a motion to receive and file the Engineer's Monthly Status Report.

Discussion: Cmmr. Scott asked for a status update on well#5. The Engineer indicated that there has been no change in status.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

The Solicitor indicated that Mr. Bateman responded to the Chairman's five questions raised on January 15, 2014.

The Chairman appointed the following Commissioners to various committees:

Policy Committee: Cmmr. Sills and Cmmr. Campbell;

Personnel Committee: Cmmr. Jennings and Cmmr. Scott;

Finance: Cmmr. Holly and Cmmr. Reiter;

Ad Hoc Energy and Grants Committee: Cmmr. Sills and Cmmr. Walker.

Motion: A motion to adjourn was made by Cmmr. Campbell and seconded by Cmmr. Scott.

Roll Call: Cmmr. Campbell, AYE; Cmmr. Reiter, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Scott, AYE; Cmmr. Walker, AYE.

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the February 19, 2014, Regular Meeting of the Willingboro Municipal Utilities Authority.

Michael A. Armstrong, Secretary