

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes November 13, 2013

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, November 13, 2013 in the Authority office. Chairman Walker called the meeting to order at 4:35 PM, and Pledge of Allegiance by the Board. 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. James H. Gray (Present), Cmmr. Dennis W. Reiter (Present), Cmmr. Christopher Walker (Present), Alt. Cmmr. T. Wayne Scott (Present) and Alt. Cmmr. Jacqueline Jennings (Present).

Others attending; Michael A. Armstrong, Secretary, Nicholas F. Talvacchia, Solicitor, Russell Trice, Engineer, and Joseph S. Bateman, Executive Director.

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Gray for approval of the Minutes October 23rd.

Discussion: The Secretary noted one change, the date in the first paragraph from October 16th to October 23rd. Cmmr. Reiter noted a change in the omission of his vote on page five, and the Secretary indicated he made the change to "AYE". Mr. Bateman requested that the Board consider his written proposed changes to the October 23 draft minutes prepared by the Secretary. The Board refused to accept the proposed changes unless confirmed by the Secretary as to accuracy.

Motion To Amend: Cmmr. Campbell made a motion to accept the amendment related to Mr. Reiter's request and Cmmr. Gray seconded the motion.

Discussion: None.

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

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

Discussion: Cmmr. Reiter asked about the changes he requested at the last meeting. Mr. Bateman advised that the meters were removed.

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

Motion: Cmmr. Reiter made a motion to receive and file the Operations and Maintenance Report for October and Cmmr. Gray seconded the motion.

Discussion: Mr. Bateman offered to answer any questions in Mr. Mackie's absence and advised the board that the MUA is in compliance with all permits during October.

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

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

Discussion: None.

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

Comments from the public: Clayton Sills, of 20 Bloomfield Lane and Nolan Branch both members of the "Green Team" plan to meet the authority members regarding sustainable initiatives. Cmmr. Walker suggested both individuals meet with Mr. Bateman and any commissioners may volunteer to attend as well. Cmmrs. Gray and Jennings volunteered to attend a meeting if available on a date to be determined. If Cmmrs.' Gray or Jennings are unavailable then Cmmr. Walker indicated that he will attend.

Victor Dimaes, Plant Superintendent, read a brief statement regarding certain employee promotion requests.

Robert Barber an MUA employee had a question regarding the Rice Notice he received. The Solicitor stated that he sent the Rice Notice, However Mr. Barber would not be discussed at this meeting.

Lloyd Parker, a senior MUA employee at the Pollution Control Plant wanted to "shed light" on the changes he experienced at the MUA and offered support to fellow employees who received Rice Notices.

The Executive Director gave his report. Mr. Bateman discussed an item tabled at the October 23rd meeting, and gave a report on the third-party energy supplier broker bids. Secretary indicated this issue was tabled at the last meeting and a vote to remove it from the table is required.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to take the issue off the table.

Discussion: None.

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

The executive director continued his report regarding the need for a third-party energy supply broker. Cmmr. Campbell commented on the benefit to the MUA and the Township. Cmmr. Reiter asked if there was a time limit on this issue. Mr. Bateman said the timeframe needs to be considered if the MUA wants to get a good rate. Mr. Gray asked if other towns are being consorted. Mr. Bateman said yes. Mr. Jennings asked whether other brokers were considered. Mr. Bateman indicated he met with other advisors from other firms and he has their information. Mr. Trice advised the Commissioners that the Mt. Laurel MUA contracted with a company for the same service and received significant savings. The Commissioners discussed tabling this issue again due to lack of information regarding more than one energy supply broker. Cmmr. Reiter commented on the disparity in prices and asked the Commissioners to make a decision on it now. Cmmr. Walker disagreed stating that the information regarding other brokers was requested from the ED the information last month and it was not provided, and that is the reason it was tabled until this month.

Motion: A motion was made by Cmmr. Gray and seconded by Cmmr. Reiter to continue to table this issue until the December meeting so that the ED can provide additional information on other brokers.

Discussion: None.

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

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Gray to consider amending the Cash Management Resolution to increase petty cash to compensate for counterfeit money.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2013 11-13-1

AMENDING CASH MANAGEMENT PLAN FOR FISCAL YEAR 2013

WHEREAS: Pursuant to the requirements of N.J.S.A. 40A: 5-14, et seq., and N.J.A.C. 5:31-3.1, the Willingboro Municipal Utilities Authority has adopted a cash management plan for 2013.

WHEREAS: there has been a significant increase in counterfeit currency being utilized to pay water and sewer bills, and

WHEREAS: the current amount in petty cash is insufficient to cover this business loss.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro MUA that

The Cash Management Plan of the Willingboro Municipal Utilities Authority ("Authority") for the fiscal year indicated above, is hereby amended as follows:

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 in cash at anyone time. A record shall be maintained of all monies withdrawn from the Petty Cash Fund.

This resolution will take effect immediately upon its passage.

Approved this 13th day of November, 2013.

Christopher P Walker, Chairman

ATTEST:

Michael A. Armstrong, Secretary

November 13, 2013

Discussion: Mr. Bateman indicated the MUA suffers a loss given the increase in counterfeit money being passed. He discussed this issue with the Treasurer and he agrees with the decision to increase petty cash. Cmmr. Walker asked Mr. Bateman to provide something in writing from the Treasurer to the Commissioners in the future when the Treasurer's opinion is involved. Cmmr. Jennings is concerned about how the counterfeit money is processed through the MUA and that there are no policies in place to handle it. Cmmr. Jennings also asked how much the MUA incurs as a loss each year due to receiving counterfeit money. Mr. Bateman indicated the annual loss is approximately \$500. Cmmr. Gray asked how much petty cash is being considered, and Mr. Bateman stated about \$300.

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

No motion was needed on the rate studies for area utilities. Mr. Bateman simply reported that the MUA is at the lower scale regarding rates charged its customers.

Motion: A motion was made by Cmmr. Reiter and Seconded by Cmmr. Campbell to accept the third quarter billing adjustments.

Discussion: Mr. Bateman indicated there were no adjustments this quarter.

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

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Reiter to accept and file the Consulting Engineers Report.

Discussion: None.

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

Motion: A motion was made by Cmmr. Gray and seconded by Alt. Cmmr. Jennings to submit authorize the ED to request bid proposals for the 2014 and 2015 NJEIT projects.

Discussion: Commissioner Walker asked if it was common practice to request bids for the NJEIT projects. The Engineer responded that it is common for the 2014 project and the 2015 project is included as a result of financing made available due to Hurricane Sandy.

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

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Gray to consider approving a Resolution (2013-11-13-2) for Change Order #1 to Contract 2012-1 for additional footage in the sanitary sewer inspection program.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2013-11-13-2 CHANGE ORDER # 1 OF CONTRACT 2012-2 SANITARY SEWER INSPECTION/AMP

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 proposals for the inspection of its sanitary sewer system and purchase of an asset management program and,

WHEREAS, Contract 2012-2 was awarded to the low bidder, Red Zone Robotics, Inc. and
WHEREAS, the original contract did not include all portions of the sanitary sewer system, and
WHEREAS, the investigation into the structural condition of Willingboro's sanitary sewer
system is a necessary precursor to intelligently predicting future capital needs, and

WHEREAS, the authority desires to include as much of the sanitary sewer system in this
investigation as possible;

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority
assembled in regular session this 13th day of November 2013 that:

1. A Change Order to Contract 2012 – 2, in the amount of \$60,149.60, be approved.
2. A copy of this resolution be spread upon the minutes of this public meeting.

Christopher P. Walker, Chairman

ATTEST:

Michael A. Armstrong, 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,
Joseph Jacobs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES

Red zone change order 1.

AUTHORITY has ascertained that there are now available sufficient funds to award a change order to
Red Zone Robotics Inc.

The money necessary to fund said change order is in the amount of \$60,149.60. The funds shall
be charged to the following fund: RENEWAL & REPLACEMENT FUND.

These funds are not being certified as being available for more than one pending contract.

**Joseph Jacobs
Treasurer**

Discussion: No resolution was provided during discussion. However, Mr. Bateman agreed
provide it for the Chairman's execution. The Secretary advised that the resolution number would be
2013-11-13-2.

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

Motion: A motion was made by Cmmr. Gray and seconded by Alt. Cmmr. Jennings to present the list of bills due for payment.

DATE: 8-NOV-13 Willingboro M.U.A. PAGE 1
 Bill List
 November 13, 2013 Meeting

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 10/18/2013 TO 11/14/2013 ALL CHECK NUMBERS

-----CHECK-----		-----VENDOR-----		
#	DATE	#	NAME	CHECK AMOUNT
3185	11/01/2013	1290	DELTA DENTAL PLAN OF NJ	4746.01
3186	11/13/2013	4120	SHOPRITE OF WILLINGBORO	1250.00
3187	11/13/2013	4120	SHOPRITE OF WILLINGBORO	500.00
3189	11/14/2013	131	AGWAY OF BURLINGTON	110.98
3190	11/14/2013	160	ALL INDUSTRIAL SAFETY	603.61
3191	11/14/2013	245	APS SUPPLY CO.	50.00
3192	11/14/2013	275	ATLANTIC COAST POLYMERS	3024.00
3193	11/14/2013	2432	B F M C INC.	347.66
3194	11/14/2013	620	BUCKLEY,VINCENT	125.00
3195	11/14/2013	3159	BURLINGTON COUNTY BOARD OF CHO	14508.76
3196	11/14/2013	430	BURLINGTON COUNTY TIMES	59.32
3197	11/14/2013	710	BURLINGTON TRUCK CENTER	113.81
3198	11/14/2013	792	CARLTON INDUSTRIES INC.	727.58
3199	11/14/2013	4640	CENTRAL JERSEY EQUIPMENT LLC	148.31
3200	11/14/2013	820	CERTIFIED LABORATORIES	452.06
3201	11/14/2013	874	CHAMPION UNIFORM SUPPLY INC.	567.70
3202	11/14/2013	964	COMCAST	89.99
3203	11/14/2013	1130	COOPER LEVENSON ATTORNEYS AT L	3019.50
3204	11/14/2013	1048	CORPORATE EMPLOYEE BENEFITS LL	15000.00
3205	11/14/2013	1050	COURIER POST	62.70
3206	11/14/2013	1270	DEMAISE,VICTOR	122.29
3207	11/14/2013	1415	EAST RIVER ENERGY INC.	3877.23
3208	11/14/2013	1493	ENVIRONMENTAL RESOURCE ASSOC.	217.25
3209	11/14/2013	1118	EXPRESS HARDWARE AND CONTACTOR	196.70
3210	11/14/2013	1110	FASTENAL	356.85
3211	11/14/2013	1595	FEDERAL EXPRESS CORP.	62.09
3212	11/14/2013	1897	G.P. JAGER & ASSOCIATES INC	13132.80
3213	11/14/2013	4194	HARRIS COMPUTER CORPORATION	185.88
3214	11/14/2013	2039	HD SUPPLY WATERWORKS LTD	100141.50
3215	11/14/2013	2123	HEALTH & SAFETY SERVICE UNLIMT	79.00
3216	11/14/2013	2324	HOME DEPOT CREDIT SERVICES	344.46
3217	11/14/2013	2269	JCI JONES CHEMICALS INC	5615.40
3218	11/14/2013	2421	KINGS JANITORIAL SERVICE	300.00
3219	11/14/2013	2385	L & L REDI-MIX INC.	845.50
3220	11/14/2013	2610	LUBRICATION ENGINEERS INC	457.20
3221	11/14/2013	2670	MACALASTER BICKNELL CO OF NJ I	1468.92
3222	11/14/2013	2740	MAGELLAN HILL TECHNOLOGIES	2208.96
3223	11/14/2013	2750	MANTEK DIVISION	1689.56
3224	11/14/2013	2951	MIDDLESEX WELDING SALES	13.90
3225	11/14/2013	3015	MULLINGS, EURIA	111.23
3226	11/14/2013	3070	MUNICIPAL MAINTENANCE CO.	2270.00
3227	11/14/2013	2762	NETWORK MANAGEMENT CONSULTANTS	1050.00
3228	11/14/2013	3168	NEW JERSEY MANUFACTURERS INSUR	10470.00
3229	11/14/2013	3158	NEW JERSEY WATER ASSOCIATION	265.00
3230	11/14/2013	3152	NEWTOWN OFFICE & COMPUTER SUPP	2073.97

DATE: 11-NOV-13 AP PAID HISTORY BY CHECK NUMBER - SUMMARY PAGE 2

3231	11/14/2013	4999	ONE CALL CONCEPTS	259.92
3232	11/14/2013	3610	P S E & G	55723.52
3233	11/14/2013	1860	PENTAIR VALVES & CONTROL	10306.00
3234	11/14/2013	2340	PETROLEUM TRADERS CORP	738.40
3235	11/14/2013	3465	PHILADELPHIA BUSINESS FORMS IN	207.15

3236	11/14/2013	4064	PHOENIX SECURITY SYSTEMS INC	96.00
3237	11/14/2013	3490	PITNEY BOWES	738.00
3238	11/14/2013	3500	POLLARD CO. INC., JOSEPH G.	1284.57
3239	11/14/2013	3515	POWER EQUIPMENT CO.	7127.29
3240	11/14/2013	4680	REED & PERRINE SALES INC.	2864.00
3241	11/14/2013	3802	RIO SUPPLY INC.	664.00
3242	11/14/2013	3940	SAM'S CLUB	495.89
3243	11/14/2013	4062	SEELEY & CO. INC, J. T.	1294.87
3244	11/14/2013	4180	SNELL JR., JAMES	186.95
3245	11/14/2013	4285	SPRINGSIDE AUTOMOTIVE INC	2445.41
3246	11/14/2013	730	STEVENSON & SON INC., C.	13550.00
3247	11/14/2013	4340	STEVENSON SUPPLY CO INC	298.91
3248	11/14/2013	3197	STRATEGIC PRODUCTS & SERVICES	149.08
3249	11/14/2013	4460	TRAP ROCK INDUSTRIES LLC	207.49
3250	11/14/2013	3195	TREASURER STATE OF NJ	880.00
3251	11/14/2013	1150	TREASURER STATE OF NJ	5190.00
3252	11/14/2013	4480	TRICO EQUIPMENT INC.	750.28
3253	11/14/2013	4500	TRUMP TAJ MAHAL	1386.00
3254	11/14/2013	3530	U.S. POSTAL SERVICE	1160.00
3255	11/14/2013	2730	UNIVAR USA INC.	3010.50
3256	11/14/2013	3213	USA MOBILITY WIRELESS INC.	88.34
3257	11/14/2013	2424	USPS #25666504	2000.00
3258	11/14/2013	3186	VERIZON WIRELESS	4068.10
3259	11/14/2013	2260	WASTE MANAGEMENT OF	342.82
3260	11/14/2013	4720	WAWA FLEET	8.94
3261	11/14/2013	4535	WILLIAMS SCOTSMAN	329.23
3262	11/14/2013	4540	WILLINGBORO, TOWNSHIP OF	5000.00
3263	11/14/2013	4605	WOOLSTON COMPANY INC.	792.00
3264	11/14/2013	4880	ZEE MEDICAL SERVICE CO.	141.15
8048	11/01/2013	2150	STATE OF NJ HEALTH BENEFITS PR	19893.06
8049	11/01/2013	2030	STATE OF NJ HEALTH BENEFITS PR	51312.51
TOTALS:				388053.06

Discussion: Cmmr. Reiter asked whether CBE provided a voucher for payment. Mr. Bateman indicated that CBE submitted a voucher. Cmmr. Walker indicated that the Board approved the payment for \$15,000 when the Board approved CBE's contract. Cmmr. Reiter indicated that the Insurance Carrier usually pays the broker's fee. Cmmr. Gray indicated the board agreed to pay the fee and signed a contract. He suggested that the Board investigate how the fee is paid for next year when considering responses to RFQs. Commissioner Walker suggested the Board have a meeting to discuss RFQs.

Roll Call: Cmmr. Gray, AYE; Cmmr. Campbell, AYE; Alt. Cmmr. Jennings, AYE; Cmmr. Reiter, NO to #3204; Cmmr. Walker, AYE.

Motion: A motion was made by Cmmr. Reiter and seconded by Cmmr. Campbell to remove a previously tabled item and consider a resolution authorizing the execution of the New Jersey Water and Wastewater Emergency Response Network agreement.

Discussion: The Solicitor continued with his report on the agreement and cost of payment for services and personnel. He indicated the Resolution is identical to September with the exception of the next to the last paragraph which is new information.

There were no additional comments from authority members on the solicitors report.

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

Motion: Cmmr. Reiter made a motion to authorize the Resolution of the NJ Water and Wastewater Emergency Response Network and Cmmr. Campbell seconded the motion.

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2013-11-13-3

AUTHORIZING THE EXECUTION OF THE NEW JERSEY WATER WASTEWATER AGENCY REPOSE NETWORK MUTUAL AID AND ASSISTANCE AGREEMENT

WHEREAS, the New Jersey Department of Environmental Protection, the New Jersey Board of public utilities, the New Jersey section of the American water Works Association, and the New Jersey water Association are sponsoring a statewide New Jersey water/wastewater agency response network for mutual aid agreement; and

WHEREAS, the network provides a voluntary statewide instrument for water sector utilities to obtain available resources such as equipment, materials, tools, and labor during emergencies; and

WHEREAS, the Willingboro Municipal Utilities Authority deems it to be in it's best interest to have this kind of support in emergencies; and

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority at the regular meeting thereof, held on Wednesday, November 13 2013 that the Executive Director is hereby, authorized to take all steps necessary to effectuate this resolution and cause the agreement to be executed.

BE IT FURTHER RESOLVED, that the Executive Director shall not agree to provide equipment or personnel or incur any financial obligations pursuant to the agreement without the consent of the Chair or in the absence of the Chair, the Vice Chair of the Authority.

BE IT FURTHER RESOLVED that this resolution be made a part of the minutes of this public meeting.

Christopher Walker, Chairman

ATTEST:

Michael A. Armstrong, Secretary

Discussion: None.

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

Cmmr. Walker asked Mr. Bateman for comments regarding which MUA employees received Rice Notices. Mr. Bateman suggested going into executive session. The Solicitor indicated there are four employees wanting their matters discussed in public. The employees are as follows; Fred Dooley, James Snell, Vincent Buckley, and Joseph Bateman.

First employee discussed was Mr. Buckley. Mr. Scott represented the employee committee and gave the recommendations.

Motion: Alt. Cmmr. Jennings made a motion to approve the raise of Mr. Buckley retroactively to October 1st at a salary of \$91,166 and the motion was seconded by Cmmr. Campbell.

Discussion: None.

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

Cmmr. Scott supports promoting within the pool of current MUA employees and recommends Mr. Snell be removed from consideration since he lacks the license needed to fill the position of Supervising Water Treatment Plant Operator. Mr. Bateman suggested that he be authorized to contact civil service is to obtain more qualified candidates for consideration. Mr. Bateman also indicated that the Employment Committee is recommending that Mr. Snell be removed from the rotation until he is licensed as Chief Operator.

The Board recommends giving a salary increase to the Assistant Water Treatment Plant Operator in the amount of \$17.77. The Board is bound by the current salaried job title. Mr. Dooley indicated that he is licensed. Cmmr. Walker had questions regarding the licensing requirements. Mr. Bateman clarified the process for licensing and promotion. If you don't complete the course for licensing there is no promotion? The Commissioner asked the Solicitor to give input regarding the legalities of continued public discussion regarding these issues. Solicitor advised that Mr. Dooley requested to have his issue heard in public. Cmmr. Jennings asked for paperwork provided to the board regarding licensing and certification issues. Labor from Operator is change in salary. Commissioner Walker indicated the board cannot vote on these issues without the supporting documentation.

Motion: A motion was made by Cmmr. Campbell and seconded by Cmmr. Jennings to approve a salary increase of \$17.77 and recognizing Mr. Dooley as Assistant Water Treatment Plant Operator.

Discussion: None.

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

With respects to Mr. Snell, the Chairman asks the Board if anyone agrees to pay Mr. Snell any additional compensation beyond his regular compensation of \$57,000. Mr. Scott agrees with the salary and promotion.

Mr. Campbell leaves the meeting at 6:30 p.m. and Mr. Scott is now voting.

Motion: A motion is made by Alt. Cmmr. Jennings and seconded by Cmmr.Gray to increase James Snell to interim Water Treatment Plant Operator at the salary of \$60,500.

Discussion: None.

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

Motion: A motion is made by Alt. Cmmr. Jennings and seconded by Cmmr.Gray to authorize the ED to hire an entry level laborer and assistant Water Treatment Plant licensed operator.

Discussion: None.

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

Motion: Cmmr. Gray made a motion to enter executive session and Alt. Cmmr. Jennings Seconded the motion.

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

Motion: A motion was made by Cmmr. Gray and seconded by Alt. Cmmr. Jennings to re-enter public session.

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

Motion: Alt. Cmmr. Jennings made a motion to adjourn and Cmmr. Gray seconded.

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

The meeting adjourned at 6:48 PM.

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the
November 13, 2013 Regular Meeting of the Willingboro Municipal Utilities Authority.

Michael A. Armstrong, Secretary