

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

Wednesday, May 18, 2022

The meeting of the Willingboro Municipal Utilities Authority was held on May 18, 2022 via Zoom Webinar. Chairman Turner called the meeting to order at 6:02 PM and requested that everyone pledge allegiance to the flag.

Chair Turner noted that Cmmr. Boyer is unavailable and is excused from attending. Commr. Will Weston will move into the role of First Alternate.

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
Emmanuel Stuppard, Director of Operations
and Maintenance
Mike Cragin, Bowman & Company, LLC
Lionel Galipot, Alaimo Engineering
Christopher Langhart, Bond Counsel

Bryan McGair, Schneider Electric
Mark Moore, PCH Technologies
Darren MacLean, Schneider Electric
Mike Riley, Solicitor
Ryan Scerbo, Special Counsel

Open Public Meetings Act Reading

Chair Turner 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

Chair Turner read the required statement. Chair Turner: requested ED Mackie report on DEP notice. ED Mackie: letter was received this week from DEP authorizing the award of the Well 5A PFOS system upgrade. The topic is on the agenda tonight. Pleased to expedite for completion next summer. Chair Turner: in response to the various reports from DEP, NEA, certain commissioners and other agencies, requested motion to direct ED Mackie to prepare notification summary for the public regarding future requirements regarding PFAS, PFOS, 1-4 dioxane, lead, any emergent concern contaminant, for drinking water and sewerage.

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

Discussion: Cmmr. Evans requested, Chair Turner confirmed, that ED Mackie is directed to prepare written, organized, information for Board's thoughtful discussion and for subsequent sharing with the public. Chair Turner requested Mr. Scerbo to speak. Mr. Scerbo reported that the PFOS Committee notes a need for something suitable for public consumption about what may be coming down the road about potentially regulated contaminants. Cmmr. Weston appreciated this motion and the effort to be transparent and forward thinking.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Public Comment (Agenda Items Only)

None

Minutes – No actions

Committee Reports

Policy Procedures, and Special Programs – Report by Pat Lindsay Harvey

Meeting on May 27th to go into Phase 2 of the Strategic Plan. Schneider will be hiring 2 college students from Willingboro for internships with Schneider. Close to finalizing the apprenticeship program.

Treasurer's Report – Report from ED Mackie

The March report has been revised to include the March solar production as well as the interest earned on the bank accounts. It is now complete. Report had been tabled last month due to missing information. The April Treasurer's report is in abbreviated form containing the bank balances as of April 30, 2022, and the Aging report on Billings and Collections. More information is needed. ED Mackie recommended that the March report now be accepted, and that the April report be tabled.

Motion to bring the March Treasurer's report off the table.

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

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Motion to approve the March Treasurer's report.

Moved: Cmmr. Lindsay-Harvey Seconded: Vice Chair Holley

Discussion: Cmmr. Lindsay-Harvey: concerned about the high percentages of expended budget per line item being only May.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Motion to table the April Treasurer's report to the June meeting.

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

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Operations & Maintenance Report

Motion to Receive and File the Operations & Maintenance Report

Moved: Cmmr. Evans Seconded: Cmmr. McIntosh Discussion: None

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Engineers Reports

Motion to Receive and File the Consulting Engineers Report

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

Discussion: Cmmr. Lindsay-Harvey: noted that the reports are better with some improvements still needed. She asked about the filter media replacement for Well 6. What happens if we are unable to find the spare parts? Mr. Galipot responded that if parts are unavailable, one of the filters will need to be shut down while the parts are being built. He indicated that there is a two-month extension to award this contract to consider potential delays award this contract.

Cmmr. Evans inquired about p. 4, Windsor Park pumping station lights currently out of the order due to corrosion. The steps also need to be addressed. This needs to be investigated. Mr. Galipot agreed to address.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Motion to Receive and File the Special Project Engineers Report

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

Discussion: None

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Motion to Receive and File the Schneider Electric Water Meters & ESIP Report

Moved: Vice Chair Holley Seconded: Cmmr. McIntosh

Discussion: Schneider representative Mr. McGair and Mr. MacLean synopsised their report. Have received 9,700 meters. Awaiting training on customer portal. Awaiting 200 more meters in next two weeks. NJDEP is aware of ESIP issue and is pushing the matter through. Were able to replace some lights, with a contractor coming soon to complete to repair additional lights. Fire doors should be replaced shortly. Hydrant flow is under review. Once completed this will wrap up all fire code violations.

Mr. McGair: Schneider will be hiring two college student interns from Willingboro residents. Please share the link posted to the Chat Room and encourage applications.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Old Business

Resolution 2022-4-20-1 Amending 2022 Cash Management Plan

Motion to bring off the table.

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

Discussion: ED Mackie reported that “CFO” as expanded to “CFO or their equivalent” which was acceptable to the auditors. Since the last submittal, the debt service schedule has been revised to reflect the 2022 debt service and principal payments. Also revised to remove and replace “Beneficial” with “WFSF” (Wilmington Savings Fund Society) due to the bank name change.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

New Business

Resolution 2022-5-18-1 FY2022 Capital Budget Amendment (Well 5A)

Moved: VChair Holley Seconded: Cmmr. McIntosh

Discussion: ED Mackie explained that the 2022 Capital budget needed to be revised. (1) Last year, the Well-5A project was anticipated to be awarded in FY21 year. It was not moved forward into FY22. (2)

The bid results were much higher than anticipated. The amounts reflected previously were insufficient. The new budget is approximately \$7 million. As a result, the 2022 Capital budget is increased from \$3.7 to 10.7 authorized debt. As will be seen in a later resolution, bonding for \$7 million will be required for the project costs.

Cmmr. McIntosh noted a typographic error, 2021 in place of 2019. ED Mackie noted the needed correction and will review all dates in the document. Vote will be to approve as corrected.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Resolution 2022-5-18-2 Well 5A Junior Lien Bond Resolution

Resolution 2022-5-18-3 Well 5A Project Bond Resolution

Resolution 2022-5-18-4 Well 5A Bond Reimbursement Resolution

Moved: Cmmr. McIntosh Seconded: Cmmr. Evans(Both later consented to motion to approve three at once)

Discussion: ED Mackie: the next three resolutions have been prepared by Bond Counsel, in attendance at the meeting. The first is a long junior lien bond to be funded through the I-Bank. The second is to issue increased construction bonds in an amount increased to \$7 million, superseding the previously approved \$5 million. The third reflects the reimbursement of any costs incurred to date and throughout the course of the project.

Mr. Lang: the benefit of bonding through the I-Bank is having their AAA rating, at least 50% of the loan amount is at 0% interest, and a nominal interest rate on the construction bond. It is the cheapest way to borrow money. With the federal funds that have come into the I-Bank, we are hoping for even better terms with possible principal forgiveness, grant money or 75% at 0%.

Chair Turner: will the rate increases over the next 5 years will cover the increased cost of this project or is another rate analysis needed. Mr. Scerbo: the rate consultant did not have this information when they conducted their annual analysis. Other factors, as yet unknown, will affect the analysis. The answer will not be known until next year’s rate analysis.

Cmmr. McIntosh: this project was submitted by Congressman Kim for federal funding. Will this impact the bonds or resolutions: Mr. Lang noted that the resolutions are for borrowing not to exceed the stated amount. If funding is received, a lesser amount will be borrowed. ED Mackie noted that the project was also submitted to Senators Booker and Menendez. Sen. Menendez’ office has requested additional information.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Resolution 2022-5-18-5 Award Well 5A PFOS Treatment System Upgrade

Moved: Cmmr. Evans Seconded: CDH

Discussion: Chair Turner: was this action previously approved? ED Mackie: prior related votes had been conditioned on DEP approval. DEP approval has now been received, so all conditions have been met for this action.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Resolution 2022-5-18-6 Award Lab Services

Moved: Cmmr. Lindsay-Harvey Seconded: CDH

Discussion: ED Mackie: there was one bidder, a lab that has been performing satisfactorily and the prices are reasonable. Cmmr. Weston: length of service? ED Mackie indicated it is an annual agreement.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Resolution 2022-5-18-7 Billing Adjustments

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

Discussion: ED Mackie: reflects adjustments to the computer data for three accounts associated to items beyond the customers' control. All are the responsibility of the WMUA and not the customer. Cmmr. Evans: are only 3 adjustments needed, or if there are more needed? ED Mackie: there are more billing adjustments requested that need to be investigated to determine whether they are the responsibility of the WMUA or the responsibility of the customer. There will be a billing adjustment resolution on a monthly basis. Chair Turner: will these adjustments go through the Finance Committee first? ED Mackie: Yes.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Resolution 2022-5-18-8 FY2020 Audit – defer to after Executive Session

Other new business:

Cmmr. McIntosh: Mt. Laurel MUA inquired into their rate and the WMUA agreed to conduct a study. A proposal for the study has been obtained. There has been no Board discussion of the proposal. Mr. Scerbo: there is a lengthy process for deliberating rate adjustments. He encouraged the Board to determine how to engage the rate consultant as early as June for an updated version of the rate study. This will be needed for August for budgeting process. This is also needed for a preliminary discussion with the public in the fall, following by a rate hearing, then a month's pause before a vote. Chair Turner recommended that the Finance Committee and Mr. Scerbo work on the schedule to address this matter, including, if necessary, any special meeting. Mr. Scerbo will send a proposed schedule. No action was needed at this meeting.

ED Mackie: Regrading cybersecurity, water industry is being targeted. Insurance coverage is expected to decrease while price increases. New policies, systems will be required. Improvements underway. Mr. Moore: WQAA also requiring cybersecurity framework within limited timeframe. Turner: please report on what is required and recommended through the ED before next month. Moore: will do.

Motion to Accept the Payment of Bills - Revised Bill List

Moved: Vice Chair Holley

Seconded: Cmmr. McIntosh

Discussion: Evans: need bill list with more advance notice. Turner: ED informed was last opportunity for late bill list.

Roll Call: Cmmr. Evans: Yes except abstain on 9248; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes except abstain on one pertains to Cmmr. Lindsay-Harvey; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Solicitors Report – refer to items for executive session.

Comments From the Public

None

Executive Session

Motion to Enter Executive Session

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion: None

Roll Call: Yes; Cmmr. Evans: Yes; Cmmr. McIntosh Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Executive Session: 7:17pm thru 9:06 pm

Motion to Exit Executive Session

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion: None

Voice Vote: Unanimous

Resolution 2022-5-18-8 FY2020 Audit

Moved: Cmmr. Evans

Seconded: Cmmr. McIntosh

Discussion: None

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Commissioner Comments

Chair Turner: Happy Birthday to Vice Chair Darvis Holley. Board members please go to the office to sign the audit acceptance

Motion to Adjourn

Moved: Seconded:

Discussion: None

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair Holley: Yes; Chair Turner: Yes. 5 affirmative, 0 negative.

Meeting Adjourned 9:10 pm