

**WILLINGBORO MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting Minutes**  
**June 17, 2015**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 17, 2015 in the Authority office. Chairman Scott called the meeting to order at 4:30 PM, and requested that everyone pledge allegiance to the flag. The Chairman instructed the Secretary to read the following statement:

Public notice of the meeting, pursuant to the Open Public Meetings Act, has been given by the Authority in the following manner:

- A. Posting written notice on the official bulletin board of the Authority building.
- B. Mailing written notice to the Municipal Clerks of Willingboro and Westampton Townships; the Secretary of the Edgewater Park Sewerage Authority and the Executive Director of the Mount Laurel Municipal Utilities Authority.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post.
- D. Directing the Secretary to enter into the minutes of this meeting this public announcement.

**Roll Call:** Cmmr. Eddie Campbell, Jr., (Present), Cmmr, Cmmr. Christopher Walker (Absent), Cmmr. Jacqueline Jennings (Absent), Cmmr. T. Wayne Scott (Present), Cmmr. Sills (Present) Alt. Cmmr. Webster Evans (Present) and Alt. Commissioner Carl Turner (Present).

Others attending: Michael A. Armstrong, Secretary (Arrives at 5:00 PM), James Mackie, Operations Manager, Nicholas Telvacchia of Cooper Levinson, Solicitor, Russell Trice, Engineer, and Andy Weber, Executive Director. Rita Taliaferro, HR Director; and Diallyo Diggs, applicant for the position of Director of Finance.

The Executive Director informed the Board that he was informed by the Secretary that he would be arriving late to the meeting and the Executive Director would take the minutes until the Secretary arrived.

**Motion:** Chairman Scott requested a motion that the agenda be amended to consider Resolution 11A and 11B after executive session. A motion was made by Mr. Campbell and seconded by Mr. Sills.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE. The Chairman continued with the rest of the agenda.

**Comments from the Public:** None

**Motion:** The Chairman requested a motion to approve the minutes for the May 13, 2015 meeting. Mr. Campbell made the motion to approve the minutes, and seconded by Mr. Sills.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** The Chairman requested a motion to approve the Treasurer's report. Mr. Evans made the motion to approve the treasurer's report and seconded by Mr. Sills.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** The Chairman requested a motion to approve the Operations and Maintenance Report. Mr. Sills made the motion to approve the report which was seconded by Mr. Evans.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** The Chairman requested a motion to approve the Executor Director's report. Mr. Sills made the motion to approve the Executor Director's report which was seconded by Mr. Evans. The Executor director advised the board that the solicitor was going to prepare an orientation for new board members as a follow up to the material previously provided through the AEA.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE

**Motion:** The Chairman requested a motion to approve the Consulting Engineer's Report. Mr. Turner made the motion to approve the Engineer's report which was seconded by Mr. Campbell. Mr. Turner has some questions concerning the termination dates of some projects which were answered by Mr. Trice. No further comment. The Motion was approved.

Secretary arrived at 5:00 p.m. and began recording the minutes of the meeting.

**Motion:** A motion was made by Cmmr. Turner and seconded by Cmmr. Campbell to accept the Engineer's Report.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Sills and seconded by Cmmr. Turner to adopt resolution 2015-6-17-1 concerning the approval of Change Order #1 to Contract 2013-5B WPCP Tank repairs and painting. Painting contract \$38,242.50 (J.P. Smith Contractors, Inc.).

**Discussion:** Error in contract amount should appear on agenda as “-\$38,242.50.”

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE; Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Scott and seconded by Cmmr. Evans to adopt resolution 2015-6-17-2 concerning approval of Change Order No. 8 Contract 2013-5A Digester Cleaning and Repair and Trickling Filter Walkway Grating Replacement, Addition of isolation vales on overflow piping in the amount of \$7,623.00.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE; Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Alt. Cmmr. Evans to adopt resolution 2015-6-17-3 concerning the Hazard Mitigation Grant Program (CFDA#97.039) FE DR-4086-NJ-283-R.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE

**Motion:** A motion to enter closed session was made by Cmmr. Sills and seconded by Cmmr. Campbell.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE; Alt. Cmmr. Turner, AYE.

**Motion:** A motion to re-enter public session was made by Cmmr. Campbell and seconded by Cmmr. Sills.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt. Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Sills and seconded by Cmmr. Turner authorizing the Executive Director to publish an RFQ for a new Treasurer.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE; Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Cmmr. Campbell and seconded by Cmmr. Turner to take action as discussed in Executive Session as to James Mackie, Operations Manager.

**Discussion:** Action did not require Mr. Mackie receive Rice Notice.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

**Motion:** A motion was made by Alt. Cmmr. Evans and seconded by Cmmr. Scott to adopt resolution 2015-6-17-4 concerning creation of the position of Director of Finance; defining the duties, and establishing the salary.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

Resolution 2015-6-17-5 Appointing Diallyo Diggs was held.

**Motion:** A motion was made by Cmmr. Sills and seconded by Cmmr. Campbell to present the list of bills due for payment.

Willingboro M.U.A.  
June 17, 2015  
Board Meeting

A/P PAID HISTORY BY CHECK NUMBER - SUMMARY

ALL FUNDS FOR CHECKS DATED 5/15/2015 TO 6/18/2015 ALL CHECK NUMBERS

| -----CHECK----- |           | -----VENDOR----- |                                | CHECK AMOUNT |
|-----------------|-----------|------------------|--------------------------------|--------------|
| #               | DATE      | #                | NAME                           |              |
| 4969            | 6/01/2015 | 4325             | METLIFE-GROUP BENEFITS         | 3943.58      |
| 4970            | 5/15/2015 | 3467             | PHILADELPHIA INSURANCE COMPANI | 17658.17     |
| 4971            | 5/15/2015 | 2402             | CLYDE N. LATTIMER & SON CONSTR | 12446.98     |
| 4972            | 5/15/2015 | 3940             | SAM'S CLUB                     | 90.00        |
| 4973            | 5/26/2015 | 3612             | PARKS, GORDON R                | 100.00       |
| 4974            | 5/26/2015 | 4540             | WILLINGBORO, TOWNSHIP OF       | 100.00       |
| 4975            | 6/10/2015 | 3612             | PARKS, GORDON R                | 300.00       |
| 4976            | 6/10/2015 | 3195             | TREASURER STATE OF NJ          | 900.00       |
| 4977            | 6/10/2015 | 3195             | TREASURER STATE OF NJ          | 50677.46     |
| 4981            | 6/18/2015 | 46               | 24MEDIA LLC.                   | 490.00       |
| 4982            | 6/18/2015 | 30               | ABS ELECTRIC INC               | 960.50       |
| 4983            | 6/18/2015 | 73               | ADVANCED AUTO PARTS            | 334.03       |
| 4984            | 6/18/2015 | 131              | AGWAY OF BURLINGTON            | 179.92       |
| 4985            | 6/18/2015 | 150              | ALAIMO ASSOC., RICHARD A.      | 97584.74     |
| 4986            | 6/18/2015 | 160              | ALL INDUSTRIAL SAFETY          | 1621.85      |
| 4987            | 6/18/2015 | 3017             | AMERICAN WATER                 | 399.50       |
| 4988            | 6/18/2015 | 286              | ATLANTIC TOMORROWS OFFICE      | 319.76       |
| 4989            | 6/18/2015 | 2625             | AVAYA INC.                     | 448.71       |
| 4990            | 6/18/2015 | 31               | BARBER, ROBERT                 | 196.48       |
| 4991            | 6/18/2015 | 380              | BARBOUR, JOHN T                | 629.40       |
| 4992            | 6/18/2015 | 2372             | BLOCK COMMUNICATIONS           | 2070.53      |
| 4993            | 6/18/2015 | 431              | BOND, BERNARD                  | 850.00       |

|      |           |      |                                |           |
|------|-----------|------|--------------------------------|-----------|
| 4994 | 6/18/2015 | 620  | BUCKLEY,VINCENT                | 119.22    |
| 4995 | 6/18/2015 | 3159 | BURLINGTON COUNTY BOARD OF CHO | 21843.32  |
| 4996 | 6/18/2015 | 430  | BURLINGTON COUNTY TIMES        | 31.50     |
| 4997 | 6/18/2015 | 822  | CENTERPOINT ASSOCIATES INC.    | 49935.47  |
| 4998 | 6/18/2015 | 4640 | CENTRAL JERSEY EQUIPMENT LLC   | 1528.04   |
| 4999 | 6/18/2015 | 820  | CERTIFIED LABORATORIES         | 507.78    |
| 5000 | 6/18/2015 | 874  | CHAMPION UNIFORM SUPPLY INC.   | 575.60    |
| 5001 | 6/18/2015 | 870  | CHEM-AQUA DIVISION             | 1241.94   |
| 5002 | 6/18/2015 | 964  | COMCAST                        | 513.58    |
| 5003 | 6/18/2015 | 1100 | COMMERCIAL INNOVATIONS INC.    | 233.98    |
| 5004 | 6/18/2015 | 1111 | CONTRACTOR SERVICE             | 362.25    |
| 5005 | 6/18/2015 | 1130 | COOPER LEVENSON ATTORNEYS AT L | 9371.81   |
| 5006 | 6/18/2015 | 1048 | CORPORATE EMPLOYEE BENEFITS LL | 1666.64   |
| 5007 | 6/18/2015 | 1050 | COURIER POST                   | 47.55     |
| 5008 | 6/18/2015 | 1116 | COYNE CHEMICAL CO. INC., GEORG | 5822.53   |
| 5009 | 6/18/2015 | 1272 | DECOTIS FITZPATRICK & COLE LLP | 125.00    |
| 5010 | 6/18/2015 | 1219 | DEJANA TRUCK OF GREATER PHILA  | 2275.00   |
| 5011 | 6/18/2015 | 2763 | DELUCA, MICHAEL                | 344.80    |
| 5012 | 6/18/2015 | 1270 | DEMAISE,VICTOR                 | 75.00     |
| 5013 | 6/18/2015 | 1300 | DESIGN PLASTIC SYSTEMS INC.    | 315.00    |
| 5014 | 6/18/2015 | 1318 | DIGGS, EUSEBIA F.              | 1160.00   |
| 5015 | 6/18/2015 | 1110 | FASTENAL                       | 101.11    |
| 5016 | 6/18/2015 | 1595 | FEDERAL EXPRESS CORP.          | 81.41     |
| 5017 | 6/18/2015 | 1899 | GENSERVE INC.                  | 1725.00   |
| 5018 | 6/18/2015 | 3211 | HD SUPPLY FACILITIES MAINTENAN | 1530.49   |
| 5019 | 6/18/2015 | 2039 | HD SUPPLY WATERWORKS LTD       | 16185.00  |
| 5020 | 6/18/2015 | 2324 | HOME DEPOT CREDIT SERVICES     | 641.00    |
| 5021 | 6/18/2015 | 2269 | JCI JONES CHEMICALS INC        | 19235.28  |
| 5022 | 6/18/2015 | 4490 | JOSEPH JACOBS                  | 183.32    |
| 5023 | 6/18/2015 | 2262 | JP SMITH CONTRACTORS INC.      | 42303.05  |
| 5024 | 6/18/2015 | 2421 | KINGS JANITORIAL SERVICE       | 1245.00   |
| 5025 | 6/18/2015 | 2388 | LANCE ELECTRIC INC.            | 54226.87  |
| 5026 | 6/18/2015 | 2600 | LOWTHER'S,GEORGE               | 234.59    |
| 5027 | 6/18/2015 | 2750 | MANTEK DIVISION                | 193.78    |
| 5028 | 6/18/2015 | 2951 | MIDDLESEX WELDING SALES        | 27.80     |
| 5029 | 6/18/2015 | 3003 | MORE POWER ELECTRIC            | 577.50    |
| 5030 | 6/18/2015 | 3015 | MULLINGS, EURIA                | 66.36     |
| 5031 | 6/18/2015 | 3168 | NEW JERSEY MANUFACTURERS INSUR | 9597.99   |
| 5032 | 6/18/2015 | 3152 | NEWTOWN OFFICE & COMPUTER SUPP | 1088.87   |
| 5033 | 6/18/2015 | 3164 | NJWEA                          | 446.00    |
| 5034 | 6/18/2015 | 4999 | ONE CALL CONCEPTS              | 553.04    |
| 5035 | 6/18/2015 | 3610 | P S E & G                      | 127296.03 |
| 5036 | 6/18/2015 | 3481 | P.C. HELPERS INC.              | 419.99    |
| 5037 | 6/18/2015 | 3611 | PARK PUMPS & CONTROLS INC.     | 1500.00   |
| 5038 | 6/18/2015 | 2340 | PETROLEUM TRADERS CORP         | 659.40    |
| 5039 | 6/18/2015 | 3467 | PHILADELPHIA INSURANCE COMPANI | 17658.17  |
| 5040 | 6/18/2015 | 3500 | POLLARD CO. INC., JOSEPH G.    | 1116.53   |
| 5041 | 6/18/2015 | 3515 | POWER EQUIPMENT CO.            | 780.12    |
| 5042 | 6/18/2015 | 3630 | PYRZ WATER SUPPLY CO INC       | 716.00    |
| 5043 | 6/18/2015 | 3640 | Q.C. LABORATORIES              | 3280.30   |
| 5044 | 6/18/2015 | 4680 | REED & PERRINE SALES INC.      | 2904.00   |
| 5045 | 6/18/2015 | 3801 | RIGGINS INC.                   | 4956.06   |
| 5046 | 6/18/2015 | 3803 | RILEY, CONDA                   | 109.63    |
| 5047 | 6/18/2015 | 3880 | RUBBER SUPPLY COMPANY          | 840.00    |
| 5048 | 6/18/2015 | 4202 | S. J. WELDING SUPPLY CO.       | 54.00     |
| 5049 | 6/18/2015 | 3940 | SAM'S CLUB                     | 525.64    |
| 5050 | 6/18/2015 | 4165 | SANDER PUMP SALES INC D/B/A    | 402.39    |
| 5051 | 6/18/2015 | 3002 | SERVICE TRUCK CENTERS INC.     | 30.45     |
| 5052 | 6/18/2015 | 2422 | SHARP GTS, GARY                | 2164.00   |
| 5053 | 6/18/2015 | 2021 | SHARP, GARY                    | 186.30    |
| 5054 | 6/18/2015 | 4168 | SMITH, WILLIE                  | 464.72    |
| 5055 | 6/18/2015 | 4201 | SOUTH JERSEY BOILER AND        | 4335.44   |
| 5056 | 6/18/2015 | 730  | STEVENSON & SON INC., C.       | 8117.30   |
| 5057 | 6/18/2015 | 4340 | STEVENSON SUPPLY CO INC        | 2800.81   |
| 5058 | 6/18/2015 | 4200 | SUNBELT RENTAL INC.            | 773.15    |
| 5059 | 6/18/2015 | 3780 | TALIAFERRO,JOERETHA            | 200.00    |
| 5060 | 6/18/2015 | 3050 | TARBUTTON, JOSEPH              | 125.00    |
| 5061 | 6/18/2015 | 4431 | THOMAS SCIENTIFIC              | 5725.86   |
| 5062 | 6/18/2015 | 4460 | TRAP ROCK INDUSTRIES LLC       | 38.48     |
| 5063 | 6/18/2015 | 3530 | U.S. POSTAL SERVICE            | 9000.00   |
| 5064 | 6/18/2015 | 3186 | VERIZON WIRELESS               | 2285.11   |
| 5065 | 6/18/2015 | 4446 | VIRTUA AT WORK                 | 1391.90   |

|         |           |      |                                |            |
|---------|-----------|------|--------------------------------|------------|
| 5066    | 6/18/2015 | 4650 | WALKER PROCESS EQUIPMENT       | 3549.88    |
| 5067    | 6/18/2015 | 2260 | WASTE MANAGEMENT OF            | 449.52     |
| 5068    | 6/18/2015 | 4720 | WAWA FLEET                     | 42.99      |
| 5069    | 6/18/2015 | 4800 | WHARTON HARDWARE               | 45.20      |
| 5070    | 6/18/2015 | 4535 | WILLIAMS SCOTSMAN              | 434.58     |
| 5071    | 6/18/2015 | 4822 | WINZINGER INC.                 | 764.00     |
| 5072    | 6/18/2015 | 4605 | WOOLSTON COMPANY INC.          | 3685.00    |
| 5073    | 6/18/2015 | 4880 | ZEE MEDICAL SERVICE CO.        | 412.03     |
| 8086    | 6/01/2015 | 2150 | STATE OF NJ HEALTH BENEFITS PR | 17847.30   |
| 8087    | 6/01/2015 | 2030 | STATE OF NJ HEALTH BENEFITS PR | 58306.43   |
|         | 5/15/2015 |      | PAYROLL                        | 116000.00  |
|         | 5/26/2015 |      | PAYROLL                        | 115500.00  |
|         | 6/12/2015 |      | PAYROLL                        | 115000.00  |
| TOTALS: |           |      |                                | 1073534.79 |

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE

There is no report from the Solicitor.

**Motion:** Motion to adjourn was made by Alt. Cmmr. Turner and seconded by Cmmr. Campbell.

**Discussion:** None.

**Roll Call:** Cmmr. Campbell, AYE; Cmmr. Scott, AYE; Cmmr. Sills, AYE; Alt.

Cmmr. Evans, AYE, Alt. Cmmr. Turner, AYE.

The meeting adjourned

#### **Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the June 17, 2015, Regular Meeting of the Willingboro Municipal Utilities Authority.

\_\_\_\_\_  
**Michael A. Armstrong, Secretary**

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**Andrew Weber, Assistant Secretary**