

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

January 18, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, January 18, 2023, 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	

All member commissioners were in attendance.

Others Attending as Panelists

James Mackie, Executive Director
Lionel Galipot, Alaimo Engineering
Ben Weller, Environmental Resolutions, Inc.
Joe Biluck, Gramin / Schneider Electric

Bryan McGair, Schneider Electric
Mike Riley, Solicitor
Ryan Scerbo, Special Counsel
Mark Moore, PCH Technologies

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

ED Mackie reported that the WMUA has been awarded a federal grant \$3,452,972.00. It was in the Congressionally Directed Spending in the community project funding of the Omnibus Bill signed into law on Dec. 29, 2022. It is for the purpose of the Well 5A PFOS upgrades. Notice was received from Congressman Andy Kim and Senator Cory Booker. Notice has not yet been received from Senator Menendez.

Minutes

Motion to Adopt December 21, 2022, Regular Meeting Minutes

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

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

Motion to Adopt January 12, 2023, Special Meeting Minutes

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

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

Public Comment - Agenda Items Only – None

Committee Reports

Finance Committee Meeting

Cmmr. McIntosh summarized the written report. 2021 Audit report is not yet complete. (ED Mackie: The auditor will return to the office for about 2 weeks to complete.) 2022 audit plan was discussed (ED Mackie: will have to happen after reconciliations, likely not before April 1) as well as budget transfers (FY2022) and potential impact of grants awarded. Bank reconciliations (an audit finding) are still an issue. (ED Mackie: The arrival of the new Director of Finance and hiring of an accountant will help with this.) Accounts payable have some over 60 days. (ED Mackie has been working with Home Depot and outliers where vendors reissued bills recently.) There are water and sewer utility bill assistance programs available through the state.

Treasurer's Report

Motion to receive and table the Treasurer's report.

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

Discussion: ED Mackie reported that the Expenditures report was not in the package due to a software issue. Repairs made late this afternoon. Data will be re-entered and report generated. Tabling, then a special meeting was requested for January 25, 2023, to pay bills using information that will be generated.

Roll Call: Vice Chair 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. Lindsay-Harvey Seconded: Cmmr. McIntosh

Discussion: Cmmr. Boyer noted that potable water volumes on 2022 are lower than 2021, but total is higher. ED Mackie explained how the Mt. Laurel flow varied.

Roll Call: Vice Chair 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. McIntosh Seconded: Vice Chair Holley Discussion: none

Roll Call: Vice Chair 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: Vice Chair Holley Seconded: Cmmr. Lindsay-Harvey Discussion: none

Roll Call: Vice Chair 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: Vice Chair Holley Seconded: Cmmr. Lindsay-Harvey

Discussion: Mr. Ben Weller reported that the tank delay discussed earlier is being made up as materials are being received. Cmmr. Evans raised concerns about the delays in getting all tanks up to full operations. ED Mackie reported the emergency conditions remain until 5 of the 6 tanks are fully functioning. The goal for repairs is two months. Cmmr. Lindsay-Harvey inquired about the second meter for the Edgewater flow. ED Mackie reported that the Edgewater Park's meter has been calibrated and they are flowing less than the maximum contracted amount. He does not see a reason to expend the \$100,000+/- for a new meter. Cmmr. Evans reported that he disagrees with the decision to not install a second meter.

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

Motion to accept – Water Meter and ESIP Report – Schneider Electric

Moved: Cmmr. McIntosh Seconded: Vice Chair Holley

Discussion: Cmmr. Lindsay-Harvey noted that there are still approvals in process for more than one year. Mr. McGair noted that approval to award was received for the transformer and that there are reviews coming in the near future for some of the other ESIP contracts. The water meeting project is complete with approx. 40 meters that cannot be accessed. Once they are accessed, WMUA staff will be able to install the remaining meters.

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

Old Business

Edgewater Park Sewer Meter project discussed earlier.

State administrative consent order regarding plant resiliency. The risk assessment and emergency response plan certifications were submitted by Mr. Stuppard to the EPA in October. Nothing received in response. Completed.

Country Club Pool leak and Pennypacker pool meter. The Pennypacker pool meter was installed and a valve has been located which isolates the pool. They have blocked off the drain at the Country Club Pool. The leak is not the pool itself. DPW Director Brevogel says it is now isolated to the drain leading to the storm drain. We do not yet have a timeline on the repair. ED Mackie will reach out.

Status of the 4 cu.yd. dumpster cover. ED Mackie reported that there is no progress since the last board meeting due to competing priorities.

Status of large dumpsters. ED Mackie reported that Mr. Galipot has identified another option that can be handled by one person but further research is needed.

Electrical building roof damage insurance claim was denied. Was considered by an adjuster to be normal wear and tear which then disqualifies contents damage coverage.

Beverly Rancocas Road: The County has agreed to retract the requirement to excavate down to the pipe. Saved the excavation. Getting quotes for patching the upper 18" of the road.

Anticipation is that it will be done upon good weather, likely early spring.

Meter installation at the hospital. Joe Biluck reported that a vendor has been selected and planning is in process.

PCP Fire Notice of Violations: Head loss causing a violation not to be removed. Pressure gauges have been put in place at PCP BFP. Will compare to manufacturers data. Seeking clarification from state on required flow rate / psi.

New Business

Resolution 2023-01-18-01 In Appreciation for James M. Procopio on His Retirement from the Willingboro Municipal Utilities Authority

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

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

Resolution 2023-01-18-02 In Appreciation for Pamela R. King on Her Retirement from the Willingboro Municipal Utilities Authority

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

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

Resolution 2023-01-18-03 In Appreciation of FFY23 Funding toward Well 5A

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion: ED Mackie reported that this federal funding requires a 20% matching grant. The state has confirmed that the loan proceeds under the H2Loans program can be used as the matching funds. ED Mackie will be coordinating with EPA to strategize which expenses will be applied toward this funding. Thank you letters have been prepared. ED Mackie will coordinate a photo opportunity as construction progresses.

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

Resolution 2023-01-18-04 Authorizing the Adoption of a Policy Addressing Public Notification Concerning Qualifying Capital Projects

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion: None

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

Resolution 2023-01-18-05 Authorizing Release of Maintenance Bond for Beechnut Pump Station Project

Moved: Vice Chair Holley

Seconded: Cmmr. Lindsay-Harvey

Discussion: None

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

Resolution 2023-01-18-06 Authorizing Release of Maintenance Bond for Trailered Mounted Pump System

Moved: Vice Chair Holley

Seconded: Cmmr. McIntosh

Discussion: None

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

Resolution 2023-01-18-07 Authorizing Release of Maintenance Bond for WTP Restrooms Project

Moved: Vice Chair Holley

Seconded: Cmmr. Lindsay-Harvey

Discussion: None

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

Resolution 2023-01-18-08 Provisional Appointment of Director of Finance

Moved: Cmmr. McIntosh

Seconded: Vice Chair Holley

Discussion: None

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

Motion to Table the Payment of Bills

Moved: Cmmr. Lindsay-Harvey

Seconded: Vice Chair Holley

Discussion: None

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

Comments From the Public – none

Solicitor's Report

Solicitor Riley stated that there are matters to address in executive session.

Executive Session – Contracts and Litigation

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

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

Executive Session: 7:49 pm thru 8:47 pm

Motion to Exit Executive Session

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

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

Commissioner Comments

Cmmr. Weston: Congratulations to retirees Pam King and Jim Procopio. Look forward to staffing and getting tanks into play. Thank you to the public.

Cmmr. Boyer: I appreciate each and every employee, especially the ones honored today.

Cmmr. McIntosh: Thank you for attending. Appreciate Commissioners, staff and leadership. Congratulations to the new retirees. We have job availability and we encourage application.

Cmmr. Lindsay-Harvey: Thank you to the public for attending. Congratulations to retiring employees. Looking forward to being fully staffed.

Cmmr. Evans: Congratulations to the retiring employees, with 29 and 19 years of service.

Vice Chair Holley: Thank you for attending the meeting. Wishing the best to retiring employees. Look forward to continuing to provide quality water to our customers.

Chair Turner: Joining in the congratulations on retirement. Thank you to Commissioners, administration and staff.

Motion to Adjourn


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

Voice vote: Unanimous.

Meeting Adjourned 8:55 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the January 18, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson
Secretary to the Board

APPROVED BY THE BOARD: 2/15/23