

# WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting Minutes

**February 17, 2021**

The meeting of the Willingboro Municipal Utilities Authority was held on February 17, 2021 via Zoom. Chairman Turner called the meeting to order at 6:00 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 the minutes of this meeting this public announcement.

**Roll Call:** Cmmr. Darvis Holley (Present), Cmmr. T. Wayne Scott (Present), Cmmr. Patricia Lindsay-Harvey (Present), Cmmr. Carl Turner (Present), Cmmr. Webster Evans (Present), Alt. Cmmr. Kevin McIntosh (Present), Alt. Cmmr. James Boyer (Present)

Others attending: Andrew Weber, Executive Director, Diallyo Diggs, Finance Director, Emmanuel Stuppard, Director of Operations and Maintenance, Richard Alaimo, Engineer, Solicitor, Mike Riley

### **\*Oath of Office of Carl Turner**

### **Comments from the Public**

Denise Johnson (1 Chalford Lane): Has concerns regarding Bill Adjustment Policy resolution

Cynthia Coleman (26 Edgewater): Has concerns regarding bills. Has not received a call back.

Miriam Montes (29 Hargrove): Has concerns regarding her bill. Has not received a call back.

Will Westin: To Advertise 7c if it is not already

Carl Turner: Would like to apologize. The policies were supposed to go up on the website prior to the meeting.

### **Policy Committee Report**

Strategic Plan

Summer Superstar Program

Bill Adjustment Policy

Pandemic Temporary Repayment Plan

### **Resolution 2021-2-17-2 Authorizing the Adoption and Implementation Pandemic Temporary Repayment Plan and Bill Adjustment Policies**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Scott

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

### **Resolution 2021-2-17-3 Amending Professional Services Appointments**

Moved: Cmmr. Evans

Seconded: Cmmr. Lindsay-Harvey

### **Discussion**

Cmmr. Turner: Can you give a little description of what this is?

Cmmr. McIntosh: Phoenix Advisors is our current financial advisors and with the amount of projects we have coming up I feel like we need more eyes on these. Northwest Financial Group offers additional assistance in Cash Management, analysis, and other forecasting tools. That will allow our internal staff to handle the things that they need to handle and allow the professionals to monitor the Bond Counsel and predict any needs.

Cmmr. Turner: Explain how the cost will be broken up

Cmmr. Weber: We can reduce one fee and add NW Financial without changing the appropriate budget of 25,000.

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

### **Resolution 2021-2-17-4 Affidavit for Local Finance Board Review of Findings**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Scott

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to Approve Operations and Maintenance Report (February 2021)**

Moved: Cmmr. Holley

Seconded: Cmmr. Lindsay-Harvey

**Discussion**

Cmmr. Evans: We had a chlorine leak and I was hoping that you would've had that on here so the commissioners could see the SO2 and how we handled it

Emmanuel Stuppard: This occurred the early part of February. The analyzer for the SO2 system malfunctioned that's what caused the leak and since been fixed.

Cmmr. Evans Do you have a standing operating procedure when there is a leak?

Emmanuel Stuppard: Yes, there is a procedure. What was wrong with it was once they replaced the SO2 tank they threaded it back on the analyzer and the threads just didn't match so what we had to do was simply order the bolts and thread the bolts in making sure that it is sealed properly.

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to receive Engineers Report**

Moved: Cmmr. Scott

Seconded: Cmmr. Lindsay-Harvey

**Discussion**

Cmmr. Lindsay-Harvey: On page 3 the grit and screen removal what is the amount of the additional cost that were going to incur with the change order requested?

Lionel Galipot: We haven't received the quotation yet. They are still working on it and should be receiving that shortly

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to receive Special Engineers Report**

Moved: Cmmr. Scott

Seconded: Cmmr. Lindsay-Harvey

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Resolution 2021-2-17-1 Authorizing Agreement Between the WMUA and Burlington Township for Two Emergency Water Interconnections**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to Approve Treasurer's Report (February 2021)**

Moved: Scott

Seconded: Cmmr. Holley

**Discussion**

Cmmr. Lindsay-Harvey: Under other expenses and Equipment Maintenance we are already at 57.25% and its only February

D. Diggs: The equipment maintenance is usually an emergency and we have to get it fixed. It's hard to predict when its going to happen so equipment maintenance is one of those things that we put in a number that we anticipate is going to be the whole yearly amount.

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to Accept the Payment of Bills**

Moved: Cmmr. Holley

Seconded: Cmmr. Lindsay-Harvey

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner

**Motion to Approve February 3, 2021 Reorganization Meeting Minutes**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Comments from the Public**

Cynthia Coleman: You stated that there are unused funds for professional services I would like to know where that money is going? Are the employees getting paid full times pay for only working part time?

A. Weber: We were following COVID protocols. Even if we are not open there are still employees in the building or working remotely from home.

**Motion to Enter Executive Session**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Scott

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to Exit Executive Session**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Scott

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes

**Motion to Adjourn**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

**Roll Call:** Cmmr. Holley Yes, Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Turner Yes