



# **Willingboro Municipal Utilities Authority**

**433 John F. Kennedy Way  
Willingboro, New Jersey 08046-2119  
(609) 877-2900, Fax (609) 835-4645  
[www.wmua.info](http://www.wmua.info)**

## **Commissioners**

**Patricia Lindsay-Harvey, Chair  
Diallo H. Diggs, JD, MBA, Vice Chair  
Carl Anthony Turner  
Kevin M. McIntosh, MBA  
James Boyer  
William A. Weston, Alt. 1  
Kimbrali Davis, Alt. 2**

## **Executive Director**

**Emmanuel Stuppard**

## **Board Secretary**

**Bernadette Green, RMC**

## **CERTIFICATION OF RESOLUTIONS**

I, Bernadette Green, do hereby certify that the Resolutions that follow are a true and correct copy of the resolutions approved by the Board of Commissioners at the reorganization meeting of the Willingboro Municipal Utilities Authority on February 1, 2024

*Bernadette Green*

Bernadette Green, RMC  
Board Secretary

# Willingboro Municipal Utilities Authority

**Resolution 2024-02-01-01**

**Cash Management Plan Fiscal Year 2024**

**January 1, 2024, To December 31, 2024**

Pursuant to the requirements of N.J.S.A. 40A: 5-14, et seq., and N.J.A.C. 5:31-3.1, the following is the Cash Management Plan of the Willingboro Municipal Utilities Authority ("Authority") for the fiscal year indicated above:

## **I. Designation of Legal Public Depository**

A. The designated legal public depositories of the Authority shall be state or federally chartered bank, savings bank or an association located in the State of New Jersey or a state or federally chartered bank, savings bank or an association located in another state with a branch office in this State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit and which otherwise qualifies as a "public depository" pursuant to the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41, et seq.

Wilmington Savings Fund Society Bank (WSFS), TD Bank NA, ABCO Federal Credit Union, Republic Bank and the New Jersey Cash Management Fund are hereby designated as legal public depositories of the Authority.

## **II. Accounts Held by Designated Legal Public Depository**

A. **Revenue Account.** There shall be maintained in the designated legal public depository a Revenue Account, the purpose of which is to receive all monies from any source by or on behalf of the Authority, except for monies received for connection fees, planning escrow fees or refunds of monies previously paid by the Authority from the Operating Account. Pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received from any source by or on behalf of the Authority, except for monies received for connection fees, planning escrow fees or such refunds shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Revenue Account. The designated legal public depository shall transfer all funds held in its Revenue Account to the Revenue Fund held by the Trustee, by wire, on the first day of each month, or as otherwise directed by the Authority.

B. **Escrow Account.** There shall be maintained in the designated legal public depository an Escrow Account, the purpose of which is to receive all monies designated for the payment of legal and engineering review and inspection fees as well as water and/or sewer connection fees to the Authority.

1. There shall be maintained in the designated legal public depository a Legal and Engineering Review and Inspection Fee Account which shall be a sub-account of the

Continued . . .

Escrow Account within the Escrow Account the purpose of which is to receive all monies which are designated for the payment of escrowed legal and engineering review and inspection fees. Pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received by any source by or on behalf of the Authority which are designated for the payment of escrow fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies shall be transferred from the Escrow Account on a periodic basis to pay for costs incurred for inspection, engineering review, legal review or for other services provided to or on behalf of the development for which the escrow fees were paid, in accordance with the rules and regulations of the Authority.

2. There shall be maintained in the designated legal public depository a Water and/or Sewer Connection Fee Account which shall be a sub-account of the Escrow Account within the Escrow Account the purpose of which is to receive all monies which are designated for the payment of water and/or sewer connection fees to the Authority. Pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received from any source by or on behalf of the Authority which are designated for the payment of water and/or sewer connection fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies paid into the Connection Fee Deposit Account shall be realized as revenue and transferred to the Revenue Account when the respective connections have been physically made, in accordance with the rules and regulations of the Authority.

C. **Operating Account.** There shall be maintained in the designated legal public depository an Operating Account, the purpose of which is to receive, on a monthly basis, Operating Funds from the Trustee in the amount requisitioned by the Authority to pay the operating expenses of the Authority for the previous month. In addition to the Operating Funds received from the Trustee, and pursuant to the requirements of N.J.S.A. 40A: 5-15, all monies received from any source by or on behalf of the Authority which are refunds of monies previously paid by the Authority from the Operating Account shall, within 48 hours after the receipt thereof, be deposited directly into the Operating Account.

1. **Payroll Account.** There shall be maintained in the designated legal public depository a Payroll Account which shall be a sub-account of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account required to meet the payroll requirements of the Authority.

2. **Supplemental Compensation Trust Fund.** There shall be maintained in the designated legal public depository a Supplemental Compensation Trust Fund which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be

used for the payment of unused sick and vacation time in accordance with New Jersey Statutes.

3. **Unemployment Compensation Trust Fund.** There shall be maintained in the designated legal public depository an Unemployment Compensation Trust Fund which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be used for the payment of unemployment claims in accordance with New Jersey Statutes.

4. **Liability Insurance Trust Fund.** There shall be maintained in the designated legal public depository a Liability Insurance Trust Fund, which is a restricted fund that shall be a sub-account of the Operating Account. Monies shall be used for the payment of the deductible portion of approved insurance claims.

5. **Petty Cash Fund.** There shall be maintained in the principal office of the Authority a Petty Cash Fund, which shall be a sub-account of the Operating Fund. The purpose of the Petty Cash Fund is to pay small miscellaneous expenses of the Authority in cash, as authorized by the Executive Director or the Executive Director's designee. The Petty Cash Fund shall not exceed \$300.00 in cash at any one time. A record shall be maintained of all monies withdrawn from the Petty Cash Fund.

6. **Change Fund.** There shall be maintained in the principal office of the Authority a Change Fund which shall be a sub-account of the Operating Fund. The purpose of the Change Fund is to ensure that sufficient change is available in the Cash Drawer to accept cash payments from Authority customers. The Change Fund shall be maintained at \$200.00.

D. All accounts maintained in the designated legal public depositories shall be interest-bearing accounts and shall be maintained as business checking accounts in order to obtain the highest interest rate available from the designated legal public depositories for demand deposits.

### **III. Accounts Held By The Trustee**

A. Pursuant to the requirements of Article VI of the Resolution Authorizing the Issuance of Revenue Bonds, adopted June 17, 1986, and amended from time to time, the Trustee is required to make payments as of the first day of each month from the Revenue Fund into the several funds created by the Resolution. Payments are to be made into each fund up to the maximum limit set for the fund in the following order:

1. Into the Operating Fund so that the amount therein equals the Operating Requirement, which is generally defined as the amount required for the payment of operating expenses for the next six months period as shown by the annual budget;

2. Into the Bond Service Fund so that the amount therein equals any unpaid interest then due on outstanding bonds, plus an amount which will equal the interest to become due on outstanding bonds at or before the first day of July next ensuing, plus the principal amount of outstanding bonds maturing at or before the first day of January next ensuing; plus an amount which will equal the interest to become due on outstanding bonds at or before the first day of January next ensuing;

3. Into the Sinking Fund, if required;

4. Into the Bond Reserve Fund so that the amount therein equals the bond reserve requirement, which is generally defined as an amount equal to maximum annual debt service;

5. Into the Renewal and Replacement Fund so that the amount therein equals the System Reserve Requirement which has been established by the Authority; and

6. Into the General Fund, to the extent available.

**B. Special Instructions to Trustee:**

1. On a monthly basis, the Trustee shall transfer, the amount requisitioned by the Authority to pay operating expenses for the next six (6) months, into the Authority's Operating Account maintained in the designated legal public depository.

2. Any balance remaining in the Revenue Fund in excess of the Operating Requirement and the money paid into the Authority's Operating Account, shall be transferred by the Trustee on a monthly basis, first, into the Bond Service Fund, and then, into the several funds created by the Resolution in the following order, but only to the extent necessary to meet the respective required fund balances:

**Required Balance**

a) Bond Service Fund:	\$2,309,315.91
02/01/2024 Principal Payment	\$323,391.19
02/01/2024 Interest Payment	\$249,409.38
08/01/2024 Principal Payment	\$1,487,105.96
08/01/2024 Interest Payment	\$249,409.38
b) Sinking Fund:	\$0.00
c) Bond Reserve Fund:	\$564,482.00
d) Renewal and Replacement Fund:	\$1,500,000.00
e) General Fund:	any balance

3. The Trustee shall determine whether the balances in the Bond Service Fund, Sinking Fund, Bond Reserve Fund and Renewal and Replacement Fund are in excess of the required balance for each respective fund in accordance with the provisions of the Bond Resolution but only to the extent necessary to meet the respective fund required balances. If the required balances of all funds are satisfied, any excess funds shall be paid into the General Fund.

**IV. Investments of Bond Service Fund Amounts**

A. Amounts held within the Bond Service Fund shall be subject to investment pursuant to the terms and conditions of the 1986 Bond Resolution as amended.

**V. Securities Which May Be Purchased By or on Behalf of the Authority**

A. Pursuant to N.J.S.A. 40A: 5-15.1, the Authority hereby authorizes the purchase of the following types of securities:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Authority, the Township of Willingboro or school districts of which the Township of Willingboro is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of PL 1977, c.281 (C.52: 18A-90.4); or Agreement for the repurchase of fully collateralized securities, if:
  - a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of subsection A herein;
  - b) the custody of collateral is transferred to a third party;



- c) the maturity of the agreement is not more than 30 days;
- d) the underlying securities are purchased through a public depository as defined in section I of PL 1970, c. 236 (C.17: 9-41); and
- e) a master repurchase agreement providing for the custody and security of collateral is executed.

B. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third-party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;

C. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the Authority or a third-party custodian prior to or upon the release of the Authority's funds.

D. For the purpose of this section:

1. a "government money market mutual fund" means an investment company or investment trust:
  - a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. § 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7;
  - b) the portfolio of which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein; and
  - c) which is rated by nationally recognized statistical rating organization.
2. a "local government pool" means an investment pool:
  - a) which is managed in accordance with 17 C.F.R. § 270.2a.7;
  - b) which is rated in the highest category by a nationally recognized statistical rating organization;
  - c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein;

d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," PL 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of PL 1967, c.93 (C.49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

## **VI. Investment Policies**

A. The policies to be used for selecting and evaluating investment instruments shall include preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees, and when appropriate, policies of investment instrument administrators and further, shall be based on a cash flow analysis prepared by the Treasurer and shall be commensurate with the nature and size of the funds held by the Authority. All investments shall be made on a competitive basis insofar as practicable. When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

## **VII. Records**

A. When the securities so purchased are received by the Authority, or by the Trustee or Investment Broker on behalf of the Authority, the Treasurer shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such receipt, shall



transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods if any. thereof and shall transmit said Securities to Trustee, for safekeeping.

B The Treasurer shall prepare a monthly report to the Authority summarizing all investments made or redeemed since the last meeting of the Authority. The report shall set forth each organization holding Authority funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred and market value of all investments as of the report date as well as any other information that may be required from time to time by the Authority.

### **VIII. Approval, Amendment and Administration of Plan**

A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Treasurer or, in his or her absence, the Assistant Treasurer, shall be charged with administering the plan. The person so charged with administering the plan shall consult with the Authority solicitor auditor and investment broker from time to time to insure the proper administration of the plan.

B. The person charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.

C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

### **IX. Payment of Bills by Authority**

A. The Authority shall not pay out any of its monies:

1. Unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

2. Unless it carries a certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.
- B. No funds shall disbursed by the Treasurer prior to approval of the Authority except for
  1. Debt Service Payments
  2. Payroll Checks
  3. Discount Vouchers (which must be ratified after payment)
- C. All checks drawn on Authority accounts shall be required to have three (3) signatures, except payroll check, and those signatures being the Chair or Vice-Chair, Treasurer or Assistant Treasurer, the Executive Director and any other Authority member.
- D. Notwithstanding the provisions of Paragraph A herein, the Authority may, by resolution:
  1. Provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A: 5-16.1;
  2. Provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs startup costs, in a manner consistent with N.J.S.A. 40A: 5-16.2; or
  3. Provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A: 5-16.3.

**X. Check Cashing Prohibited**

- A. The Authority shall not engage in the practice of cashing checks with public funds.

**XI. Electronic Fund Transfer (EFT) Procedures**

- A. An EFT method shall allow for the designation of separate initiation and authorization roles, with these roles password-restricted and/or subject to other security controls appropriate to the technology. The initiation and authorization role shall be segregated with the Chief Financial Officer or their equivalent generally responsible for authorizing an electronic funds transfer. The governing body designates the Executive Director to authorize transfers initiated by the CFO or their equivalent.

- B. The following individuals are authorized to initiate EFT's: Accounts Payable Clerk, Payroll Clerk.
- C. The following individuals are authorized to authorize EFT's: Finance Director, Treasurer, Executive Director.
- D. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the CFO or their equivalent or another individual under the supervision of the CFO or their equivalent. Any CFO or their equivalent-generated activity reports on EFT-based transactions must be reviewed by the Executive Director. Reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit. Each bill list approved or ratified by the governing body shall indicate the type of technology utilized in each EFT transaction.
- E. The chief financial officer or their equivalent shall ensure that the controls set forth above are in place and adhered to.

This Resolution was adopted by the Willingboro Municipal Utilities Authority assembled in regular session this 1st day of February, 2024.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

#### **Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February, 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# Willingboro Municipal Utilities Authority

**Resolution 2024-02-01-02**

## **Designating Official Newspapers for the Willingboro Municipal Utilities Authority**

**BE IT RESOLVED** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that the Burlington County Times and the Courier-Post are hereby designated as the official newspapers for the Willingboro Municipal Utilities Authority.

**Further Be It Resolved** that this resolution shall take effect immediately upon passage.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

### **Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

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Sharon L. Anderson, Secretary

# Willingboro Municipal Utilities Authority

## Resolution 2024-02-01-03

### Establishing the Holidays to be Observed in 2024

**Whereas**, the Willingboro Municipal Utilities Authority (“WMUA”) is a public body corporate and politic of the State of New Jersey duly formed pursuant to and in accordance with the Municipal and County Utilities Authority Law, N.J.S.A. 40:14b-1, et seq., and possesses the powers set forth therein; and

**Whereas**, the WMUA is empowered to adopt this Resolution pursuant to and in accordance with the County and Municipal Utilities Authorities Law; and

**Whereas**, the Board of Commissioners (“Board”) of the Willingboro Municipal Utilities Authority wishes to establish the dates on which holidays shall be observed in 2024 through the annual reorganization meeting of the Board in 2025; and

**Whereas**, Section X of the WMUA’s Employee Handbook provides that “All eligible employees shall enjoy holidays with pay, to be observed on the dates specified annually by the Authority, or as otherwise outlined in the applicable collective negotiations agreement.”

**Now, therefore, be it resolved** by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that the following holiday schedule will be observed by the WMUA:

Monday	February 19	Presidents Day
Friday	March 29	Good Friday
Monday	May 27	Memorial Day
Friday	June 21	Juneteenth Day (Observed)
Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	October 14	Indigenous Peoples Day / Columbus Day
Monday	November 11	Veterans Day
Thursday	November 28	Thanksgiving
Wednesday	December 25	Christmas Day
Wednesday	January 1, 2025	New Year’s Day 2025
Monday	January 20, 2025	Dr. Martin Luther King Jr. Day

**Be it further resolved** that Christmas Eve, December 24, 2024, and New Year’s Eve, December 31, 2024, will be observed as half-day holidays for all employees on all shifts.

**Be it further resolved** that the offices of the WMUA shall be close at 12:00 pm on Christmas Day, December 26, 2024, and New Years Eve, December 31, 2024.

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**Be it further resolved** that the offices of the WMUA, located at 433 JFK Way, Willingboro, New Jersey, will be closed to the public on holidays above listed.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary



# Willingboro Municipal Utilities Authority

Resolution 2024-02-01-04

## Establishing the Regular Meetings of the Willingboro Municipal Utility Authority

**Whereas** the Board of Commissioners (“Board”) of the Willingboro Municipal Utilities Authority (“WMUA”) wishes to to encourage participation by all customers and neighbors of the WMUA; and

**Whereas** the WMUA desires to continue the practice of easily accessible meetings; and

**Whereas** the WMUA desires to provide advance notice so that interested parties may plan their participation; and

**Whereas** the Board has set an annual regular meeting schedule from February of 2024 through January of 2025;

**Now, Therefore, Be It Resolved** that, the annual schedule of regular meetings from February 2024 through January of 2025 is attached hereto as Exhibit A, which includes the date, place and time of each meeting is hereby adopted and the Board Secretary is authorized and directed to take the appropriate steps to publish the attached meeting schedule and as set out below. and

**Be It Further Resolved** that the Reorganization meeting for the Board for 2025 shall be held on Monday, February 3, 2025 and listed on the attached schedule of meetings; and

**Be It Further Resolved** that a meeting announcement shall be posted in the lobby of the WMUA administration building at 433 JFK Way, Willingboro, New Jersey; published on the WMUA website and both notices shall remain posted throughout the year for public inspection; sent electronically 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 Township Municipal Utilities Authority; and published in the Burlington County Times and Courier Post.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

Continued . . .

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

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Sharon L. Anderson, Secretary

# Willingboro Municipal Utilities Authority

**Resolution 2024-02-01-05**

## **Professional Services Appointment for an Independent Auditor**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need for an Independent Auditor; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7470 (Exhibit A); 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 the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received and have been reviewed for the various professional appointments.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that Bowman & Company LLP is hereby appointed as Independent Auditor for a term of one (1) year with a not-to-exceed rate of \$60,000.

### **Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
2. This award is made without competitive bidding as a "Professional Service" under the applicable provisions of the Local Public Contracts Law, including N.J.S.A. 40A: 11-5, and in accordance with the provision of Local Unit Play to Play Law including N.J.S.A. 19:44A-20.5 et seq.

Continued . . .

3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# Willingboro Municipal Utilities Authority

Resolution 2024-02-01-06

## Professional Services Appointment for a Special Project Auditor

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need for a Special Project Auditor; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7470 and #01-100-7490 (Exhibit A); 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 the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received and have been reviewed for the various professional appointments.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that Brent W. Lee & Co., LLC is hereby appointed as Special Project Auditor for a term of one (1) year with a not-to-exceed rate of \$20,000.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
2. This award is made without competitive bidding as a "Professional Service" under the applicable provisions of the Local Public Contracts Law, including N.J.S.A. 40A: 11-5, and in accordance with the provision of Local Unit Play to Play Law including N.J.S.A. 19:44A-20.5 et seq.

Continued . . .

3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh		X	X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer			X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary



# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-07**

## **Professional Services Appointment of Financial Advisors**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need to establish a panel of qualified Financial Advisors to provide Financial Advisory Services; and

**Whereas** the Financial Advisors will be selected from the panel on a per matter basis by the Executive Director or Director of Finance which may be subject to the approval of the Board as the need may arise;

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7490 (Exhibit A); 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 that the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received for Financial Advisors and have been reviewed by the Board.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, wishes to establish a qualified panel of financial advisors from which it will select and utilize on a per matter basis according to the Financial Advisor's expertise and that the following appointments to the panel are hereby made:

Financial Advisor(s):	NW Financial Group, LLC
	Phoenix Advisors, LLC

Continued . . .

**Be It Further Resolved** that the term of appointments shall be for one (1) year; and

**Be It Further Resolved** that the funds allocated for the use of the services of Financial Advisors in the aggregate shall not exceed \$20,000 during the one-year term of appointment of the panel; and

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute contracts on behalf of the Authority as may be required.
2. These awards are made without competitive bidding as a "Professional Service" under the provisions of N.J.S.A. 40A: 11 Local Public Contracts Law and in accordance with the provision of N.J.S.A. 19:44A-20.5 et seq...

Notice of Appointment shall be published in the Burlington County Times and Courier-Post within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

#### **Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-08**

## **Appointment of a Risk Management Consultant/Insurance Broker**

**Whereas** the Board of Commissioners (“Board”) of the Willingboro Municipal Utilities Authority (“WMUA”) has resolved to join the New Jersey County Utilities Authority Joint Insurance Fund (“NJCUAJIF”), following a detailed analysis; and

**Whereas** the bylaws of said Fund require that each Governing Body appoint a Risk Management Consultant, and this service is identical or substantially similar to that of Insurance Broker, to perform various services as detailed in the bylaws; and

**Whereas** the Board of Fund Commissioners established a fee equal to 6% of the WMUA assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Board; and

**Whereas** the judgmental nature of the Risk Management Consultant's/Insurance Broker's duties renders comparative bidding impractical; and

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (ii) and N.J.S.A. 40A:11-5(1)(m) provides for the appointment of persons who shall render extraordinary unspecifiable services (“EUS”); and

**Whereas** the Board of Commissioners of the Willingboro Municipal Utilities Authority has determined that there exists a need for a Risk Management Consultant/Insurance Broker; and

**Whereas** the Director of Finance has certified that funds are available (Exhibit A) and have been budgeted for these purposes in line item #01-100-7250; and

**Whereas** the Local Unit Pay-To-Play Law (N.J.S.A. 19:44A-20.5 et seq.) requires that under certain circumstances the WMUA 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 Executive Director of the WMUA (Exhibit B) except a contract that is awarded pursuant to a fair and open process; and

**Whereas** the Willingboro Municipal Utilities Authority has by resolution established a fair and open process; and

**Whereas** the funds paid directly by the WMUA for this service are under \$17,500; and

**Whereas** notwithstanding the above, the Executive Director has forwarded the attached EUS certification to the Board (Exhibit C); 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 official newspapers; and

**Whereas** one submission was received in response to the requests for qualifications; and

Continued . . .

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that Corporate Employee Benefits, LLC is hereby appointed Risk Management Consultant/Insurance Broker for a term of one (1) year at the rate of 6% of the WMUA's assessment with the NJCUJIF and the 6% shall be paid directly by the NJCUJIF to Corporate Employee Benefits, LLC; and

**Be It Further Resolved** that Corporate Employees Benefits, LLC shall be paid \$5,000 per annum for health insurance brokerage services by the WMUA.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute a contract on behalf of the Authority.
2. This award is made without competitive bidding as an "EUS" under the applicable provisions of the Local Public Contracts Law, including N.J.S.A. 40A: 11-5(1)(a)(ii), and in accordance with the provision of Local Unit Play to Play Law including N.J.S.A. 19:44A-20.5 et seq.
3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-09**

## **Professional Services Appointment for Attorney (Solicitor)**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need for an Attorney / Solicitor; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7460 (Exhibit A); 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 the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received and have been reviewed for the various professional appointments.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that Chiesa Shahinian & Giantomasi PC is hereby appointed as Attorney (Solicitor) for a term of one (1) year with a not-to-exceed rate of \$60,000.

### **Be It Further Resolved that:**

1. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
2. 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...

Continued . . .

3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary



# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-10**

## **Professional Services Appointment for Bond Counsel**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need for an Attorney / Solicitor; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7490 (Exhibit A); 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 the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received and have been reviewed for the various professional appointments.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that McManimon, Scotland & Baumann, LLC. is hereby appointed as Bond Counsel for a term of one (1) year with a not-to-exceed rate of \$20,000.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
2. 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...

Continued . . .

3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# Willingboro Municipal Utilities Authority

**Resolution 2024-02-01-11**

## **Professional Services Appointment for Conflict/Special Counsel**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need for an Attorney / Solicitor; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7460 (Exhibit A); 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 the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received and have been reviewed for the various professional appointments.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that The Platt Law Group, Inc. is hereby appointed as Conflict / Special Counsel for a term of one (1) year with a not-to-exceed rate of \$40,000.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contracts on behalf of the Authority.
2. 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...

Continued . . .

3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-12**

## **Professional Services Appointment for Rate & Energy Counsel**

**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 an Energy and Rate Counsel to advise the Board of Commissioners of the Willingboro Municipal Utilities Authority; and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7490 (Exhibit A); 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 that the WMUA 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 executive director of the WMUA 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

**Whereas** submissions have been received and have been reviewed for this professional service.

**Now, Therefore, Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that DeCotiis, Fitzpatrick, Cole & Giblin, LLP is hereby appointed as Energy / Rate Counsel for a term of one (1) year with a not-to-exceed rate of \$50,000.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contract on behalf of the Authority.
2. This award is made without competitive bidding as a "Professional Service" under the applicable provisions of the Local Public Contracts Law, including N.J.S.A. 40A: 11-5, and in accordance with the provision of Local Unit Play to Play Law including N.J.S.A. 19:44A-20.5 et seq.
3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Continued . . .

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary



# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-13**

## **Professional Services Appointment for Labor Counsel**

**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 an Labor Counsel to advise the Board of Commissioners (Board) of the Willingboro Municipal Utilities Authority (WMUA); and

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7460 (Exhibit A);

**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 that the WMUA 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 executive director of the WMUA 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 notices posted for Requests for Qualifications in the WMUA official newspapers; and

**Whereas** submissions responding to the Request for Qualifications have been received and have been reviewed for this professional service.

**Now, Therefore, Be It Resolved** by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that DeCotiis, Fitzpatrick, Cole, Giblin, LLP are hereby appointed as Labor Counsel for a term of one (1) year with a not-to-exceed amount of \$50,000.

**Be It Further Resolved** that:

1. The Executive Director is hereby authorized to execute the contract on behalf of the Authority.
2. This award is made without competitive bidding as a "Professional Service" under the applicable provisions of the Local Public Contracts Law, including N.J.S.A. 40A: 11-5, and in accordance with the provision of Local Unit Play to Play Law including N.J.S.A. 19:44A-20.5 et seq.
3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post as required by law within ten (10) days of appointment.

Continued . . .

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-14**

## **Professional Services Appointment of Consulting Engineers**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need to establish a panel of qualified Consulting Engineers to provide Consulting Engineers Services; and

**Whereas** the Consulting Engineers will be selected from the panel on a per matter basis by the Executive Director or Director of Finance which may be subject to the approval of the Board as the need may arise;

**Whereas** the Director of Finance has certified that funds are available and have been budgeted for these purposes in line item #01-100-7450 (Exhibit A); 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 that the WMUA 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 executive director of the WMUA (Exhibit B) 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

**Whereas** submissions were received for Consulting Engineers and have been reviewed by the Board.

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, wishes to establish a qualified panel of Consulting Engineers from which it will select and utilize on a per matter basis according to the Consulting Engineers' expertise and that the following appointments to the panel are hereby made:

Consulting Engineers:	Alaimo
	Environmental Resources, Inc.
	Pennoni

Continued . . .

**Be It Further Resolved** that the term of appointments shall be for one (1) year; and

**Be It Further Resolved** that the funds allocated for the use of the services of Consulting Engineers in the aggregate shall not exceed \$200,000 during the one-year term of appointment of the panel; and

**Be It Further Resolved** that the Executive Director or his designee is authorized to select firms from the panel for special engineer services which do not exceed the \$17,500 threshold; and

**Be It Further Resolved** that upon selection to complete special project engineer services which shall in the aggregate exceed \$17,500 for any particular firm, the following shall be applicable:

1. The Executive Director is hereby authorized to execute contracts on behalf of the Authority as may be required.
2. These awards are made subject to Board approval without competitive bidding as a "Professional Service" under the Local Public Contracts Law (including N.J.S.A. 40A:11-5) and in accordance with the provision of N.J.S.A. 19:44A-20.5 et seq.
3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

#### **Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

## **Resolution 2024-02-01-15**

### **Professional Services Appointment of Special Project Engineers**

**Whereas** N.J.S.A. 40A: 11-5 (1) (a) (i) provides for the appointment of persons who shall render professional services; and

**Whereas** the Board of Commissioners ("Board") of the Willingboro Municipal Utilities Authority ("WMUA") has determined that there exists a need to establish a panel of qualified Special Project Engineers to provide Special Project Engineers Services; and

**Whereas** the Special Project Engineers will be selected from the panel on a per matter basis by the Executive Director or his designee which may be subject to the approval of the Board as the need may arise;

**Whereas** the Director of Finance has indicated due to the nature of special project financing the sources of funding will come from various capital accounts and from specific project accounts depending on the project to which the special project engineer is assigned; 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 that the WMUA 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 executive director of the WMUA (Exhibit A) 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 notices posted for Requests for Qualifications in the WMUA official newspapers; and

**Whereas** submissions responding to the Request for Qualifications have been received for Special Project Engineers and have been reviewed by the Board;

**Whereas** any special project engineer assignment which shall in the aggregate exceed \$17,500 must be approved by the Board and a contract entered into with Board approval along with the requisite advertisements set forth in this resolution before work can begin; and

**Now, Therefore Be It Resolved** by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, wishes to establish a qualified panel of Special Project Engineers from which it will select and utilize on a per matter

Continued . . .

basis according to the Special Project Engineers' expertise and that the following appointments to the panel are hereby made:

Special Project Engineers: Suburban Consulting Engineers, Inc.  
Paulus, Sokolowski and Sartor, LLC.

**Be It Further Resolved** that the term of appointments to the panel of qualified special project engineers shall be for one (1) year; and

**Be It Further Resolved** that the Executive Director or his designee is authorized to select firms from the panel for special engineer services which do not exceed the \$17,500 threshold; and

**Be It Further Resolved** that upon selection to complete special project engineer services which shall in the aggregate exceed \$17,500 for any particular firm, the following shall be applicable:

1. The Executive Director is hereby authorized to execute contracts on behalf of the Authority as may be required.
2. These awards are made subject to Board approval without competitive bidding as a "Professional Service" under the Local Public Contracts Law (including N.J.S.A. 40A:11-5) and in accordance with the provision of N.J.S.A. 19:44A-20.5 et seq.
3. Notice of Appointment shall be published in the Burlington County Times and Courier-Post within ten (10) days of appointment.

Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

#### **Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary

# **Willingboro Municipal Utilities Authority**

**Resolution 2024-02-01-16**

## **Authorizing Extension of 2023 Contract for Computer Network Administrator for Information Technology**

**Whereas** the Willingboro Municipal Utilities Authority (“WMUA”) requires Computer Network Administrator for Information Technology (“IT”) services; and

**Whereas** the Board of Commissioners of the WMUA (“Board”) had previously solicited requests for proposals and subsequently modified the specifications requiring that a new request for proposals be issued;

**Whereas** the WMUA has advertised for proposals for professional IT services, under the fair and open process; and

**Whereas** the deadlines for submission of proposals is February 8, 2024; and

**Whereas** a proposal review and selection process must be completed; and

**Whereas** there is a need to continue said IT professional services until such time as a firm is formally appointed for the 2024 year which shall not exceed forty-five days; and

**Whereas** it is, therefore necessary to extend the current IT services contract for forty-five days with a not to exceed amount of \$17,000 or until such time as an appointment for the 2024 year has been made;

**Now, Therefore, Be It Resolved** by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that the existing professional services contract for IT services is extended until such time as the fair and open process is concluded and appointments for the 2024 year are made which shall not continue beyond 45 days with a not to exceed amount of \$17,000 for the service.

**Be It Further Resolved** that said service may be terminated by the Executive Director without further action from the Board upon the appointment of a Computer Network Administrator for Information Technology.

**Be It Further Resolved** that this resolution shall take effect immediately upon passage.

Continued . . .



Title, Name	Motion	Second	Aye	Nay	Abstain	Absent
Chair Pat Lindsay-Harvey			X			
Vice Chair Kevin McIntosh			X			
Commissioner Carl Turner	X		X			
Commissioner James Boyer		X	X			
Commissioner Diallyo Diggs			X			
1st Alternate, Commissioner William Weston						
2nd Alternate Commissioner Kimbrali Davis						

**Certification By Secretary**

I, Sharon L. Anderson, 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 the 1<sup>st</sup> day of February, 2024.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Sharon L. Anderson, Secretary