

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

December 20, 2017

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 20, 2017 at the Willingboro Municipal Utilities Authority. Chairman Carl Turner 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. Jacqueline Jennings (Absent), Cmmr. T. Wayne Scott (Present), Cmmr. Clayton Sills (Present), Cmmr. Carl Turner (Present) Alt. Cmmr. Webster Evans (Present), Alt. Cmmr. Charles Green (Absent).

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

Comments from the Public

P. Harvey: Have you thought about separating the rate payer's dollars from all of your other income?

D. Diggs: We are separated so we know what comes from what source. All money that comes in to the WMUA has to be used from WMUA purposes.

*Cmmr. Jennings has arrived

Resolution 2017-12-20-1 Amending Resolution 2017-12-6-2 Making Fiscal Year 2017 Budget Transfers

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

Discussion:

D. Diggs: Make change to an account number

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

RESOLUTION 2017 – 12-6-2 Amended

MAKING FISCAL YEAR 2016 BUDGET TRANSFERS

WHEREAS, the Authority budget for the year ending December 31, 2017 was approved on the 10th day of December, 2016, and

WHEREAS, it is desired to amend said budget, and

WHEREAS, N.J.A.C. 5:31 provides that all amendments to the budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership,

THEREFORE BE IT RESOLVED that the following transfers be made to the approved budget of the Willingboro Township Municipal Utilities Authority for its fiscal year ending December 31, 2017:

Administration:	Category	Current Amount	New Amount	Difference
	Salaries (01-100-5010):	\$671,000	\$760,000	\$89,000
	Social Security (01-100-6030)	\$52,000	\$72,000	\$20,000
	Legal Fees (01-100-7460)	\$66,700	\$106,700	\$40,000
Net (Increase/-Decrease)	Total:	\$789,700	\$938,700	\$149,000
Water:				
	Salaries (01-300-5000)	\$889,200	\$939,200	\$50,000
	Salaries (01-400-5010)	\$421,800	\$351,800	(\$70,000)
	Health Insurance (01-300-6070)	\$255,200	\$315,200	\$60,000
	Uniforms (01-300-6100)	\$800	\$15,000	\$14,200
	Chemicals (01-300-7280)	\$214,200	\$164,200	(\$50,000)
	Lab Test & Analyses (01-300-7310)	\$27,500	\$12,500	(\$15,000)
	Maint. Of Buldgs & Sites (01-300-7200)	\$25,500	\$8,400	(\$17,100)
	Insurance (01-400-7250)	\$56,100	\$90,000	\$33,900
Net (Increase/-Decrease)		\$1,890,300	\$1,896,300	\$6,000
Pollution Control:				
	Salaries (01-200-5000)	\$825,000	\$750,000	(\$75,000)
	Salaries (01-500-5000)	\$198,000	\$98,000	(\$100,000)

Sludge Disposal Fees (01-200-7320)	\$194,800	\$164,800	(\$30,000)
Health Insurance (01-500-6070)	\$17,000	\$57,000	\$40,000
Tests & Analyses (01-500-7310)	\$10,300	\$20,300	\$10,000
	\$1,245,100	\$1,090,100	(\$155,000)

AYE

NAY

ABSTAIN

RECORDED VOTE

Turner
Sills
Scott
Jennings
Evans
Green

BE IT FURTHER RESOLVED that two certified copies of this complete amendment and resolution be filed forthwith with the Director of the Division of Local Government Services for her certification of the Authority budget so amended.

CERTIFICATION

Date _____, 2017
this is a
amending

Approved _____, 2017
__6__th day

It is hereby Certified that
true copy of a resolution

the budget, adopted by the
governing body on the

of December 2017

Director, Division of Local Government Services

Recording Secretary

Resolution 2017-12-20-8 Amending Resolution 2017-2-15-1 Professional Service Appointments

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

RESOLUTION 2017-2-15-1

PROFESSIONAL SERVICES APPOINTMENTS (Amended and replacing resolution 3-8-1)

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 1st day of February 2017 at the John F. Kennedy Center Willingboro, New Jersey that the following appointments be made:

Solicitor:

Special Counsel:

Bond Counsel:

Labor Counsel:

Independent Auditor:

Insurance Broker:

Computer Network Administrator:

Special Project Engineer:

Financial Advisor:

Website Manager:

Authority Physician

1. Term of appointments shall be February 1, 2017 to February 2, 2018.
2. They shall receive such compensation as set forth in this Resolution as follows:

Solicitor	not to exceed \$60,000 per annum
Special Counsel	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
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.

, Chairman

ATTEST:

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.

Diallyo Diggs
Treasurer

Resolution 2017-12-20-5 Resolution Authorizing Abatement of Water and Sewer Charges for the Willingboro Public Library

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

RESOLUTION 2017 12-20-5

**AUTHORIZING ABATEMENT OF WATER AND SEWER CHARGES FOR THE
WILLINGBORO PUBLIC LIBRARY**

WHEREAS the Willingboro Public Library Account # 11110743-0 had requested that the Willingboro Municipal Utilities Authority waive and cancel a portion of sewer and water excess service charges; and

WHEREAS, the factual basis of the request were as follows:

1. Investigation at the Customer's request demonstrated that water was leaking in a portion of building which was unforeseen and not able to be immediately identified, and

WHEREAS, this is an extraordinary and unusual event not within the control of the customer causing excess water and sewer charges in the sum of \$43,027.37.

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session on December 20, 2017 approve an abatement of the excess water and sanitary sewer charges in the sum of \$43,027.37.

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

Carl Turner, Chairman, WMUA

I, Andrew Weber, Secretary to 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 20, 2017/

Andrew Weber

Resolution 2017-12-20-6 Contract Orders for Legal Services Change

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-20-6

CONTRACT CHANGE ORDERS FOR LEGAL SERVICES

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 \$60,000 for Solicitor and \$20,000 for Labor Counsel; and

WHEREAS, it was determined that Cooper Levenson had performed additional required services and therefore the amount to be paid in 2016 will exceed \$80,000.

THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 14th day of December 2016 that:

1. Contract Change Order for Cooper Levenson is approved from \$80,000 to \$95,000.
2. The Executive Director is 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.

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 14th 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. Sills

Seconded: Cmmr. Jennings

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

Motion to Enter Executive Session (Purpose: Personnel, Contract Negotiations, Litigation)

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

*Cmmr. Green has arrived

Motion to Exit Executive Session (Purpose: Personnel, Contract Negotiations, Litigation)

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

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

Resolution 2017-12-20-2 Amending Resolution 2017-12-6-3 Resolution Authorizing the Willingboro MUA to Enter into an Agreement with Rausch Electronics USA, LLC

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

Discussion:

M. Stuppard: Change to the quote number.

Roll Call: Cmmr. Evans Yes, Cmmr. Green Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-20-2

AMENDING RESOLUTION 2017-12-06-3 AUTHORIZING THE WILLINGBORO MUA TO ENTER INTO AN AGREEMENT WITH RAUSCH ELECTRONICS USA, LLC, A CONTRACTED PARTICIPANT IN THE HOUSTON-GALVESTON AREA COUNCIL CONTRACT FOR SEWER CLEANING, HYDRO-EXCAVATING, INSPECTION EQUIPMENT & MISCELLANEOUS SERVICES - SC01-15

WHEREAS, the Willingboro MUA is a member in good standing with the Houston-Galveston Area Council (HGAC Buy) per Willingboro MUA Resolution 2017-9-20-1; and

WHEREAS, Rausch Electronics USA, LLC, a contracted participant in the Houston-Galveston Area Council (HGAC Buy) located at 3555 Timmons Lane, Suite 120 Houston, TX 77027 in the Houston-Galveston Area Council for Standard Portable Sewer/Pipeline Inspection Systems - SC01-15; and

WHEREAS, the Willingboro MUA wishes to enter into an agreement with Rausch Electronics USA, LLC, located at 1686 Opportunity Ave, Chambersburg, PA 17201 a contracted participant in the Houston-Galveston Area Council for Sewer Cleaning, Hydro-Excavating, Inspection Equipment & Miscellaneous Services - SC01-15, to purchase Standard Portable Sewer/Pipeline Inspection Systems through the Houston-Galveston Area Council (HGAC Buy); and

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A: 11-12; and

WHEREAS, HGAC Buy Contract SC01-15 has an effective date of January 1, 2015 through December 31, 2017 and indicates Rausch Electronics USA, LLC, Standard Portable Sewer/Pipeline Inspection Systems, Product Code E049- Portable Crawler Inspection System "MobilePro" in the amount of \$94,953.00; and

WHEREAS, the qualified purchasing agent recommends the utilization of this contract on the grounds that it represents the best price available, and a certification of the funds available; and

WHEREAS, the funds are available for this purpose as is indicated by the Chief Finance Officer's attached certification for the availability of 2017 capital funds for this contract; and

WHEREAS, the anticipated term of this contract is through the completion of the project upon approval by this governing body.

NOW THEREFORE, BE IT RESOLVED by the Board Commissioners of the Willingboro Municipal Utilities Authority in open public session on December 20th 2017, authorizes the Executive Director to execute an agreement with Rausch Electronics USA, LLC, and that is consistent with this resolution, and

BE IT FURTHER RESOLVED, Funds have been appropriated through the 2017 capital budget; and

BE IT FURTHER RESOLVED, The Executive Director is hereby authorized to sign the contract documents necessary to effectuate the award of this contract. The Willingboro MUA Attorney shall review any and all contractual documents prepared in furtherance of this award; and

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be provided to Rausch Electronics USA, LLC, and the Finance Director for their information and attention.

Attest:

Andrew Weber, Secretary

Carl Turner, Chairman

**CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACTS**

As required by NJSA 40A: 4-57, NJAC 5:34-14.5, and any other applicable requirements, I, Diallyo Diggs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are now available sufficient funds to award contracts between the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY and Rausch Electronics USA, LLC, located at 1686 Opportunity Ave, Chambersburg, PA 17201.

The money necessary to fund said contract is in the amount of \$94,953.00. These funds shall be charged to the following line item appropriation or account number: RENEWAL & REPLACEMENT FUND, ACCOUNT NUMBERS 03-200-6417.

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

Diallyo Diggs

Treasurer

Resolution 2017-12-20-3 Amending Resolution 2017-12-6-4 Resolution Authorizing the Willingboro MUA to Enter into an Agreement with VAC-CON Inc.

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

Discussion:

M. Stuppard: Change to the quote number.

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

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-20- 3

AMENDING RESOLUTION 2017-12-06-4 AUTHORIZING THE WILLINGBORO MUA TO ENTER INTO AN AGREEMENT WITH VAC-CON, INC., A CONTRACTED PARTICIPANT IN THE HOUSTON-GALVESTON AREA COUNCIL CONTRACT FOR SEWER CLEANING, HYDRO-EXCAVATING, INSPECTION EQUIPMENT & MISCELLANEOUS SERVICES - SC01-15

WHEREAS, the Willingboro MUA is a member in good standing with the Houston-Galveston Area Council (HGAC Buy) per Willingboro MUA Resolution 2017-9-20-1; and

WHEREAS, VAC-CON, Inc., a contracted participant in the Houston-Galveston Area Council (HGAC Buy) located at 3555 Timmons Lane, Suite 120 Houston, TX 77027 in the Houston-Galveston Area Council for Jet Rodders, Truck & Trailer Mounted- SC01-15; and

WHEREAS, the Willingboro MUA wishes to enter into an agreement with VAC-CON, Inc., located at 969 Hall Park Rd, Green Cove Springs, FL 32043 a contracted participant in the Houston-Galveston Area Council for Sewer Cleaning, Hydro-Excavating, Inspection Equipment & Miscellaneous Services - SC01-15, to purchase Jet Rodders, Truck & Trailer Mounted though the Houston-Galveston Area Council (HGAC Buy); and

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A: 11-12; and

WHEREAS, HGAC Buy Contract SC01-15 has an effective date of January 1, 2015 through December 31, 2017 and indicates VAC-CON, Inc., Jet Rodders, Truck & Trailer Mounted, Product Code C102- HS-1000 Truck Mounted Jet Rodding Machine, 1000 Gal in the amount of \$203,851.30; and

WHEREAS, the qualified purchasing agent recommends the utilization of this contract on the grounds that it represents the best price available, and a certification of the funds available; and

WHEREAS, the funds are available for this purpose as is indicated by the Chief Finance Officer's attached certification for the availability of 2017 capital funds for this contract; and

WHEREAS, the anticipated term of this contract is through the completion of the project upon approval by this governing body.

NOW THEREFORE, BE IT RESOLVED by the Board Commissioners of the Willingboro Municipal Utilities Authority in open public session on December 20th 2017, authorizes the Executive Director to execute an agreement with VAC-CON, Inc., and that is consistent with this resolution, and

BE IT FURTHER RESOLVED, Funds have been appropriated through the 2017 capital budget; and

BE IT FURTHER RESOLVED, The Executive Director is hereby authorized to sign the contract documents necessary to effectuate the award of this contract. The Willingboro MUA Attorney shall review any and all contractual documents prepared in furtherance of this award; and

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be provided to VAC-CON, Inc., and the Finance Director for their information and attention.

Attest:

Andrew Weber, Secretary

Carl Turner, Chairman

**CERTIFICATE OF AVAILABILITY
OF FUNDS FOR CONTRACTS**

As required by NJSA 40A: 4-57, NJAC 5:34-14.5, and any other applicable requirements, I, Diallyo Diggs, Treasurer of the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY have ascertained that there are now available sufficient funds to award contracts between the WILLINGBORO MUNICIPAL UTILITIES AUTHORITY and VAC-CON, Inc., located at 969 Hall Park Rd, Green Cove Springs, FL 32043.

The money necessary to fund said contract is in the amount of \$203,851.30. These funds shall be charged to the following line item appropriation or account number: RENEWAL & REPLACEMENT FUND, ACCOUNT NUMBERS 03-200-6802.

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

Diallyo Diggs

Treasurer

Resolution 2017-12-20-9 Approving Contract Modification No. 6 Contact No. 2015-1 Well 5A Radium Removal Treatment Plant Upgrades

Moved: Cmmr. Scott

Seconded: Cmmr. Green

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-20-__

Contract Modification No. 6

Contract No. 2015-1

Well 5A Radium Removal Treatment Plant Upgrades

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 Well 5A Radium Removal Treatment Plant Upgrades on April 27, 2016 and awarded such contract on May 18, 2016, and

WHEREAS, the contract was awarded to MBE Mark III Electric, Inc., and

WHEREAS, the contract provided allowances for the following bid items which were not used, which therefore must be deleted so that the total contract cost reflects the amount actually paid to the contractor:

Bid Item No.

2.	Allowance for Governmental Permit Fees	(\$10,000.00)
4B.	Disposal of Acid Producing Soil	(\$12,150.00)
19.	Asbestos Removal	(\$40,000.00)
21.	Utility Transformer Relocation & Upgrade	<u>(\$24,823.81)</u>
	Total Deduct	(\$86,973.81)

WHEREAS the Consulting Engineer is recommending that Contract Modification No. 6, which is a deduct in the amount (\$86,973.81) be approved, and

WHEREAS the original and adjusted contract amounts as a result of this contract modification and previous modifications are as follows:

• Original Contract Amount:	\$3,939,686.00
• Total of Previous Contract Modifications 1 thru 5:	\$65,175.96
• Contract Modification No. 6	(\$86,973.81)
• Total Contract Amount Including Modification No. 6:	\$3,917,888.15 (-0.55%)

(\$21,798)

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 20th day of December 2017 that:

1. Contract Modification No. 6 in the amount of (\$86,973.81) is approved.
2. The Consulting Engineer and Executive Director are authorized to take all steps necessary to effectuate this contract modification.
3. A copy of this resolution be spread upon the minutes of this public meeting.

Carl Turner, Chairman

CERTIFICATION BY SECRETARY

I, Andrew Weber, 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 20, 2017.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 20th day of December 2017.

Andrew Weber, Secretary

Resolution for the Modification of the “Use It or Lose It” Policy for Vacation Time Until Further Consideration at the January 17, 2018 Meeting to Allow a Temporary Suspension/Forbearance of Such Policy

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

Motion to approve payment regard to the claim reimbursement by Philadelphia Insurance

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

Motion to move the Pay Day Schedule for 12/29/17 to 12/22/17

Moved: Cmmr. Evans

Seconded: Cmmr. Scott

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

Willingboro Municipal Utilities Authority

**433 JOHN F. KENNEDY WAY
WILLINGBORO, NEW JERSEY 08046-2119**

**Telephone (609) 877-2900
Fax (609) 835-4645**

The Following Chart lists the Pay Dates for 2018 and the Pay Periods they cover. All Paychecks and Direct Deposits will be delivered on the Pay Date for the Pay Period Beginning and Ending as shown.

Pay Date	Beginning	Ending
1/12/2018	12/23/2017	1/5/2018
1/26/2018	1/6/2018	1/19/2018
2/9/2018	1/20/2018	2/2/2018
2/23/2018	2/3/2018	2/16/2018
3/9/2018	2/17/2018	3/2/2018

3/23/2018	3/3/2018	3/16/2018
4/6/2018	3/17/2018	3/30/2018
4/20/2018	3/31/2018	4/13/2018
5/4/2018	4/14/2018	4/27/2018
5/18/2018	4/28/2018	5/11/2018
6/1/2018	5/12/2018	5/25/2018
6/15/2018	5/26/2018	6/8/2018
6/29/2018	6/9/2018	6/22/2018
7/13/2018	6/23/2018	7/6/2018
7/27/2018	7/7/2018	7/20/2018
8/10/2018	7/21/2018	8/3/2018
8/24/2018	8/4/2018	8/17/2018
9/7/2018	8/18/2018	8/31/2018
9/21/2018	9/1/2018	9/14/2018
10/5/2018	9/15/2018	9/28/2018
10/19/2018	9/29/2018	10/12/2018
11/2/2018	10/13/2018	10/26/2018
11/16/2018	10/27/2018	11/9/2018
11/30/2018	11/10/2018	11/23/2018
12/14/2018	11/24/2018	12/7/2018
12/28/2018	12/8/2018	12/21/2018
1/11/2019	12/22/2018	1/4/2019

Resolution 2017-12-20-4 Resolution Adopting 2018 Budget

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

2018 ADOPTED BUDGET RESOLUTION

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY AUTHORITY

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Willingboro Municipal Utilities Authority for the fiscal year beginning January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Willingboro Municipal Utilities Authority at its open public meeting of December 20, 2017; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$12,455,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$12,455,000.00 and Total Unrestricted Net Position utilized of \$150,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$15,516,100.00, which consists of Renewal and Replacement reserve funding of \$2,396,100.00, debt authorizations of \$13,120,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Willingboro Municipal Utilities Authority, at an open public meeting held on December 20, 2017 that the Annual Budget and Capital Budget/Program of the Willingboro Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye Nay

Abstain

Absent

Resolution 2017-12-20-7 Establishing Salaries, Wages, and other Compensation for 2017 as Amended

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

**RESOLUTION 2017 – 12-20-7
ESTABLISHING SALARIES, WAGES AND OTHER COMPENSATION FOR 2017**

BE IT RESOLVED by the Willingboro Municipal Utilities Authority assembled in regular session this 20th day of December 2017 that the schedule of salaries, wages and related provisions be adopted as follows:

SECTION I – SALARIES AND WAGES

- A. Employees covered by the Collective Bargaining Agreement between this Authority and Teamsters Local 676 who are in good standing shall receive wage increases in the amount of 2% of their base salary.
- B. Commissioners shall receive annual salaries in accordance with the ordinance adopted by Willingboro Township Council.
- C. The following non-union employees shall receive the following annual salaries:

Position	Salary
WTP Superintendent	\$107,265.61
PCP Superintendent	\$101,145.61
System Maintenance Supervisor	\$101,145.61
PCP Chief Operator	\$70,299.83
Supervisor PC Operator	\$61,200.00
WTP Chief Operator	\$69,036.86
Supervisor Operator Lv 2	\$59,595.74
Supervisor Operator Lv 1	\$57,092.26
Senior Lab Technician	\$55,080.00
Lab Technician	\$44,880.00
Executive Director	\$140,000.00
Business Administrator	\$87,125.00
Director of Operations	\$84,562.50

Clerk 1- Finance Intern	\$35,875.00
Clerk 1- Customer Service	\$41,000.00
Account Clerk - AR	\$53,300.00
Clerk I - AP	\$46,125.00
Senior Cashier	\$58,425.00
Account Clerk - Payroll	\$50,225.00

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 20, 2017.

In witness thereof, I have here unto set my hand and affixed the seal of the Authority this 20th day of December 2017.

Andrew Weber, Secretary

Resolution 2017-12-20-10 Authorizing the Execution of an Interlocal Services Agreement with the Township of Burlington for the Performance of Fecal Testing

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2018-1-17-

AUTHORIZING THE EXECUTION OF AN INTERLOCAL SERVICES AGREEMENT WITH THE TOWNSHIP OF BURLINGTON FOR THE PERFORMANCE OF FECAL TESTING

WHEREAS, the Willingboro Municipal Utilities Authority has been requested to perform certain wastewater treatment plant laboratory analyses for the Township of Burlington, and

WHEREAS, the Township of Burlington has adopted RESOLUTION NO. 2017-R-238, AUTHORIZING THE TOWNSHIP OF BURLINGTON TO EXECUTE A FECAL TESTING SERVICES CONTRACT TO WILLINGBORO MUNICIPAL UTILITIES AUTHORITY, WILLINGBORO, NJ, TO PROVIDE LABORATORY TESTING FOR FECAL, and

WHEREAS, the Willingboro Municipal Utilities Authority deems it to be in the best interest of both entities to enter into this Agreement

NOW, THEREFORE, BE IT RESOLVED by the Willingboro Municipal Utilities Authority at the regular meeting thereof, held on Wednesday, January 17, 2018 that the Executive Director be hereby authorized to enter into an Agreement with the Township of Burlington for the aforesaid laboratory analyses

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

Carl Turner, Chairman

ATTEST:

Andrew Weber, Secretary

TOWNSHIP OF BURLINGTON

RESOLUTION
2017-R-430

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED
SERVICES AGREEMENT WITH THE WILLINGBORO MUNICIPAL
UTILITIES AUTHORITY FOR WASTEWATER TESTING

WHEREAS, the Willingboro Municipal Utilities Authority is licensed to perform certain
wastewater treatment plant laboratory analyses including fecal testing; and

WHEREAS, the Director of the Department of Public Works has recommended that the
Township of Burlington enter into a shared services agreement with the Willingboro Municipal
Utilities Authority for the performance of fecal testing as the Willingboro Municipal Utilities
Authority can deliver test results expeditiously; and

WHEREAS, the Willingboro Municipal Utilities Authority has a published schedule of
rates for testing services;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township
of Burlington, County of Burlington, State of New Jersey as follows:

Section 1. The required wastewater treatment plant analysis for fecal testing shall be
performed for the Township by the Willingboro Municipal Utilities Authority in accordance with
the procedure and rates schedule adopted by the Willingboro Municipal Utilities Authority.

Section 2. This resolution shall serve as the shared services agreement between the
parties.

Dated: December 12, 2017

TOWNSHIP OF BURLINGTON


Joyce R. Howell, Council President

ATTEST:


Anthony J. Canino, Jr., BMC, Township Clerk

Motion extending contract with JCI for 30 days

Moved: Cmmr. Scott

Seconded: Cmmr. Green

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green

Motion to Adjourn

Moved: Cmmr. Scott

Seconded: Cmmr. Evans

Roll Call: Cmmr. Evans Yes, Cmmr. Scott Yes, Cmmr Sills Yes, Cmmr. Turner Yes, Cmmr. Green