

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

July 20, 2022

The meeting of the Willingboro Municipal Utilities Authority was held on July 20, 2022, via Zoom Webinar. Chairman Turner called the meeting to order at 6:11 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	Will Gruccio, Renati Solutions
Sharon Anderson, Board Secretary	Bryan McGair, Schneider Electric
Emmanuel Stuppard, Director of Operations and Maintenance	Darren MacLean, Schneider Electric
Joe Biluck, GraMin Services	Mark Moore, PCH Technologies
Lionel Galipot, Alaimo Engineering	Stuart Platt, Labor Counsel
	Mike Riley, 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

Executive Session - Personnel

Motion to Enter Executive Session

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.

Executive Session: 6:15 pm thru 6:49 pm

Motion to Exit Executive Session

Moved: Cmmr. McIntosh Seconded: Cmmr. Weston Discussion: None
Voice Vote: Unanimous.

Resolution 2022-7-20-1 - Provisional Appointment of Board Secretary

Moved: Cmmr. McIntosh 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.

Public Comment - Agenda Items Only

None

Minutes

Motion to Adopt April 20, 2022, Regular Meeting Minutes

Moved: Cmmr. Lindsay-Harvey Seconded: Cmmr. Holley Discussion: None
Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Holley: Yes;
Cmmr. Turner: Yes. 5 affirmative, 0 negative.

Motion to Adopt May 18, 2022, Regular Meeting Minutes

Moved: Cmmr. Evans Seconded: Cmmr. Holley Discussion: None
Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Holley: Yes;
Cmmr. Turner: Yes. 5 affirmative, 0 negative.

Committee Reports - None

Treasurer's Report - by ED Mackie

Motion to Lay on the Table the April Treasurer's Report

Moved: Cmmr. McIntosh Seconded: Cmmr. Evans
Discussion: Mackie: The report has been revised to include revenue data (interest and solar production) and aging report. Cmmr. Turner: Is the report complete? Mackie: Yes.
Roll Call: Cmmr. Evans: Yes; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Holley: Yes;
Cmmr. Turner: Yes. 5 affirmative, 0 negative.

Motion to Accept and File the April Treasurer's Report

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

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

Motion to Lay on the Table the May Treasurer's Report

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

Discussion: Cmmr. Turner: Is the report complete? Mackie: Yes.

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

Motion to Accept and File the May Treasurer's Report

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

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

Motion to Accept and File the June Treasurer's Report

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

Discussion: Cmmr. Turner: Is the report complete? Mackie: Yes.

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

Motion to Accept and File the July Treasurer's Report

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

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

Operations & Maintenance –

Motion to Accept and File the Operations & Maintenance Report

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

Discussion: Cmmr. Evans: still working on a hydrant low-pressure condition at Ironside Court.

Cmmr. Lindsay-Harvey: follow up on alternatives to Teflon. ED Mackie: Teflon erosion has been reduced by reducing grit. Mr. Stuppard: have researched Teflon alternatives and continuing to look.

Red zone repairs: Concentrating on the largest pipes serving the most people. Still need to video asbestos cement pipes on fingertip runs of fewer than 40 houses. Recent emergency repairs were in areas not previously recorded. Cyclic cleaning exacerbates breaks caused by private contractors cracking the wye at the main when clearing Orangeburg laterals. Tree removal and sheds violating the easement has been an issue.

Cmmr. Boyer: is there a capital repair program in place? Stuppard: no pro-active plan, working reactively. Would like proactive plan authorized by Board. Cmmr. Boyer supported implementing a pro-active plan.

Cmmr. Lindsay-Harvey: what about frequency for offloading small dumpsters. ED Mackie: this will continue. Concern is the safety of the effort. Assessing canopy alternatives.

ED Mackie: Status of masonry repairs: identified joints near the ground that needs grout and retooling.

Cmmr. McIntosh: how does WMUA assure that new development, such as Laurel Run, is done properly?

Stuppard: Authority engineer inspects the installation of pipe by the site contractor. WMUA staff are involved in financial tracking/payment and oversight of engineers. Mr. Galipot reviews plans before improvements are and then inspects during installation. McIntosh: No inspection mentioned in the report. Mr. Galipot: Have not typically included escrow work in monthly board reports. Information is sent to WMUA staff. Turner: contractor has scheduled inspections with the Engineer.

Cmmr. McIntosh: What is the difference between Pennoni and Alaimo participation? Pennoni report was up to the point of inspection. Turned over to Alaimo for inspection process.

Cmmr. Turner: Fire code violations status was submitted but not in the Operations report. Deferred to Schneider report.

DOM Stuppard: job notices have been posted. Resumes received. Sent letters to holders of licenses.

Cmmr. McIntosh – water to Mt. Laurel – substantially down. Have they fallen below contracted minimum? Stuppard will investigate.

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

Discussion: Lindsay-Harvey: What is the impact of shutting down Well 6 for pressure filter media replacement. Mr. Galipot: Can keep operating Well 6. Precautionary repair. Might not be necessary in the short run. Concern with potential delay if internal nozzle replacements are needed. A suitable replacement nozzle could be coming from Ortho's Liquid Systems. Superior design, but 45- day delivery time.

Cmmr. Lindsay-Harvey: Board voted in February for pool of engineers. Still sending most work to one engineer. Looking for this pool to be used.

Cmmr. Evans: in reports going forward, please identify which primary (1-6) and secondary (1-6) tanks are operating, also trickling filters. Need up to date information on permits that are expiring, particularly for Well 6. If we have permits open, Mackie will ask leading engineer why allow to expire before renewal can be submitted. Galipot: for Well 6, new permit would have been required anyway due to significant change.

Cmmr. Evans: Do we pay for permits? Mr. Galipot: There is a limit of \$12,000 per review. Put our facilities on a log so the Commissioners can give oversight.

ED Mackie: Engineer needs to report on permits more proactively to both Mackie and Board.

Information fits into developing comprehensive Capital Improvement Plan. Cmmr. Turner: Refer to Operations Committee to provide guidance on capital priorities.

Cmmr. Evans: on record that we notice lack of info – step up. Permits should not expire

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

Motion to Receive and File the Special Project Engineers Report

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

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

Discussion:

Evans: Have the college interns begun? Mr. McGair – multiple applicants. Only one from Willingboro, they have been offered the position and may continue remotely when they return to school in the fall. Coordinating work with ED Mackie.

Mr. McGair: WMUA has received a Top Project award from Environment + Energy Leader, a leading journal that highlights projects globally. Will be touted nationally. Announced and embargoed until July 19 so could not reveal in advance. Cmmr. Weston requested information with links. Mr. McGair has provided the information and ED Mackie will forward now that it is public.

Mr. McGair: Cleared by NJDEP for 3 of the 4 bid packages. Fourth expected shortly.

Chair Turner: some completed items are missing dates. Mr. MacLean will correct.

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

Old Business

Forensic Analysis of Contaminants: Update from ED Mackie, July 8 took sampling using expanded method for additional data, raw and point of entry, regulated and unregulated. Gathering information using a 537 method which will yield data about compounds for which regulations are in preparation. Awaiting the results.

New Business

Motion to Table Resolution 2022-7-20-2 Authorizing Adjustment of Sewer Service Charges

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

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

Motion to Table Resolution 2022-7-20-3 Authorizing Rate Study and Resolution 2022-7-20-4 Authorizing Cost of Service Study (deleted at time of approval, August 17, 2022)

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

Discussion: Refer to consideration after Executive Session.

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

Added at time of Approval: Chair Turner referred **Resolution 2022-7-20-4 Authorizing Cost of Service Study** to Executive Session.

Motion to Accept the Payment of Bills including 3 items as read by Mackie excluding Check #92373

Moved: Cmmr. Evans Seconded: Cmmr. Harvey

Discussion: Cmmr. McIntosh: are bills up to date? Mackie: three bills to be added to the bill list.

Check #	Check Date	Vendor Name	Amount	Sum
		List distributed with Board packet		\$1,104,398.90
92496	7/20/2022	New Jersey Manufacturers	\$18,000.00	
92497	7/20/2022	Workplace Central	\$12,088.00	
92498	7/20/2022	Willingboro Parks & Rec – Jazz Festival	\$2,500.00	
		Subtotal		\$32,588.00
		Total		\$1,136,986.90
		Total reported in meeting		\$1,365,750.23

Check #92496 to the Township of Willingboro includes the base payment to the municipality. The Board will continue to consider the Council’s request for additional funds this year. The Board referred #92373, payee Alaimo for grit removal inspections, to Executive Session. There are two vouchers paid in the same check #92373.

Roll Call: Cmmr. Evans: Yes, with exception, abstain from #92414; Cmmr. McIntosh: Yes; Cmmr. Lindsay-Harvey: Yes; Cmmr. Holley Yes; Cmmr. Turner: Yes. 5 affirmative, 0 negative.

Solicitor’s Report

Solicitor Riley stated he items to discuss in executive session.

Comments From the Public

None

Old Business – Continued

Cmmr. Lindsay-Harvey: Cyber-Security framework report was expected. Mr. Moore is modeling the system. Continuing to work with WMUA. Expect report next month

Commissioner Comments

Each Commissioner thanked the public for attending the meeting.

Cmmr. Lindsay -Harvey: Thank you to public for attending the meeting. We need to be using all in the pool of engineers. Had discussed hiring internal engineer, should have all historic project information in place for that employee to do their job. All outside engineers need to compile and submit information for WMUA reference. Understand that Alaimo has been serving for a long time so it may take time to complete the process.

Cmmr. Weston: Thank you to public for attending meeting. Thankful for the Board Secretary. Looking forward to all open positions being filled, catching up on outstanding items.

Cmmr. Boyer: Thank you to public for attending meeting. Welcome Sharon Anderson, wish you well. Look forward to other positions being filled. Congratulations on the E+E Top Project award. I hope it is one of many in the future.

Cmmr. McIntosh: Public input is valuable as the board works for residents. We work for you. Welcome Sharon Anderson, wish luck and skill in helping get things organized. Attended informative seminars with Cmmr. Lindsay-Harvey. First at Kean University with NJ Waterworks. Second, Effective Utility Management. Will share the information with other board members. Thank you to WMUA employees.

Cmmr. Evans: Appreciate the public holding us to a high standard. Welcome Sharon. Thank you, Chair Turner for writing for the E+E application that recognized all Commissioners. Thank you to System Maintenance crew for work on Crestview Lane water main break. Thank you to Pollution control for work on Pembroke Lane sewer main creaks. Employees deserve recognition. Cmmr. Harvey picnic idea is a good one.

Cmmr. Holley: Welcome Ms. Anderson into the role of Board Secretary. Kudos to staff at WMUA and at Schneider Electric. Looking forward to filling vacancies at the WMUA to give support to the Executive Director.

Chair Turner: Welcome Sharon Anderson. Thank Commissioner Lindsay-Harvey for serving as Secretary and for all the hard work that she put in. Thank you to the public for listening. Please share questions and comments. Thank you to all Commissioners and to the Executive Director who has been putting in times well over what is expected. Thank you to the WMUA staff for their fortitude. Thank you to Schneider for thinking of us for the application to E + E.

Executive Session – Contracts, Litigation and Personnel

Motion to Enter Executive Session

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

Voice Vote: Unanimous yes.

Executive Session: 9:01 pm thru 11:35 pm

Motion to Exit Executive Session

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

Voice Vote: Unanimous yes.

Resolution 2022-7-20-3 Authorizing Update of Rate Study incorporating projected-to-actual for 2019, 2020, 2021

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

Discussion: Mackie read into record: resolution to award a contract to Raftelis Financial Consultants, Inc., for consulting services to complete a water and sewer financial planning update study. The WMUA authorizes Raftelis to update said model and make formal recommendations as to the magnitude of rate increases required for the 2023 rate year and beyond. That would be in accordance with the proposal dated July 12, 2022, and the contract amount is \$14,500. Chair Turner: this is consistent with discussion in Executive Session. Cmmr. Harvey specified that the study will include incorporating projected-to-actual for 2019, 2020, 2021.

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

Motion to Accept the Payment of Bill to Alaimo Engineering, Check #92373

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

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

Motion to Adjourn

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

Voice vote: Unanimous.

Meeting Adjourned 11:44 pm

Attest and Approved:

Sharon L. Anderson, Secretary

Approved by the Board: _____