

**Willingboro Municipal Utilities Authority**  
**Regular Meeting Minutes**  
**September 21, 2022**

The meeting of the Willingboro Municipal Utilities Authority was held on Thursday, September 21, 2022, 2022, via Zoom Webinar. Chair 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 as Panelists**

James Mackie, Executive Director	Tom Leisse, Pennoni
Sharon Anderson, Board Secretary	Darren MacLean, Schneider Electric
Emmanuel Stuppard, Dir of Op and Maint.	Mark Moore, PCH Technologies
Richard Alaimo, Alaimo Engineering	Mike Riley, Solicitor
Lionel Galipot, Alaimo Engineering	Ryan Scerbo, Special Solicitor
Will Gruccio, Renati Solutions	Ben Weller, Environmental Resolutions, Inc.
Brad Hamm, Schneider Electric	

**Open Public Meetings Act Reading**

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**

**Minutes –**

**Motion to Correct July 20, 2021 as documented in memo**

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

Discussion: Cmmr. McIntosh: What is the effect of this change? It removes reference to tabling the Resolution for Cost of Service Study. Does this change the subsequent vote to authorize resolution 2022-7-20-3 for the Rate Study? No. There is no change to the vote authorizing a Rate Study. The Cost of Service Study was discussed in Executive Session and is on this Sept. 21, 2022 agenda.

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

**Motion to Adopt August 17, 2022, Regular Meeting Minutes**

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

Discussion: Cmmr. Boyer requested a list of action items after meetings. Chair Turner indicated that a list of action items would come from Executive Director and open items can be addressed under Old Business. Chair Turner asked any member with questions to address them to the Chair of a committee.

**Roll Call:** Cmmr. Evans: Abstain; Cmmr. Lindsay-Harvey: Yes; Cmmr McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 4 affirmative, 0 negative, 1 abstention.

**Committee Reports**

**Finance Committee Meeting – Cmmr. McIntosh**

Correction to letter to ED Mackie, 3<sup>rd</sup> paragraph, reference to water meter timing should be for 2022 rather than 2021.

Since written report, there was a second Finance Committee meeting on Sept. 19, 5pm – 9pm. Reviewed tonight’s agenda items which were discussed including capital projects. Did not decide approval because this is an Operation Committee tasks. Reviewed adjustment for Schneider meter contract, increase in health plan rate, and confirmed that Mt. Laurel is meeting minimum required.

Chair Turner asked whether information requested in letter to ED Mackie was received. Cmmr. McIntosh identified that list of capital projects was discussed. Laurel Run is expected to be presented in Alaimo report. Don’t see it in the report. Detail of the decision process for metering project is expected to be reported by ED Mackie. Edgewater Park sewer meter had not been updated. ED Mackie added that meter readings, April to August, weekly, have since been received. Cmmr. McIntosh asked, and ED Mackie agreed, that a copy of the Edgewater Park information would be shared with all members.

Mt. Laurel usage information has been confirmed.

Cmmr. Evans reported that the Operations Committee is exploring options to increase confidence in Edgewater Park usage measurements. It might be possible to confirm calibration in existing meter to give confidence in the reading as compared to incurring the cost of an additional meter. \*This will be in a subsequent report from the Operations Committee to the Commissioners.



### **Personnel Committee**

No public report – refer to Executive Session.

### **Policy, Procedures and Special Projects**

Committee met on Sep. 2, 2022. Discussed October 20, A Day Without Water, student contest and resolution. Anticipating 50 Year Anniversary of Clean Water Act. Committee requested staff from each department to plan holiday celebration.

Chair Turner noted that a draft policy was distributed (Public Notification Concerning Qualifying Capital Improvement Projects). He asked discussion of the policy be deferred to the next meeting due to the length of this meeting's agenda. Committee Chair Lindsay-Harvey agreed draft policy could be presented at next meeting.

### **Treasurer's Report**

#### **Motion to receive and file**

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

Discussion: Cmmr. Boyer noted that actual income from solar renewable credits is approximately 30% below estimated. ED Mackie reported that data is available from GATS. However no conclusion has been made. Cmmr. Boyer requested that the estimated quantities of SREC be refined to avoid overestimating revenue.

Chair Turner requested, and ED Mackie agreed to provide, itemized explanation for expense items that exceed 75% consumption when the year is 75% passed.

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

### **Operations & Maintenance Report**

#### **Motion to accept**

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

Discussion: Cmmr. Lindsay-Harvey will submit a list of questions to the Operations Committee. Chair Turner requested that Cmmr. Harvey briefly listed the topics: PCP Tank parts and supplies needed, is it an emergency. Thank you to DOM and staff for help with the employee appreciation picnic. Loss of laborer, two months in a row. Requested schedule in monthly operations report. Update on permit status that was to be submitted by Mr. Galipot. Status of delayed DEP approvals. Some questions were already answered.

Chair Turner noted some issues were to be included in the Operations Report and are not there. For example, the cradle-to-grave schedules that had been collected and shared with the Board in the past were to be included. Cmmr. Boyer had offered templates. DOM Stuppard will send the requested cradle-to-grave information as a supplement following this meeting. The information incorporated into future Operations reports.

Cmmr. Evans observed that PCP tank information was not in the report. DOM Stuppard reported that repairs are in process. Updated details to be reported next month.

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

## **Engineers Report**

### **Motion to accept - Alaimo**

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

Discussion: Cmmr. Lindsay-Harvey noted damage in the recent bad storm. What is being done to improve resiliency given climate change causing more frequent and more violent storms? For Well 6, other treatment options explored. Mr. Galipot explained that the damage was a roof leak that predated the storm. No resiliency study has been done. Options are being explored for Well 6. Some would require purchasing an adjacent lot.

Chair Turner referred resiliency question to ED Mackie. There has been no study of climate effect. System pumps have inherent capacity for peak needs. There are plans for improvements to manholes in wetlands areas. Risk assessment required to be done under the ACO with EPA remains to be completed. Cmmr. Boyer requested information that next steps and timelines be included in report, for example in item #8.

Cmmr. Boyer inquired about 4 cu yd dumpster covers. Mr. Galipot indicated that he is looking for WMUA approval to proceed. ED Mackie reported that Alaimo has requested authorization to spend \$24,784 as compared to the previously discussed \$5,000 per dumpster estimate which did not include labor. In addition, Alaimo recommends bollards for an additional \$6,000. Cmmr. Boyer questioned the effectiveness of bollards for a forklift. Chair Turner noted bollards are not on the agenda. Mr. Galipot explained that modifications are needed to the materials causing the labor to go up.

The Board determined that custom manufacture of lighter-weight covers should be investigated and provided by Alaimo for the 4 cu yd dumpsters. Mr. Galipot confirmed covers are included in the contract.

Chair Turner indicated that the larger dumpsters also need covers. Mr. Galipot indicated that a proposal has been presented to remove the canopy and build a carport and is awaiting approval. ED Mackie reported that the proposal is for \$260,000 which would cover one dumpster. Alternatively, access can be adapted and a "rolling carport" constructed. Mr. Galipot will submit a proposal before the next meeting.

Cmmr. Boyer inquired about PCP influent valve replacement reported ready to be coordinated with WMUA. ED Mackie reported that downtime is an issue, that there is not enough information to proceed. Chair Turner referred this matter to the Operations Committee. Cmmr. Boyer will include valve replacement in the next Operations Committee agenda.

Cmmr. Boyer asked that the consulting engineer report and Alaimo participate in the next Operations Committee.

Cmmr. McIntosh asked for the anticipated date for the escrow funds to be released into the operating account. Chair Turner noted that cradle-to-gate reports will provide this kind of information for all projects. DOM Stuppard agreed to provide the anticipated date for release of the escrow funds from Laurel Run.

Chair Turner inquired about the construction schedule for Well 5A. The concrete will be poured for footings next week.

Cmmr. Evans: what is the status of our permits? Who is responsible for making sure all permits are up to date on all facilities – staff or consulting engineer? Please include a status of permits within the engineering report. Mr. Galipot provided this information in a separate report. ED Mackie will forward the separate report submitted by Mr. Galipot.

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

**Motion to accept – Special Project Engineers Report - Pennoni**

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

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

**Motion to accept - Special Project Engineers Report - ERI**

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

Discussion: Ben Weller, partner in ERI, gave an overview of the report. Schedules are being challenged by parts availability. ED Mackie reached out to other MUAs with similar clarifiers via AEA and found two MUAs that have parts that could be loaned to move work along while waiting for supply chain issues to be overcome.

Chair Turner inquired about Radwell as potential manufacturer. Mr. Weller reported that Radwell does not carry the necessary parts. Alternative manufacturers were explored however their costs are higher.

ED Mackie reported that ERI will be looking to future needs so that parts are in place in time for the permanent repairs that are needed.

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

**Motion to accept – Schneider ESIP Report**

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

Discussion: Mr. McGair yielded the floor to Cmmr. Lindsay-Harvey. Cmmr. Lindsay-Harvey shared that the WMUA received a national award from the US Water Prize 2022 – Outstanding Public-Private Sector Organization for the ESIP and water meter installation. The award had been embargoed until the announcement at the conference in Milwaukee that Cmmr. Lindsay-Harvey happened to attend. Mr. McGair shared that previous award winners have been MicroSoft, Marriott, and other large public-private partnerships. There is a Forbes magazine article and a video being pushed out by US Water. The US Water video incorporates portions of the video that Schneider did as a PSA on behalf of the WMUA. Cmmr Lindsay-Harvey will share the links to the publications.

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

**Old Business**

Chair Turner asked whether the requested Cyber-Security framework memo has been received by the PPSP Committee. Cmmr. Lindsay-Harvey confirmed receipt of the information.

Chair Turner asked if alternate suppliers for Chlorine have been identified. ED Mackie reported that he spoke with an alternate provider, Kuehe Chemical Company. They do not see shortfalls in the area since the rail strike has been resolved and summer demand has receded.

Chair Turner asked about Teflon, the about getting video of more of the asbestos concrete pipes. Cmmr. Lindsay-Harvey said the Teflon matter was addressed in the operations information being shared with other commissioners. ED Mackie will address the Teflon in the capital improvements.

***New Business***

**Motion to approve Resolution 2022-09-21-01 Authorizing Cost of Service Study**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

**Motion to approve Resolution 2022-08-08-02 Authority to Provide a Scale for Salaries and Compensation to be Paid to Certain Non-Union Employees for the Year 2022 and Beyond**

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

Discussion: Cmmr. Lindsay-Harvey: is the organization chart part of the resolution? Chair Turner: no.

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

**Motion to approve Resolution 2022-09-21-03 Provisional Appointment of Supervisor of Customer Service**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

**Motion to approve Resolution 2022-09-21-04 Provisional Appointment of Account Clerk**

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

Discussion: Cmmr. Boyer: what is meant by "provisional?" Chair Turner: the employee must qualify according to civil service. Cmmr. Evans: ED Mackie, are you comfortable with the use of provisional in the title? ED Mackie: yes, since these are retroactive.

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

**Motion to approve Resolution 2022-09-21-05 Provisional Appointment of Supervising Water Treatment Plant Operator 2**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

**Motion to approve Resolution 2022-09-21-06 Provisional Appointment of Chief Water Treatment Plant Operator**

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





**Roll Call:** Cmmr. Evans: Yes with the exception of items that pertain to him; Cmmr. Lindsay-Harvey: Yes with the exception of one that pertains to her; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

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

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

### ***Comments From the Public - none***

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

#### **Motion to Enter Executive Session**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

### ***Executive Session: 10:14 pm thru 1:35 am***

#### **Motion to Exit Executive Session**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

#### **Motion to approve Resolution 2022-09-21-11 Authorizing Schneider Contract Modification for Water Meters**

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

Discussion: Chair Turner: as amended in Executive Session to approve a lower amount for the Lid Drilling and Expansion Connectors requested by Schneider Electric.

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

#### **Motion to approve Resolution 2022-09-21-12 Providing for a Wage Increase Amendment to the Collective Bargaining Agreement by and between Willingboro Municipal Utilities Authority and the International Brotherhood of Teamsters Local 676**

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

**Roll Call:** Cmmr. Evans: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Cmmr. Boyer: Yes; Chair Turner: Yes. 5 affirmative, 0 negative. Motion passed.

### ***Commissioner Comments***

Cmmr. Lindsay -Harvey: Thanks to the public for attending.

WMUA Regular Meeting Minutes of September 21, 2022

As Prepared by Board Secretary, Sharon Anderson

Cmmr. McIntosh: Thank you to the public participants. We are working hard for you.

Cmmr. Weston: Let's be more proactive with communicating with the public as we have more people in the office. Endeavor to be an efficient prepared organization.

Cmmr. Boyer: Thank you to the public participants. Congratulations to the employees who received promotions.

Chair Turner: Thank you to the public for attending and staying. Thank you, Commissioners for your hard work, effort and time invested.

***Motion to Adjourn***

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion: None

**Voice vote:** Unanimous.

***Meeting Adjourned 1:45 am***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the September 21, 2022, Regular Meeting of the Willingboro Municipal Utilities Authority.

---

Sharon L. Anderson  
Secretary to the Board