

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

**August 17, 2022**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, August 17, 2022, via Zoom Webinar. Chair Turner called the meeting to order at 6:00 PM and requested that everyone pledge allegiance to the flag. Chair Turner noted that Cmmr. Evans was expected to be absent and that Cmmr. James Boyer would be voting in his place.

### **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 as Panelists**

James Mackie, Executive Director

Sharon Anderson, Board Secretary

Emmanuel Stuppard, Dir of Op and Maint.

Richard Alaimo, Alaimo Engineering

Joe Biluck, GraMin Services

Dave Fox, Raftelis

Lionel Galipot, Alaimo Engineering

Will Gruccio, Renati Solutions

Tom Lisse, Pennoni

Darren MacLean, Schneider Electric

Mark Moore, PCH Technologies

Mike Riley, Solicitor

Ryan Scerbo, Special Solicitor

### **Open Public Meetings Act Reading**

The Chair 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***

Irina Lissova, 1 Meadowbrook, Westampton, comment deferred for general comment later in the meeting.

***Minutes***

**Motion to Adopt June 15, 2022, Regular Meeting Minutes as corrected**

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

Discussion: Cmmr. Lindsay Harvey: Correction to Page 6, motion to bring back employee picnic was made by Vice Chair Holley and seconded by Cmmr. Lindsay-Harvey

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

**Motion to Adopt July 20, 2022, Regular Meeting Minutes**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

***Committee Reports***

**Policy, Procedures and Special Projects – Cmmr. Lindsay-Harvey**

Correction to written report: staff picnic will end at 6:30pm rather than 8:30pm.

**Finance Committee Meeting – Cmmr. McIntosh - deferred to next month**

**Personnel Committee – Cmmr. Holley**

Matters will be raised in later in the Executive Session portion of the Board meeting.

***Treasurer's Report - by ED Mackie***

**Motion to Accept and File the August Treasurer's Report**

Moved: Cmmr. Holley                      Seconded: Cmmr. McIntosh

Discussion: Cmmr. Boyer: Solar renewal energy – the estimated credits in the winter differ significantly from actual. Request examination of recent years for more accurate estimates. ED Mackie: Will review past history and report at next meeting.

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

***Operations & Maintenance – by DOM Stuppard***

**Motion to Accept and File the Operations & Maintenance Report**

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

Discussion:

Cmmr. Lindsay-Harvey: Following on June inquiry, who is paying for canopy? Mr. Galipot, Mr. Mackie, Mr. Stuppard presented background. Expecting to use 2 modified carport canopies for the 4 cu. yd. dumpsters, \$5,000 each, total \$10,000 plus installation. Compared to \$5,000 originally projected for two steel covers that were determined to be too heavy and not safe. Alaimo will provide \$5,000 which will be applied toward canopies. The remaining \$5,000 and installation will be additional costs to be borne by the WMUA. Cmmr. Weston: there need to be a way to avoid this kind of project scope creep in the future where we end up spending more money. Chair Turner asked that ED Mackie assure that these types of matters are discussed in the Operations Committee to review changes in advance of coming to the Board.

Cmmr. Lindsay-Harvey: What was the answer to why Mt. Laurel water usage has decreased? DOM Stuppard: Mt. Laurel has a recharge well that can be used to bank water. It provides the flexibility to determine when to pull the water that they want to meet their minimum. We don't have an explanation as to why they are choosing to bank water. They are meeting their minimum.

Cmmr. Lindsay-Harvey: What is the status of the milestones chart requested by Cmmr. Boyer? DOM Stuppard: has been drafted and will present to the Operations Committee to make it more robust. Chair Turner requested that cradle-to-grave project schedules be collected and incorporated into milestone report, including costs. DOM Stuppard indicated that cradle-to-grave schedules have been collected and shared with Board in the past. Cmmr. Lindsay-Harvey would like to see these scheduled in monthly Operations Report. Cmmr. Boyer offered examples to assist DOM Stuppard. DOM Stuppard: will incorporate in future reports.

Cmmr. Lindsay-Harvey: Status of hydrant issue: ED Mackie: appears to be long standing pressure loss issue. Checking pipes. Most likely remedy will be route across private land. Alternative requires suction from Rancocas Creek.

Cmmr. Lindsay-Harvey: Alternatives to Teflon? DOM Stuppard: have posed question to supplier, still actively looking.

Cmmr. Lindsay-Harvey: Status of video of asbestos cement pipes on finger-tip runs of fewer than 40 houses as reflected in prior minutes? ED Mackie: Most of the WMUA-owned sanitary system is comprised of asbestos concrete pipes (ACP). 80% of 6" pipe, 20% of 8" pipe has not been video'd. To video the system is a major undertaking to be considered as component of the overall capital improvement plan. Cmmr. Boyer: did some of the pipe look damaged or disturbed? DOM Stuppard: Yes, some is damaged. Generally speaking, the areas we have trouble do not have camera information.

Chair Turner: These are good points to raise. They should go to the Operations Committee.

Cmmr. Lindsay-Harvey presented additional items to be referred to Operations. (1) Where does the Capital Repairs Plan stand? (2) What was the response to the letters send to licensed candidates? How has the interview process gone? Chair Turner: Please refer this to Personnel Committee. (3) August reported mentioned sewer blockage due to rags. Consider including an educational letter with bills. (4) Status of unsatisfactory inspections. Have issues been resolved? (5) Error in report item 38 refers to

Director of Parks & Rec. It should have been Acting Director. (6) Status of air scrubbers. (7) Nature and result of roof repair. Cmmr. Turner will email questions.

Cmmr. Weston: Has chlorine shortage impacted us? Has the matter been addressed? ED Mackie: Being managed. Chemical providers are projecting end of hot weather will reduce demand. EPA regulations may exacerbate problem by rushing factory modification regulations. Industry groups are challenging the EPA. Chair Turner: what is status of request to find alternate sources? ED Mackie: will review who responded to bid request and contact possible backup distributors. Cmmr. Weston: how long can we maintain operations with the limited supply? Mackie: One month. Cannot stock in advance because of degradation.

Cmmr. McIntosh: What is the financial impact of providing the town with chlorine? DOM Stuppard: can estimate based on consumption, which is known, and cost estimate. Weston: Is there a written agreement for water provided to town for pools, municipal facilities, etc? ED Mackie: will find out and provide what is found. Cmmr. McIntosh: we should know town expenses for budget purposes. Would like to know historical figures. Cmmr. Weston asked if there is an agreement for water supplied to the township. ED Mackie will find out from Accounts Clerk. Cmmr. McIntosh: Finance Committee needs information to be codified in budget. Chair Turner: requested Cmmr. McIntosh send request to ED Mackie explaining the info requested for the Finance Committee to consider as part of Budgeting process. ED Mackie: understood.

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

### ***Engineers Report***

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

Moved: Cmmr. Lindsay Harvey                      Seconded: Cmmr. Holley

Discussion: Cmmr. Lindsay-Harvey: Comprehensive capital improvement plan has been referred to Operations Committee. ED Mackie: Timing important to be ready for the budget. Cmmr. Boyer: will put on agenda for next meeting. ED Mackie: may need special meeting to be in time for budget

Cmmr. Lindsay-Harvey: Still looking for an update on the permit status. Mr. Galipot: working on list, items need to be reconciled. Will be submitted.

Cmmr. Boyer: why are we allowing the permits to expire? Mr. Galipot: Reasons vary. E.G. Well 6 was delayed due to lack of funding. Cmmr. Boyer: Will DEP approve funding without pulling a permit so we do not incur costs prematurely? ED Mackie: funding is an independent activity.

Cmmr. Lindsay-Harvey: The primary and secondary settling tanks are quite old. Why is this not on the radar? Will refer question to Operations Committee.

Cmmr. McIntosh: Laurel Run: had been switched over from Pennoni to Alaimo but is not in the Alaimo report. Mr. Galipot: We typically send letters when action is needed. Chair Turner: Include updates in the monthly Consulting Engineers report.

ED Mackie: for Finance purposes, the first available revenue from Laurel Run posted and escrowed connection fees is expected to occur in May. Will get information to the Finance Committee.

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

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

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

**Motion to Receive and File the Schneider Electric ESIP Report**

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

Discussion: Cmmr. Lindsay-Harvey: Note that still waiting for DEP approval. How long has it been?

Darren: Submitted more than one year. Hopefully release first 3 in the next few weeks.

Cmmr. McIntosh: Is bonding projected to occur this year? ED Mackie: proceeding with permanent financing for meters this year, closing to occur on December 22, instead of waiting until next round in May, 2023, due to economic risk of rising interest rates. The deadline for submitting expended costs (\$6.6 million minimum) is October 10. The meters project may not be completed due to roughly \$1 million in uncertain pending deliveries. Any costs incurred after October 10 will be paid from existing unrestricted funds in the Trustee General Fund. ED Mackie noted that if the financing is delayed, a 1% market interest rate rise could result in \$33,000 additional annual interest for the life of the loan. Chair Turner: budget impact of this magnitude, should be brought to the Finance Committee and Board in the future, even if special meeting is needed. Cmmr. LH: Agree. ED Mackie: Understood.

Cmmr. Boyer: Were annunciators installed: Mr. MacLean: physically installed. Fire Marshall meeting on Friday to close this out along with all open items.

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

**Old Business**

Forensic Analysis of Contaminants: Update from ED Mackie. July 8 sampling results due at any time. Initial contact made with second potential project coordinator for investigating source(s) of contaminants. Have resumes for two individuals who would integrate the efforts of multiple types of contractors that will be required. Scope of work has not been established. Chair Turner requested scope of work and estimate. Ryan Scerbo offered to help gather information to be presented to Board.

**Motion to approve Resolution 2022-7-20-2 Authorizing Adjustment of Sewer Service Charges as revised**

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

Discussion: Mackie: each account has been supported by documentation of the issue and repairs.

Amendments required: change the amount for 20 Barker Lane from \$66.69 to \$260.03, remove 38 Bosworth Lane in the amount of \$140.60 for a new total of \$5,584.39.

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

Cmmr. Lindsay-Harvey inquired about **cyber-security framework** expected this month. Mr. Moore report: A memo was submitted to ED Mackie with outline of status and plan to complete compliance items. Most are policies and procedures rather than additional tools. Cmmr. Lindsay requested that memo be sent to Policy Committee (Cmmr. Lindsay-Harvey, Cmmr. Weston). Mr. Moore will send.

Cmmr. Lindsay-Harvey inquired about status of submission of historic project information from consulting engineers so that internal engineer does not need to call for each item individually. ED Mackie has received several electronic files from consulting engineers. They have been provided to Mr. Linke via the internal filing system.

Cmmr. Lindsay-Harvey inquired about status of the Edgewater metering. ED Mackie learned that meter is still working on battery power. Need to get permanent electric and functional telemetry system between the meter and the Edgewater Park Sewer Authority office. The recent reading indicated that the current use is far below the limit in the contract itself.

### ***New Business***

#### **Motion to approve Resolution 2022-8-17-1 to Ratify Proclamation Honoring Johnson Kolawole**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

#### **Motion to approve Resolution 2022-8-17-2 Congratulations to Employees on Licensing**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

#### **Motion to approve Resolution 2022-8-17-3 Authorizing Corrective Action Plan for the 2020 Audit**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

#### ***Motion to Accept the Payment of Bills***

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

### ***Solicitor's Report***

Solicitor Riley stated that he has items to discuss in executive session.

### ***Comments From the Public***

Irina Lissova, 1 Meadowbrook, Westampton, inquired about an unexpected increase in sewer charge. Expected increase in water due to maintaining landscaping. But does not understand increase in sewer charges because water goes into the land. ED Mackie provided his cell phone number so that he could verify the count however the rate is a policy matter. Chair Turner requested that the matter be presented to the Policy committee for a recommendation.

### ***Commissioner Comments***

Cmmr. Lindsay -Harvey: Thank the public for coming out. WMUA is a unique asset. Encourage the public to write to DEP about unfair treatment in delays. A sample letter can be downloaded from the website and sent to DEP.

Cmmr. Weston: Thank you to the community for joining us. I pray we are good stewards with Willingboro water. We are improving and an internal engineer will help continue improvements. Filling staff gaps will help. We need to offer good wages. Thank you for Cmmr. Harvey for follow up to requests from previous meetings. Perhaps we need motions for accountability. We need an agreement with the Township about water service. More improvement is needed in communication with the public including the use of social meeting. It was good that ED Mackie presented in the Town Council meeting. Consider quarterly updates because more residents attend Council meetings.

Cmmr. Boyer: Thank the public for attending the meetings. Agree with everything Cmmr. Weston said. Congratulation to the staff who achieved licenses. Condolences to the family of former Commissioner Johnson Kolawole. Thank you, fellow commissioners.

Cmmr. McIntosh: Thank you to the residents for observing and contributing to the meeting. Congratulations on the staff for new licenses, for moving up the education and experience chain that helps sustain this organization. We need the public's feedback because your understanding may be different than our assumptions. Thank you to rest of Board.

Cmmr. Holley: Thank you for joining us for this meeting. We have some good momentum. Echoing sentiments of commissioners who spoke earlier. Looking to tighten up policies and procedures and resolving Well 5.

Chair Turner: Thank you for coming out to the meeting. I would like to solicit those who attend to participate more and comment on the issues that we discuss. Congratulate all the employees on upgrading their licensing, a major task and a major benefit. Thank you, Commissioners for their tenacity in fulfilling their obligation to define and resolve our issues, calling on people to be accountable. Thank you, Mr. Mackie, for all that he has achieved in fulfilling a yeoman's job. Building capacity will help continue improvements.

***Executive Session – Contracts, Litigation and Personnel***

**Motion to Enter Executive Session**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

***Executive Session: 8:17 pm thru 11:07 pm***

**Motion to Exit Executive Session**

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

**Roll Call:** Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

***Motion to Adjourn***

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

**Voice vote:** Unanimous.

***Meeting Adjourned 11:12 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the August 17, 2022, Regular Meeting of the Willingboro Municipal Utilities Authority.

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Sharon L. Anderson  
Secretary to the Board

APPROVED BY THE BOARD: \_\_\_\_\_