

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

June 15, 2022

The meeting of the Willingboro Municipal Utilities Authority was held on June 15, 2022 via Zoom Webinar. Chairman Turner called the meeting to order at 6:00 PM and requested that everyone pledge allegiance to the flag.

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
 Lionel Galipot, Alaimo Engineering
 Tom Leisse, Pennoni Associates

Bryan McGair, Schneider Electric
 Darren MacLean, Schneider Electric
 Mark Moore, PCH Technologies
 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

At the Chair's request, ED Mackie: PFAS Well 5A treatment system upgrade for the work discussed at our last two meetings. We bonded. There has been a notice to proceed. Groundbreaking in anticipated

the first week of August. The contractor, MBE Mark 3 Electric is preparing shop drawing submittals for the engineer to review and approve and coordinating with utilities to prepare for construction.

Public Comment (Agenda Items Only)

None

Minutes

Motion to Approve March 16, 2022, Regular Meeting Minutes

Moved: Cmmr. Lindsay-Harvey Seconded: Vice Chair Holley Discussion: None

Roll Call: Cmmr. McIntosh: Abstain due to absence; Cmmr. Lindsay-Harvey: Yes; Cmmr. Evans: Yes; Vice Chair: Holley Yes; Chair: Turner: Yes. 4 affirmative, 0 negative, 1 abstention

Committee Reports

Finance Committee – Report by Cmmr. McIntosh

Cmmr. McIntosh, Cmmr. Weston and ED Mackie met on June 7. SREC (Solar Renewal Energy Credit) contract is ending. Will use the municipality’s qualified purchasing agent (QPA) for the year. Documents and reports need to be made available on a more timely manner. The delays are due a lack of adequate trained staff. The 2021 audit process began this month. Urgently necessary to hire HR coordinator to facilitate hiring in accordance with civil service requirements. In process of losing personnel in different areas of the company. Need to update pay scales to attract qualified and motivated employees. Distributed Raftelis’ report proposal for Cost of Service (COS) Study for both the water and sewer. This will provide basis for setting rates. The committee reviewed credit situations with customers that will be presented by the ED. Other situations yet to be addressed. Laurel Run status update has not yet been received. Looking at the status of metering of the inflow from the Edgewater Park Sewer Authority.

Motion to Receive and File the Finance Committee

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

Discussion:

Cmmr. Lindsay-Harvey where are we on funding and crediting late fees? ED Mackie: Edmund’s Software code change is expected to expedite removal of interest charge issue. Account adjustments will be required.

Chair Turner: what are the plans for SREC? ED Mackie: existing Solar Renewal Energy Credit contract to sell for \$221 each expired May 31, 2022. Currently generating credits that accumulate as assets. There is no urgency to sell, can sell later. Need to engage with the market and get advice from advisors on timing of sale. Mr. Scerbo: recommended getting proposal with Gabel Associates, company who assisted in prior strategic sales. Commissioners agreed ED Mackie and Mr. Scerbo proceed with process to securitize on-going credits.

Cmmr. Evans: details on Edgewater Park meter? ED Mackie: It appears the existing chamber on the west side of Route 130 is not working due to disconnected electric service. Billing based on # of dwelling units and min. base rate plus water meter data of the commercial accounts. There is a max. flow which Edgewater Park does not appear to exceed. While not required for billing, metering will allow judgement as to whether rates are appropriate.

Chair Turner: Laurel Run status? Cmmr. McIntosh observed sewer lines appear to be under construction. ED Mackie reported Alaimo is inspecting that project and \$4million+ for connection fees was posted in escrow on May 7, 2021. Discussion ensued about the WMUA receiving the fees as revenue from the escrow. Explanation on the cash flow process was requested.

Chair Turner: status of shared services agreement for QPA? ED Mackie: Situation unchanged. Requested meeting with the QPA to review pertinent purchasing regulations. Wasn't there a resolution this year approving shared services? If not, will need formal agreement. ED Mackie: Will investigate.

Board members discussed the purpose and value of the COS study. Presentation from the Raftelis was requested. Mr. Scerbo: COS study will be related to the annual rate study. Advised looking at both proposals at the same time. The Board requested in person meeting with Raftelis to discuss both studies. ED Mackie will contact Raftelis.

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

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

Verbal Report: Met on May 27. Strategic Plan progress is on hold due to limited capacity during transition and turnovers. No internship program. Three-tier apprenticeship program is on hold. ED Mackie: two prior interns have been hired for some summer staff.

Operations Committee – Report by Webster Evans

Verbal Report: Many items on the table. Roof repairs at PCP, Trickling Filter center column, Windsor Park pump station, Wednesday employee training sessions, grit dumpster covers, rotary press demo. Limited time to discuss thoroughly. Board shared a common concern that personnel is a priority along with finance.

Treasurer's Report - by ED Mackie

Motion to take April Treasurer's Report off the Table

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

Discussion: ED Mackie reported that there are no updates at this time. Still needs reconciliation. Recommended remain on the table. Make judgement next Friday with special auditor, Brent Lee, who has offered to help. Board shared concerns about shortage of information. Chair Turner: strongly urges preparation and distribution of financial reports on a timely manner.

Roll Call: Cmmr. Evans: No; Cmmr. McIntosh: No; Cmmr. Lindsay-Harvey: No; Vice Chair: Holley No; Chair: Turner: No. 0 affirmative, 5 negative.

Motion to Table the Abbreviated May Treasurer's Report

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

Motion to Receive and File the Operations & Maintenance Report

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

Discussion: Cmmr. Lindsay-Harvey: why wasn't this (grit dumpster canopy) a part of the prior proposal. Who is paying for canopy? Mr. Stuppard: will investigate with Chair and ED Mackie. Cmmr. Lindsay-Harvey: Voted to have a pool of engineers. Have all the engineers received work? DOM Stuppard: Yes, also looking to option to put out proposals.

Cmmr. Evans: Regarding pump station malfunction: accidental push of emergency button. Has the button been secured? Mr. Stuppard: must keep emergency stop button openly accessible for safety.

Cmmr. Weston: concerned about canopy, process for correcting issue and communication. Mr. Galipot: Other towns use bags instead of canopies. Other options have been presented in the past, e.g. covers. Staff contend bags are more labor intensive.

Cmmr. Evans: Was trickling filter issue resolved? DOM Stuppard: Contractor C. Stevenson on schedule and due to have completed today.

Cmmr. McIntosh: Decrease in Mt. Laurel water. Is minimum being crossed? DOM Stuppard: will investigate and inform.

Cmmr. Lindsay-Harvey commends Mr. Linke for the appearance of the Pollution Control Plant (PCP).

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

Engineers Report

Motion to Receive and File the Consulting Engineers Report

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

Discussion: Cmmr. Harvey: When will they start execution of Well 5A contract? Mr. Galipot: Awaiting contract signatures. ED Mackie: contractor is proceeding with submittals. Since a time extension was granted for gathering actual signatures, that's just a matter of formality that has not delayed progress. Documents ready for signature. There will be a formal groundbreaking with actual excavation to begin August 1.

Cmmr. Boyer: Are there written milestones so that the Board can track. DOM: have not yet received.

Cmmr. Boyer: please obtain and distribute.

Cmmr. Lindsay-Harvey: Well 6, parts discontinued. Mentioned checking with Radwell earlier for hard-to-find parts and parts that can be made. Suggest contacting.

Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; 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. McIntosh Seconded: Cmmr. Lindsay-Harvey

Discussion: Cmmr. Lindsay-Harvey: where does Laurel Run permit application stand? Mr. Leisse: Alaimo has taken over. Mr. Galipot: inspections in process.

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 Update Report

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

Discussion: Mr. McGair and Mr. MacLean summarized their report. Cmmr. Turner: what is considered in the customer portal training and how will effectiveness be assured? Retraining not limited, will retrain any places where not meeting needs. Cmmr. Turner: prefer shadowing to prevent any shortfalls that could create problem for and with consumers. Discussion about options. Cmmr. Turner referred hydrant to the Operations Committee. Cmmr. Evans confirmed Operations will follow up. Mr. McGair: Work also underway with annunciators. Mr. McGair: reviewing three submissions for two intern positions. Expect to be finalized in two weeks. Cmmr. Turner: violations with DEP. Mr. Scerbo: Schneider Electric to arrange final walk through when complete. Will follow up with request for reduction in fees. Cmmr. Evans: please provide comprehensive status of fire code violations at next meeting.

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

Status of Companies for Forensic Investigation of Contaminant Sources and for Forensic Analysis of Contaminants

ED Mackie: Have been in contact with East Latitude as a potential integrator of multi-prong investigation. Researched and discussed with Mr. Galipot about past proposals for monitoring wells. Conferred with Attorney Riley. Authorized more detail for next monthly analysis – isotope dilution method - which will identify and quantify 50-70 compounds compared to current “533” method used for compliance which identifies 14-18 compounds. This MIGHT identify possible sources. Fire-fighting foam,

might be able to identify source. Others, not as much. Will be an expensive process. Analysis alone doubles in cost.

New Business

Resolution 2022-6-15-1 Authorizing Adjustment of Service Charges

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

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 Bring back employee picnic.

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

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

(Corrected at August 17, 2022 vote to approve minutes)

Discussion: Ed Mackie supports the idea. Cmmr. Turner asked Cmmr. Lindsay-Harvey

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 Accept the Payment of Bills

Moved: Vice Chair Holley Seconded: Cmmr. Evans

Discussion: Cmmr. Lindsay-Harvey: reservations due to late submission not providing time for review.

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

Solicitor's Report

None for open session. Has 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: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Vice Chair: Holley Yes; Chair: Turner: Yes. 5 affirmative, 0 negative.

Commissioner Comments

Cmmr. Weston: Thank the public for attending. Hope to hire more people and pay what they are worth for the work they are doing to assure a well-functioning MUA.

Cmmr. Boyer: Thank you to the public for attending. The biggest challenge is personnel. It must be made a priority.

Cmmr. McIntosh: Thank you to all engaged in meeting and the public. Appreciate all input. Will continue hard work for quality water and sewer service at the lowest possible cost.

Cmmr. Lindsay -Harvey: Thank you to public for attending. Concur with Cmmr. Weston and Boyer. Appreciate the current employees for stepping up and going beyond the call of duty. Good hire in Mr. Linke.

Cmmr Evans: Thank the public for participating in the meeting. Thank you to superintendent Mr. Linke. Congratulations to Bill Lake for reaching his milestone of his W3 license. Also thank you to Lab Manager Kara Weekly for doing an outstanding job. She's reaching out for her S2 level license. Kudos to the entire Pollution Control Department. No one or two people can do that. Also congratulate the maintenance department and the water department. To the office and to Jim Mackie: We know what you are up against. Thank you for what you are doing now and what you will be doing in the future.

Cmmr. Holley: Thank all the attendees for being engaged in our organization. Looking forward to giving ED Mackie what is needed to hire additional employees. ED Mackie has been putting in many extra hours to right the ship.

Cmmr Turner: Thank you to all of the residents who join our meeting. Even though there was no input tonight, we welcome your comments to keep us on point. Congratulate Bill Lake on his license accomplishment. A personal thank you to all of the staff, office, pollution control, water for investing in themselves to help make the MUA even better. Note with appreciation the late hours that are being put in by ED Mackie.

Cmmr. Turner: Mike Reilly and Lionel Galipot to attend executive session, along with ED Mackie and DOM Stuppard. No other professionals or contractors need attend.

Executive Session: 6:13pm thru 10:43 pm

Motion to Exit Executive Session – Personnel and Contracts

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

WMUA Regular Meeting Minutes of June 15, 2022
As Corrected and Approved, August 17, 2022

Motion to Adjourn

Moved: Cmmr. Lindsay-Harvey Seconded: Cmmr. Holley 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 10:45 pm

Willingboro Municipal Utilities Authority

Attest:

Carl Anthony Turner, Chairperson

Sharon L. Anderson, Secretary

Approved, August 17, 2022

Sharon L. Anderson, Secretary