

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

December 6, 2017

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 6, 2017 at the John F. Kennedy Center. 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 (Present), 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

*Rate Hearing Presentation

Rate Hearing Comments

M. Nock: What does the \$3k-\$4K mean?

D. Diggs: That is if somebody wants to connect to the main.

Resolution 2017-12-6-1: Resolution Authorizing Revision to the Schedule of Rates Rules & Regulations, User Fees

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

RESOLUTION 2017 – 12-6-1
AUTHORIZING REVISION TO THE SCHEDULE OF
RATES, RULES & REGULATIONS, USER FEES

WHEREAS, the Willingboro Municipal Utilities Authority was created in 1958 at which time it developed a set of Rates, Rules and Regulations for the proper operation of the Authority, and

WHEREAS, from time to time these Rates, Rules and Regulations have been modified and amended, and

WHEREAS, the Willingboro Municipal Utilities Authority has been compelled to review its fiscal affairs as a result of the necessary use of earnings to provide monies to meet significant increases in employee benefits; increased capital expenditures related to the renewal and replacement of the existing infrastructure, and

WHEREAS, as a result of the above review and for the reasons aforesaid indicated, it is necessary to revise the Authority's existing Schedule of Rates, Rules and Regulations in order to obtain sufficient revenues to meet the responsibility of the Authority in accordance with provisions of the New Jersey Authorities Fiscal Control Law and the Bond Indenture, and

WHEREAS, after consultation with appropriate consultants and personnel of the Authority, a proposed revision of the Rates, Rules and Regulations was prepared, and

WHEREAS, pursuant to RS 40:14 (b)-I et Seq. a Notice of Public Hearing on the proposed rate schedule revision was published in the Burlington County Times, posted in the lobby of the office of the Authority and delivered to the Clerk of the Township of Willingboro and the Clerk of the Township of Westampton; and

WHEREAS, the Authority has considered the proposed adjustments to its rate schedules as well as all evidence presented through direct and cross-examination as well as all comments made by those members of the public in attendance at the aforesaid public hearing as well as any written comments that may have been received; and

WHEREAS, the Authority has been satisfied from all of the evidence and comments presented that the proposed adjustment to its rate schedules is reasonable and necessary and in accordance with statutory requirements.

NOW, THEREFORE BE IT RESOLVED by the Willingboro Municipal Utilities Authority, assembled in Regular Session, this 6th day of December, 2017 at the Office of the Authority located at 433 John F. Kennedy Way in Willingboro, New Jersey that the Rates, Rules and Regulations as revised be hereby adopted as a revision to the original Rates, Rules and Regulations adopted in October 1958 as set forth in the notice identified as EXHIBIT A and Exhibit B and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Township Council of the Township of Willingboro, to the Trustee representing the holders of Revenue Bonds of the Authority, to the Secretary/Treasurer of the Edgewater Park Sewerage Authority and to the Administrator of Westampton Township.

Carl Turner, Chairmen

ATTEST:

Exhibit A

2017 SCHEDULE OF RATES EFFECTIVE 1/1/2017

II. SCHEDULE OF RATES

A. Schedule I - Residential Water and/or Sewer Service

WATER:

1. Quarterly MINIMUM charge for water service is \$63.50.
2. Water Allowance for the quarterly minimum charge of \$63.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance is as follows:
 - a) \$ 2.20 per 1,000 gallons from 10,001 to 13,000 gallons.
 - b) \$ 5.25 per 1,000 gallons from 13,001 to 26,000 gallons.
 - c) \$ 6.25 per 1,000 gallons over 26,000 gallons.
4. Separately metered swimming pools, irrigation systems, lawn watering systems or similar facilities shall be charged for actual usage each quarter at the rate of \$4.00 per thousand gallons with no minimum charge or minimum allowance.

SEWER:

1. Quarterly MINIMUM charge for SEWER service is \$53.50.
2. Sewer allowance based on metered water usage for the quarterly minimum charge of \$53.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance based on metered water usage is as follows:
 - a) \$4.29 per 1,000 gallons over 10,000 gallons to 26,000
 - b) \$5.00 per 1,000 gallons over 26,000

B. Schedule II - Commercial Water and/or Sewer Service

WATER:

1. Quarterly MINIMUM charge for water service is \$102.00.
2. Water Allowance for the quarterly minimum charge of \$102.00 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance is as follows:
 - a) \$ 5.75 per 1,000 gallons from 10,001 to 13,000 gallons.
 - b) \$ 7.25 per 1,000 gallons from 13,001 to 26,000 gallons.
 - c) \$ 8.75 per 1,000 gallons over 26,000 gallons.
4. Separately metered swimming pools, irrigation systems, lawn watering systems or similar facilities shall be charged for actual usage each quarter at the rate of \$4.00 per thousand gallons with no minimum charge or minimum allowance.

SEWER:

1. Quarterly MINIMUM charge for SEWER service is \$62.50.
2. Sewer allowance based on metered water usage for the quarterly minimum charge of \$62.50 is 10,000 gallons.
3. Usage charge for consumption exceeding the gallonage allowance based on metered water usage is as follows:

- a) \$5.50 per 1000 gallons over 10,000 gallons to 26,000
- b) \$7.00 per 1000 gallons over 26,000 gallons

Exhibit B

Connection Fee Schedule

SCHEDULE V

CLASS 1

Residential

Sewerage connection fee \$ 4,588.00

Water connection fee \$3,125.00

CLASS 2

Non-Residential: Hotel or Motel

Sewerage connection fee \$ 2,294.00

Water connection fee \$1,562.50

CLASS 3

Non-Residential: General

Sewerage connection fee \$ 4,588.00

Sewer @ Gallon \$ 30.79

Water connection fee \$3,125.00

Water @ Gallon \$20.97

CLASS 4

Affordable Housing

Sewerage connection fee 50%

Water connection fee 50%

CLASS 5

Irrigation, Lawn Sprinklers or Swimming Pools

1 Inch \$ 3,900.00

1 1/2 Inch \$6,200.00

2 Inch \$9,900.00

3 Inch \$19,800.00

4 Inch \$31,000.00

CLASS 6

Fire Service Public or Private N/C N/C N/C

Comments from the Public

M. Nock: What is in the budget for the council in 2018?

Cmmr. Turner: \$150k

M. Nock: The Council will not be happy

Cmmr. Scott: We have to look out for the Wmua first then the township.

Westampton Resident: Can somebody reach out to our township clerk before a meeting so we can get an agenda as well as any other resolution?

A. Weber: Yes we can do that

P. Harvey: Somebody posted on facebook that the tap water is in violation.

V. Buckley: The water is fine and we are in no violation.

Motion to Approve October, 25 2017 Regular Meeting Minutes

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

Treasurers Report

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

Discussion

D. Diggs: Looking to move due date for proposal about 2 weeks.

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

Resolution 2017-12-6-2: Making Fiscal Year 2017 Budget Transfers

Moved: Cmmr. Scott

Seconded: Cmmr. Sills

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

RESOLUTION 2017 – 12-6-2

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	\$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

Motion to Resend Operations and Maintenance Report

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

Motion to Table Operations and Maintenance Report

Moved: Cmmr. Sills

Seconded: Cmmr. Evans

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

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

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

Discussion

M. Stuppard: This resolution is for the portable camera system to video tape lines.

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

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-06-3

RESOLUTION 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 \$ 78,500.00; 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 6th 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 \$78, 500.00. 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 2017-12-6-4 Resolution Authorizing the Willingboro MUA to Enter into an Agreement with VAC-CON Inc.

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

Discussion

M. Stuppard: This resolution is for a jetter to clean the lines

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

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2017-12-06-4

RESOLUTION 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 \$95,120.00; 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 6th 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 \$95,120.00. 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

Motion to Receive Engineers Report

Moved: Cmmr. Sills

Seconded: Cmmr. Jennings

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

New Business

Motion to table Resolution 2017-12-6-5 Resolution Authorizing RFQ for 2018 until after executive session

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

Motion to Accept the Payment of Bills

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

Roll Call: Cmmr. Evans Yes to all but #7892, Cmmr. Jennings Yes, Cmmr. Scott Yes to all but #7920, Cmmr Sills Yes, Cmmr. Turner Yes to all but #7879

Solicitors Report

Y. Melville: In Executive Session

Motion to Enter Executive Session

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 Exit Executive Session

Moved: Cmmr. Sills

Seconded: Cmmr. Scott

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

Motion to Approve Operations and Maintenance Report with changes

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

Motion to as per recommendation of the Board regarding Employee Discussed Effective Immediately

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

Motion to have work rules completed by Dec. 31 as per discussion

Moved: Cmmr. Jennings

Seconded: Cmmr. Evans

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

Motion to Approve Resolution 2017-12-6-5 Resolution Authorizing RFQ for 2018 with Corrections

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

**RESOLUTION 2017 – 12-6-5
ESTABLISHING AND IMPLEMENTING**

**A FAIR AND OPEN PROCESS FOR THE SELECTION OF
VARIOUS PROFESSIONAL SERVICE AGREEMENTS FOR THE FOLLOWING:
ATTORNEY (SOLICITOR), SPECIAL LEGAL COUNSEL, BOND COUNSEL, LABOR
COUNSEL, FINANCIAL ADVISOR, INDEPENDENT AUDITOR, CONSULTING
ENGINEER, SPECIAL PROJECTS ENGINEER, PHYSICIAN, INSURANCE
BROKER, COMPUTER NETWORK ADMINISTRATOR**

WHEREAS, the WMUA requires the services of various professional service providers; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N J S A 40A:11-5; and

WHEREAS, the WMUA continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the WMUA; and

WHEREAS, the WMUA has determined that it is appropriate to implement a fair and open process for the awarding of professional services contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the WMUA has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the WMUA has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A.40A:11-5.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. All professional service appointments contained on Schedule A attached to and made a part hereof shall be subject to a fair and open process as set forth below.
2. The Executive Director shall cause a legal notice to be published in a

newspaper authorized to publish legal notices for the WMUA, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be posted on the WMUA's Internet website beginning no later than December 13, 2017. This newspaper notice also shall be published no later than December 13, 2017.

3. The criteria for each position contained on Schedule A follows immediately subsequent to the listing on Schedule A. These criteria shall be disclosed together with the posting of these positions on the WMUA's internet web site as set forth above. The website posting shall inform potential applicants that all submissions must be made to the WMUA and received not later than 12:00 noon, December 27, 2017.

4. Commencing at 12:01 p.m. on December 27, 2017, or as soon thereafter as may be possible, the WMUA or its designee shall publicly open and announce all submissions in the WMUA's public meeting room.

5. The Commissioners shall thereafter have the opportunity to review all submissions which will be located in the Executive Director's Office during regular business hours.

6. Appointments shall thereafter be made at a public meeting of the Commissioners no later than its annual reorganization meeting.

7. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that those positions included on Schedule A are those which the WMUA reasonably believes will be subject to appointment for the year 2017. However, all such appointments are subject to the availability of funds and the needs of the WMUA. Accordingly, inclusion of a position on Schedule A is not a representation or warranty that such position will be filled, but that if filled it will be subject to the process contained herein.

BE IT FURTHER RESOLVED that the Commissioners have determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

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 6, 2017.

Maurice Counts, Secretary

SCHEDULE A

The Willingboro Municipal Utilities Authority solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Executive Director, Willingboro Municipal Utilities authority, 433 John F. Kennedy Way, Willingboro, New Jersey 08046, no later than 12:00 PM Tuesday, December 27, 2017. All responses shall be opened and announced publicly, immediately thereafter by the Executive Director or his representative. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the period February 1, 2018 through January 31, 2018 and subject to the execution of an appropriate contract.

GENERAL PROPOSAL REQUIREMENTS

The request for qualifications is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the Willingboro Municipal Utilities Authority including those set forth in the WMUA 2017 budget
- Section B. Qualifications & Experience
- Section C. Resume & Qualifications of Key Personnel
- Section D. Client Reference List
- Section E. Conflict of Interest(s): This section should disclose any potential

conflicts of interest that the firm may have in performing these services for the Willingboro Municipal Utilities Authority

Section F. Miscellaneous/Other information (This section is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

Section G. Fee structure of all personnel who will provide services to the WMUA

MISCELLANEOUS REQUIREMENTS

1. The Willingboro Municipal Utilities Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to attest to the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Willingboro Municipal Utilities Authority.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
4. The Willingboro Municipal Utilities Authority reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement of its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the

Agreement.

- 7 The selected firm(s) shall be required to provide a Business Registration Form(s).
8. The selected firm(s) may be required to provide Proof of Insurance.

EVALUATION OF PROPOSALS

The proposal will be independently evaluation on the basis of the criteria listed below:

Proven record of experience, including referrals, in providing the type of services detailed herein

- Ability to provide services in a timely manner.
- Personnel qualifications and fees to be charged to the WMUA
- Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

SPECIFIC PROPOSAL REQUIREMENTS

ATTORNEY (SOLICITOR)

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint an attorney who will be the chief, general legal officer of the Authority. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey., as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities

represented.

4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

LABOR COUNSEL

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint an attorney or firm who will be the Authority's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (5) years experience, representing or administering public employers in labor relation matters
3. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list past and present public employers.

SPECIAL LEGAL COUNSEL

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint an attorney or law firms who will represent the WMUA in special and or conflict matters

as determined by the Executive Director. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law and litigation. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey., as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents and representing the Authority before any state or federal court or agency.
6. Must list all clients who have a contract or provide services to the Authority or have an adverse position to the Authority.

INSURANCE REQUIREMENTS:

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

BOND COUNSEL

GENERAL CRITERIA The Willingboro Municipal Utilities Authority desires to appoint

an attorney or firm who will be the primary legal representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Authority. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding~ appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

FINANCIAL ADVISOR

GENERAL CRITERIA The Willingboro Municipal Utilities Authority desires to appoint a financial advisor who will be the primary representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Authority. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed in the State of New Jersey and eligible to administer financial advice for the issuance of public financing.

2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Financial Advisor.

CONSULTING ENGINEER

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint a firm or firms to provide consulting engineering services to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal utilities authority. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years experience in providing consulting services to municipalities including demonstrated experience with water and sewer projects, drainage improvement projects, utility upgrades and replacement, public building improvement programs, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Willingboro Municipal Utilities Authority including but not limited

to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Willingboro so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

INSURANCE REQUIREMENTS:

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the

services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

SPECIAL PROJECT ENGINEERS

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint a firm or firms to provide engineering services for special projects to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal utilities authority. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years experience in providing consulting services to municipalities including demonstrated experience with water and sewer projects, drainage improvement projects, utility upgrades and replacement, public building improvement programs, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Willingboro Municipal Utilities Authority including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Willingboro so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

INSURANCE REQUIREMENTS:

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

INDEPENDENT AUDITOR

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint a firm of certified public accountants to act as municipal auditor for the Willingboro Municipal Utilities Authority. Applicant(s) should demonstrate knowledge of municipal utilities auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.

2 The firm must employ a minimum of five (5) registered municipal accountants qualified in that capacity for a minimum of five (5) years each prior to the appointment.

Must have a minimum of ten (10) years' experience in providing auditing services to utilities authorities within the State of New Jersey.

4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients,
6. Must list all past and present municipal clients.

AUTHORITY PHYSICIAN

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint an Authority physician who will be a primary resource to provide emergency medical attention as required for employees of the Authority of Willingboro and regular care and referral services for employees injured while in the course of their employment as well as drug and alcohol screening. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of ten (10) years prior to appointment.
2. Must have a minimum of ten (10) years experience in treatment and care as it relates to occupational health issues.
3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.
4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.
5. Must have a principal office in close proximity to the Willingboro Municipal Utilities Authority, preferably within the Willingboro Municipal Utilities Authority for the purpose of providing prompt access for Authority employees.
6. Must list all past and present municipal clients.

INSURANCE BROKER

GENERAL CRITERIA: The Willingboro Municipal Utilities Authority desires to appoint an insurance broker. Applicants should demonstrate knowledge of New Jersey municipal insurance law and practice.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as an insurance broker in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to perform all tasks associated with insurance coverage for New Jersey municipal utility authorities.
2. Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities in the insurance practice.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general insurance services required by the Authority.

COMPUTER NETWORK ADMINISTRATOR

GENERAL CRITERIA: The Willingboro MUA desires to appoint a firm who will be the MUA's computer network administrator. This firm is responsible to ensure that the authorities local area network, individual computers and website are up to date and functioning.

MANDATORY MINIMUM REQUIREMENTS:

1. This firm must be Microsoft office certified and minimum of 5 years experience working with municipal or government agencies.
2. This firm must make available or have available offsite backup.

3. Must be licensed in the State of New Jersey.
4. Must maintain a bona fine principal office in the State of New Jersey.
5. Must provide service at all MUA sites.
6. Must supply proof of general liability insurance and other insurance coverage similar to the specifications for Special Counsel listed above.

Motion Accepting Library Resolution per discussion

Moved: Cmmr. Jennings

Seconded: Cmmr. Sills

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

Motion Advertising for Deputy Superintendent Position for both Water and Sewer

Moved: Cmmr. Scott

Seconded: Cmmr. Jennings

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

Motion to Adjourn

Moved: Cmmr. Jennings

Seconded: Cmmr. Scott

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

