

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

**April 20, 2022**

The meeting of the Willingboro Municipal Utilities Authority was held on April 20, 2022 via Zoom Webinar. Chairman Turner: meeting called to order at 6:10 PM, everyone please join in pledge of allegiance to the flag.

Chair Turner: Cmmr. Holley is unavailable and is excused from attending. First Alt. Cmmr. Boyer will be voting.

***Roll Call***

Title, Name	Present	Absent
Chair Carl Turner	X	
Vice Chair Darvis Holley		X
Commissioner Webster Evans	X	
Commissioner Pat Lindsay-Harvey	X	
Commissioner Kevin McIntosh	X	
Commissioner, First Alternate, James Boyer	X	
Commissioner, Second Alternate, William Weston	x	

**Others Attending**

James Mackie, Executive Director	Tom Leisse, Pennoni Associates
Emmanuel Stuppard, Director of Operations and Maintenance	Bryan McGair, Schneider Electric
Lionel Galipot, Alaimo Engineering	Darren MacLean, Schneider Electric
Richard Alaimo, Alaimo Engineering	Mike Riley, Solicitor
	Ryan Scerbo, Special Counsel

***Open Public Meetings Act Reading***

The Chair instructed and the Secretary read:

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.

***Chair’s Statement Regarding Well 5A PFOS Status***

**Public Comment (Agenda Items Only)**

Kasem Mughal sought clarification for Agenda Item #14. Is this where an outstanding bill for a resident would be addressed? Has addressed the issue with Director Mackie. Chair Turner: topic properly address in Public Comment, Item 16. Mr. Mughal: when this could be expected. Chair Turner: cannot be projected. Mr. Mughal: he will hold.

No other hands raised by the public.

**Minutes**

**Motion to Approve March 16, 2022, Regular Meeting Minutes – Tabled**

Moved: Cmmr. Lindsey-Harvey                      Seconded: Cmmr. Boyer

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

**Committee Reports**

**Policy Procedures, and Special Programs – Report by Cmmr. Lindsay-Harvey**

Committee met on March 18 and April 1. Discussion covered Internship and Apprenticeship program, newsletter, Drinking Water Week May 1-7, website, policy regarding revised shut off and payment arrangements because of the Governor’s order, and the Strategic Plan from January, 2021. Copy of the Strategic Plan was provided in the packet. Once the Plan is approved, the next action is to identify priorities, decide timelines, who is responsible and if any moneys need to go to any of the areas.

**Motion to Receive and File the Policy Committee**

Moved: Cmmr. Boyer                      Seconded: Cmmr. McIntosh

Discussion ensued concluding that the strategic planning document submitted by the committee would be approved concurrent with acceptable of their report. The next step is for the Committee to draft a complete Strategic Plan with priorities, financial resources, persons designated, and schedule, then return to the draft to the Board.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

**Operations Maintenance Committee - Report by Cmmr. Evans**

The committee met twice. There is no further report.

**Finance Committee – Report by Cmmr. McIntosh**

Met twice on April 8, April 18, 2022. April 8 was first meeting with the new Executive Director. Covered transfer of duties, loss of key personnel in Finance Dept. including A/P, signature on bank accounts. Two

months ago, Mr. Diggs sent a proposal for a report to figure out the actual cost of production of water related to Mt. Laurel and their rate. The proposal will be recirculated. Resolving billing reports is an item for Closed Session.

The committee will present a formal report in the next packet. Cmmr. Evans: any vote should be postponed until written report is submitted for review. Cmmr. Turner: verbal reports are acceptable with written report to follow.

### **Personnel Committee – Report by Chair Turner**

Committee did not meet intentionally to allow the Executive Director time to ramp up. The committee will meet this week for personnel issues.

### ***Treasurer’s Report – ED Mackie***

Requested the report be tabled or accepted as incomplete. The information that has initially distributed is incomplete due to missing entries. A revised report was sent, still missing information. The cash balance of the 17 unreconciled accounts is \$20,943,524.39

### **Motion to Table the Treasurer’s Report for March**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. McIntosh

Discussion: Cmmr. Boyer: should not receive reports last minute. ED Mackie agreed with Cmmr. Boyer and apologized for the tardiness of the packet of the whole.

Cmmr. Weston: SREC is much lower than the estimate. ED Mackie: needed repairs reduced production. Vanguard is contracted to monitor and repair. More information is needed to judge whether Vanguard is meeting expectations. Some repair work has been underway and has been added to the ESIP program. Mr. McNair introduced Mr. McLean who reported on efforts to rewire and stabilize the production.

Chair Turner: discussed the Board package with ED Mackie on Friday, particularly volume of late bills that effect our credit rating. Staff was redeployed to reconcile bills. Cmmr. McIntosh: completion of work relates to staff shortages. Cmmr. Turner: board members can express such opinions to ED Mackie, a lot of catch up has occurred, the ED needs more time to bring information current.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

### ***Operations and Maintenance Report***

### **Motion to Receive and File the Operations and Maintenance Report**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. McIntosh

Discussion: Cmmr. Lindsay-Harvey asked about the dumpster issue, water and exposure to the elements. Where is the lid, why does it not work? What about a more permanent solution. What about the designated receiving station? Why wasn’t this in the recent scope of work? Cmmr. Evans noted that last month Aliamo said that a lid was reported to be coming in. Mr. Stuppard reported that the lids that

were recommended by Aliamo were massive heavy-duty lids that did not lend itself to day-to-day operations. Mr. Stuppard did not see any lids on the site. He asked that plastic lids be used instead. Someone indicated there is confusion between two sizes of dumpsters. Tarps are being used as a temporary solution. A specifically designated receiving area is needed any spills are controlled.

It was noted that this issue has not been brought to the Operations Committee. Cmmr. Evans asked ED Mackie for information. ED Mackie noted that small dumpsters fill up quickly. They get staged to a 30-yard dumpster. The large dumpster is not under a cover because there is no pavilion available to cover it. The current location is not appropriate. ED Mackie recommends consideration of an appropriate, consistent, pavilion and location that the hauling company can access comparable to the belt press. The matter was referred to the Operations Committee by Chr. Turner.

Cmmr. Lindsay-Harvey asked if the Teflon strips are actual Teflon. Mr. Stuppard was confirmed that they are Teflon. Cmmr. Lindsay-Harvey would like to know if there are other options.

Cmmr. Lindsay-Harvey asked when we would get started on Red zone repairs given failures of collection system. Cmmr. Lindsay-Harvey asked whether a decision about whether air scrubbers are needed. Mr. Stuppard has reported that no decision has been made. All efforts have been on bills. Cmmr. Evans reported that red zone issue is being tracked by the Operations Committee and will be reported out.

Cmmr. Lindsay-Harvey asked about the belt press continuing to fail, needing replacement or back up. ED Mackie said that redundancy is needed, either an additional belt press or screw press, due to the high cost of hauling during failure. Lastly, Cmmr. Harvey noted that a supervisor position is now open. Chr. Turner noted that is a Personnel issue not yet addressed.

Cmmr. Weston asked for clarification on the cover of the grit. Mr. Galipot noted that a heavy-duty cover is not needed due to 6 drains in each dumpster resolving the issue. The plastic cover option for the dumpster is not currently available. There is a tarp option on the small dumpster. Issue with the canopy is that Quad cannot provide. Another contractor would be needed. Cmmr. Evans asked whether the dumpster was supposed to come with a lid and further inquired about how would bear the cost of correction. Cmmr. Evans said he is not certain of the feasibility of the drainage option. ED Mackie added that there is an additional cost for renting equipment to handle extra weight of the small dumpsters. Cmmr. Lindsay-Harvey asked about the sharing of the cost of correction. ED Mackie asked for a simple poly or roofing material lid that would work with flipping. Cmmr. Weston asked to confirming cost. Mr. Galipot confirmed that Aliamo will be paying \$5,000 toward cost. Mr. Stuppard indicated that the small dumpsters are being dumped 3-4 times a day. Chair Turner asked Cmmr. Evans and ED Mackie to take this matter up in the Operations Committee.

Chair Turner asked for reason for NJ DEP providing the PC with another the 60-day extension. Mr. Stuppard reported that they are still searching for reports. Do not yet have solution to air scrubber. Estimate has been received from Aliamo. Staff looking for lower cost alternative. Data for 2021 is limited. What is available is being compiled. Missing data is largely due to turnover. Currently compliant with 2022 reports. Maintaining close communication with DEP enforcement. ED Mackie said that it will be up to the DEP to decide whether to apply penalty to the period of non-compliance. Much of the missing data is logging tasks. Cmmr. Evans asked about which generator are missing reports. Mr. Stuppard reported that 1-2 generators had the data.

Chair Turner asked about Stevenson and Sons and the secondary settling basin and the gear that seized. When did that happen? Mr. Stuppard said they completed 100% of the initial repairs. A dry run was attempted on the day the repair was completed. The system filed. The Contractor identified the defect in the bull gear. Exhausted internal options. The next alternative is a professional repair. Requested proposals from Municipal Maintenance, Stevenson and AC Schultes. AC Schultes reported they do not do this kind of work. C. Stevenson estimated \$20,000-\$30,000 to repair. Chair Turned asked how long the system has been down. Mr. Stuppard reported it has been down 1- 1½ week and he will continue to pursue quotes.

Chair Turner asked about collection system. Mr. Galipot referred to a schedule of red zone data submitted last March. Chair Turner asked about a list divided between what can be done in-house and what requires contacts. Mr. Stuppard reported WMUA should be cycling through our system for continual repairs. A decision is needed from the board about amount of pipe to be repairs on an annual basis. Cmmr. Evans reported that this is an on-going conversation, waiting for information from Mr. Stuppard. He is tied up with other matters and will be addressing.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

### ***Engineer's Reports***

#### **Consulting Engineers - Report**

##### **Motion to Receive and File the Consulting Engineers Report**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. Evans

Discussion: Cmmr. Lindsay Harvey: Much of the report is hard to read. Page 10 is a preferred format being much easier for board members to read. GANT chart previously requested by Chair Turner would be much easier. Mr. Galipot: can reformat. Chair Turner: try for one month.

Cmmr. Boyer: what are 5A PFOS bid results. Mr. Galipot: 5APFOS bid results came in after the report was prepared. ED Mackie: bid tab has not yet been submitted to the Board. The DEP prefers that we not award prior to their authorization. The next action will be to award concurrent with necessary bond actions to fund according to the DEP authorized award. Chair Turner: please confirm sequence of actions. ED Mackie: confirmed with Attorney Scerbo and Aliamo. Cmmr. Evans: prompt action to move process, including special meeting if necessary. Chair Turner: concerned about DEP holding up the process. Attorney Scerbo: proper funding is required, so both can be done within 60-day max to award.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

#### **Special Project Engineers - Report**

##### **Motion to Receive and File the Special Project Engineers Report**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. McIntosh



Discussion: ED Mackie noted that the matter is related to The Avery.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

**Resolution 2022-4-20-3: Award Sludge and Grit Hauling Services**

Moved: Cmmr. Evans                      Seconded: Cmmr. Boyer

Discussion: ED Mackie: price is 30% higher than the prior contract. Company selected acquired the company that previously had the contract. Cmmr. Evans: should bid should be sent out again. ED Mackie: indicative of current day prices. Chair Turner: cost controls must be investigated.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

***Presentation of Bills due for Payment***

**Motion to Accept the Payment of Bills - Revised Bill List**

Moved: Cmmr. Evans                      Seconded: Cmmr. McIntosh

Discussion: ED Mackie: last-minute submission was made to maximize payments disbursed. Report includes three payrolls and a short, corrective payroll. Total: \$1,030,245.84.

Cmmr. Evans: noted multiple line items for one check. Will there be this many items in one month? ED Mackie: this varies. Mr. Stuppard: some situations result in daily invoices. ED Mackie: some checks represented multiple months. Cmmr. Evans: is everyone up to date? ED Mackie: no. Cmmr. McIntosh: are quality of work standards being maintained? ED Mackie: yes, taking care to not duplicate payments. Chair Turner: how caught up is A/P at this time? ED Mackie: A/P expected to be caught up by next month.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes, with abstention for 92099; Chr. Turner: Yes. 5 affirmative, 0 negative.

**Solicitors Report** - Items to discuss in executive session.

***Comments From the Public*** - None

***Executive Session***

**Motion to Enter Executive Session for the Purpose of Litigation**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. Evans                      Discussion: None

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

***Executive Session: 9:08 pm thru 11:24 pm***

**Motion to Exit Executive Session**

Moved: Cmmr. Lindsay-Harvey                      Seconded: Cmmr. McIntosh                      Discussion: None

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

**Motion to Rescind Resolution Authorizing Award of one new 2023 Combination Jet/Vac Truck with a 2021 RHINO Easement Machine**

Moved: Cmmr. Evans                      Seconded: Cmmr. McIntosh

Discussion: Cmmr. Lindsay-Harvey: the instructions should include going out to bid.

Roll Call: 1st Alt. Cmmr. Boyer: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Chr. Turner: Yes. 5 affirmative, 0 negative.

***Commissioner Comments***

Cmmr. Lindsay -Harvey: Very happy that the Strategic Plan finally got approved so we can move on to the next part of step.

***Motion to Adjourn***

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Evans

Voice Vote: Unanimous

***Meeting Adjourned 11:27 pm***