

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### December 21, 2022

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 21, 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***

All member commissioners were in attendance. Chair Carl Turner; Vice Chair Darvis Holley; Commissioner Webster Evans; Commissioner Pat Lindsay-Harvey; Commissioner Kevin McIntosh; Commissioner First Alternate, James Boyer; Commissioner Second Alternate, William Weston

#### **Others Attending as Panelists**

James Mackie, Executive Director	Mike Cragin, Bowman & Company
Sharon Anderson, Board Secretary	Lionel Galipot, Alaimo Engineering
Chris Felthaus, Systems Maint Supervisor	Tom Leisse, Pennoni
Jim Lallo, Acting Water Superintendent	Mark Moore, PCH Technologies
Rich Linke, Acting Sewer Supervisor	Mike Riley, Solicitor
Kara Weekly, Laboratory Manager	Ryan Scerbo, Special Solicitor
Richard Alaimo, Alaimo Engineering	Ben Weller, Environmental Resolutions, Inc.
Joe Biluck, 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 Township Municipal Utilities Authority.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post.
- D. Directing the Secretary to enter this public announcement into the minutes of this meeting.

#### ***Chair's Statement Regarding Well 5A PFOS Status***

## ***Minutes***

### **Motion to Adopt Nov. 9, 2022, Regular Meeting Minutes**

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

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

### **Motion to Adopt Nov. 30, 2022, Regular Meeting Minutes**

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

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

## ***Public Comment - Agenda Items Only - none***

## ***Committee Reports***

### **Finance Committee Meeting**

No further meetings or reports since the last Board of Commissioners meeting

### **Operations Committee**

Cmmr. Boyer summarized the written report provided in the packet. ED Mackie provided additional information regarding the replacement of seals for the digester boiler, which is expected to be replaced by the ESIP project. Staff is in process of considering the \$11k - \$40k repair. Pennoni is analyzing the impact of operating on a temporary basis.

Cmmr. Lindsay-Harvey inquired about the need for a policy regarding the selection of an engineer for any particular project. ED Mackie said this will be needed over the next several months. Chair Turner indicated this is not a topic for this meeting. Cmmr. Boyer noted that written plans need to be developed for future projects.

Chair Turner noted the report has been automatically received. No vote needed.

### **Personnel Committee**

Commissioner Holley reported that there have been no further meetings or reports since the last Board of Commissioners meeting. ED Mackie reported a decline on the most recent offer made for Director of Finance. The candidate received a counter-offer from their current employer.

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

Cmmr. Lindsay-Harvey summarized the written report. Changed made to the new commissioner orientation. The Committee will bring the question of credit cards and debit cards to the next meeting.

## ***Treasurer's Report***

### **Motion to receive and file the Treasurer's report.**

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

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

### ***Operations & Maintenance Report***

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

Four Department heads are in attendance. They are the authors of the data that is listed in the monthly reports. Cmmr. Lindsay Harvey has many questions carrying over from past minutes that were not answered in this month's report. She will put into an email to the Operations Committee with a copy to ED Mackie. Chair Turner is happy with the actual report as it looks like there are not items missing and that staff are working together for the report.

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

### ***Engineers Report - Alaimo***

Moved: Cmmr. Evans                      Seconded: Cmmr. Holley

Discussion: Mr. Lionel Galipot attended to respond to any questions from Commissioners. Cmmr. Lindsay-Harvey asked whether there will be an affordability question with the Edge Lane Tank Rehab H2Loans. WMUA will be watching for opening of comment period on the next round of loans so the comments can be submitted regarding measures of an overburdened community and the priority schedule. Cmmr. Evans asked that there be follow up on alarms status. Cmmr. Evans is looking for proactive plan on the primary settling tanks and confirmation the alarms are working. Staff confirmed all alarms are working.

ESIP H2Loans are still in review. Chair Turner encouraged ED Mackie to go higher in the H2Loan administration. ED Mackie spoke with George Rolon, COO – Water who reported that Mr. Zimmer had heard from Cmmr. Lindsay-Harvey and was aware of the issue. Cmmr. Lindsay-Harvey said that she saw Mr. Zimmer at a conference Dec. 2 and he promised to call in two weeks.

Chair Turner asked that pictures or rendering be included in future reports so that the Commissioners and the public can see proposed designs and progress. Mr. Galipot indicated progress pictures will be presented in future reports. Chair Turner asked whether the Well 6 filter media replacement has been taken up by the Operations Committee. ED Mackie reported that action on the Well 6 filter media was held due to Well 5 being out of service. Chair Turner asked that this be revisited by the Operations Committee. He added that the primary and secondary settling tanks replacement needs to be scheduled. ED Mackie indicated this is being studied by ERI.

Chair Turner asked if there any decision on the dumpster covers. ED Mackie reported that the Operations Committee meeting went long. There was no finalization of the decision. Cmmr. Evans indicated that it will be discussed at the next Operations Committee meeting. A recommendation will be presented at the January Commissioners meeting.

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

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

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

Dehumidifier design going out for the third bid. The first bid was over \$250,000 estimate. Second bid had only one bidder that was significantly over budget (\$500,000). Negotiations were considered. Decided to try for more competition.

GIS web mapping being done for an electronic mapping of valves as required by the state. Chair Turner suggested the maps be shared with the Commissioners.

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

**Motion to accept – Schneider ESIP Report**

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

It was noted that that numerous delayed applications remain outstanding with DEP. Mr. Billick reported that DEP has uploaded the applications, received additional information requested of Schneider. DEP said they would respond first week of the new year. Attorney Scerbo and ED Mackie will be discussing the best next steps. ED Mackie added that boiler work may need to be broken out due to urgency. This will be discussed with the Operations Committee.

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

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

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

Mr. Ben Weller summarized the report. Item #10 refers to 2023, should be 2020. ERI is working through issues of getting parts on a consistent and timely basis. ED Mackie is being updated as this area of frustration is being addressed.

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

***Old Business – none***

***New Business***

**Resolution 2022-12-21-01, Adjustment of Service Charges**

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

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

**Resolution 2022-12-21-02, Authorizing the Adoption and Implementation of New Water and Sewer Rates For 2023**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Holley

Discussion: ED Mackie reported the has been no input from the public for this effective 9% increase in sewer rates, no increase in water rates.



***Solicitor's Report***

Solicitor Riley stated that there are no matters of litigation to address in executive session.

***Comments From the Public – none***

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

Discussion: Cmmr. Boyer requested a discussion of Operations Committee. However, since the matter had not been given notice, Solicitor Riley recommended the matter be postponed to next meeting.

***Commissioner Comments***

Cmmr. Weston: Thank you to the public who is attending. This last meeting of the year seems like the Board is getting a grasp of the many active items.

Cmmr. Boyer: Appreciate the additional attendees at the meeting, including the public.

Cmmr. McIntosh: Thank you to the public for attending. Wishing a happy holiday to Commissioners, staff and the public.

Cmmr. Lindsay-Harvey: Thank you to the public who listen in at every meeting. Wishing everyone a Merry Christmas, happy holidays and a positive new year.

Cmmr. Evans: Thank you to the public and to fellow Commissioners for their cooperative effort  
Thank you to the professionals and hope they present their bids for the new year. Thank you to the Chair for his leadership over the last 2 years. Thank you for our current employees. We lost a lot of employees, leaving employees with limited experience. They deserve patience. Happy Holidays and have a good year.

Cmmr. Holley: Thank you to the public. Wishing the staff and Commissioners a happy holiday. Disappointed that we weren't able to make the hire on the Director of Finance. The Personnel Committee has more work to do.

Chair Turner: Wishes the Commissioners, administration, staff and residents a very happy holidays. Thank you to all of the Commissioners for their time, effort and hard work throughout this year. Thank you to the administration for the hard work to being everything into order. Thank you to the staff who make things work. Shout out to Pam King who is retiring from the WMUA. Wishing her the best in her future endeavors.

***Motion to Adjourn***

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

**Voice vote:** Unanimous.

***Meeting Adjourned 8:30 pm***

**Certification of Minutes**

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

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Sharon L. Anderson  
Secretary to the Board

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