

Willingboro Municipal Utilities Authority Regular Meeting Minutes April 19, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, April 19, 2023, 2023, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:05 PM and requested that everyone pledge allegiance to the flag.

Roll Call

Title, Name	Present	Absent
Chair Patricia Lindsay-Harvey	X	
Vice Chair Kevin McIntosh	X	
Commissioner Carl Turner	X	
Commissioner Darvis Holley	X	
Commissioner James Boyer	X	
Commissioner, 1 st Alternate, William Weston	X	
Commissioner, 2nd Alternate, Diallyo Diggs	X	

All member commissioners were in attendance.

Others Attending as Panelists

James Mackie, Executive Director
Sharon Anderson, Board Secretary
Richard Alaimo, Alaimo Engineering
Jenn Barrett, Schneider Electric
Joe Biluck, GraMin / Schneider Electric
Chris Felthaus, System Maint. Supervisor
Lionel Galipot, Alaimo Engineering
Brad Hamm, Schneider Electric
Jason Holt, CSG Law
Pam Janney, Schneider Electric

Tom Lisse, Pennoni
Rich Linke, Acting Sewer Superintendent
Steve Graham, PCH Technologies
Paul Napoli, Napoli Law
Coral Odior, Napoli Law
Greg Rosario, Schneider Electric
Ryan Scerbo, Special Solicitor
Sam Wade, Napoli Law
Kara Weekly, WMUA Lab Manager
Ben Weller, Environmental Resolutions, Inc.

Open Public Meetings Act Reading

The Secretary read:

This meeting, which conforms with the provisions of the Senator Byron M. Baer Open Public Meetings Act, P.L. 1975, Chapter 231, adequate notice having been given to the public, is an official regular meeting of the Willingboro Municipal Utilities Authority. Notices of this meeting have been filed, posted, or published in excess of forty-eight hours prior to the meeting 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 two newspapers - the Burlington County Times and Courier-Post.
 - D. Posting notice of the meeting on the WMUA website.
 - E. Directing the Secretary to enter this public announcement into the minutes of this meeting.
- The public may participate at this meeting. Formal action may be taken by the WMUA.

Chair's Statement Regarding Well 5A PFOS Status

In compliance with the New Jersey Department of Environmental Protection, the WMUA is obligated to send their customers frequent notification regarding the same November 2021 incident, previously reported.

The notices received are only for the status at that time and not the current status since that incident.

Since the latest notification, there has been no additional findings of PFOS contamination above the New Jersey Maximum Contaminant level in the water being delivered to customers.

Minutes

Motion to Adopt March 22, 2023, Regular Meeting Minutes

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Abstained; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 4 affirmative, 0 negative, 1 not voting. Motion passed.

Motion to Adopt April 5, 2023, Meeting Minutes

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Public Comment - Agenda Items Only - None

Treasurer's Report

Motion to receive and file the Treasurer's report.

Moved: Cmmr. Holley Seconded: Cmmr. McIntosh

Cmmr. Turner inquired about revenue item, Elevated Tank Rentals, actual income \$25,796.22, which is budgeted for \$310,000. ED Mackie reported that the amount shown is what is the billing records. Corrective action is needed regarding who we are billing relative to some contracts that have ended. The deficiency will appear until the billing correction is made.

Cmmr. Turner asked for the source of \$15.00 in Miscellaneous income? Ms. Gigliotti said the budget item is typically an average of prior years. Cmmr. Turner expressed concern about Iron Horse Environmental bill for \$22,000. It was brought up in the Operations Committee. That payment is for parts received as compared to \$100,000+ that have been ordered.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Executive Director Report

Motion to receive and file the Executive Director's Report

Moved: Cmmr. Holley Seconded: Cmmr. Weston

Discussion: ED Mackie summarized the written report. Additional items. Condolences to Lattimer Family in the passing of Gary Lattimer, construction manager with Alaimo and his family. Thank you to Lab staff Kara Weekly and Lab Tech Brittany Stiehl for a presentation to the ATAP Foundation during Spring Break. Congratulations to Kyle Walker for obtaining his C1 license.

Cmmr. Boyer: Any issues with pressure or flow during hydrants cleaning. ED Mackie: None known.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Committee Reports

Motion to accept and file all Committee reports.

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

Budget Committee

Written report in the packet. Chair Lindsay-Harvey noted a policy is needed for metered flow alarms. Cmmr. Diggs noted that management is to draft a policy. Chair Lindsay-Harvey referred to Policy and Procedures Committee.

Personnel and Professional Services Committee

Cmmr. Boyer summarized the written report provided as a supplement to the Board packet. Cmmr. Weston reported that Decotiis asked to confirm that they will not provide day-to-day coverage of civil service reporting. Staff will cover day-to-day HR duties with Decotiis available for support as needed. Mr. Holt said that no affirmative action is needed, so no Board action is needed.

The committee recommended that the Treasurer position be addressed by the Finance Committee. No Board action needed at this time.

The committee recommended that the Board consider HR Manager position which the ED had declined in favor of the existing HR Coordinator only. The question was raised as to whether the position was ever created. The ED indicated that it was not, the only position approved by the Board by Resolution was a HR coordinator part time which was revised to full time. A new motion was considered. It was decided that the Personnel Committee will develop a proposal for Board consideration.

Chair Lindsay-Harvey noted "Labor Board" at the top of the report should be replaced by "Labor Counsel."

Motion to recommend that certain forms listed on the Committee report be developed.

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Motion to refer the question of an HR Manager to the Personnel Committee

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: It is assumed that the manager would have professional skills that are not represented in the HR coordinator position. The coordinator would work for the person in the new position.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Operations Committee

Cmmr. Turner summarized the written report. The part of the report that is in bold font is from the April Meeting. The standard font is for notes from the March meeting.

A contract is needed to submit to DEP for Edge Lane tank painting. ED Mackie will speak with Mr. Holt about documenting the Board decision made in 2021.

Regarding the Country Club pool leak, Attorney Scerbo reported that the state recently announced a grant program for recreational facilities that perhaps could cover the pool and other facilities.

The hospital cooling water meter is not working and is not on the current billing system installed 7 years ago. Mr. Lallo will meet with the hospital to schedule repair to the meter. Back billing will be investigated.

A discussion ensued regarding whether sanitary sewers videotaped 8-10 years ago under the Red Zone Project should be re-televised to confirm findings and locations of deficiencies. This will help identify what can be done in-house and what will be contracted.

Motion for Resolution to Authorize the Executive Director to move forward with the Award of a non-Fair and Open Contract for Repair of a Sewer Main provided the appropriate verbiage is added and paperwork completed

Discussion: For Bendix Lane Sanitary Sewer repair. Three quotes: Seifert Contractors: \$19,269.43; Waters and Bugsby: \$41,500; Shore Connection: \$29,000. Need to incorporate a Business Disclosure Entity Certification form and the Determination of Value. Recommend contracting with Seifert Construction subject to receipt of appropriate documents. See attached Resolution 2023-04-19-04.

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Motion made to approve three recommendations:

1. Obtain a feasibility report proposal from each engineer in the pool for "DEP approved PFAS systems" for the main water plant and well#1. This is to be in the form of the cradle to grave design and cost estimate.
2. Proceed with an electric feasibility with PSE&G.
3. Video tape 20 lines at a time using the in-house camera. When 4-5 similar repairs are found, send them out to bid.

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Vote to accept and file all Committee reports as moved earlier.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Motion for Resolution to Suspend the Agenda and go into Executive Session to hear a presentation related to pending litigation or contract negotiations

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Discussion: Mr. Holt read the attached Resolution 2023-04-19-05 into the record.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Executive Session: 8:01 pm thru 8:41 pm

Motion to Exit Executive Session

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Motion to accept and file all Consultants' reports.

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

Consulting Engineers Report - Alaimo

Mr. Galipot highlighted items in the report not addressed in Operations Committee.

Consulting Engineers Report - ERI

Mr. Weller reported one addition to the report: the trench repair on Beverly Rancocas Road is proceeding pending approval of the Road Opening permit from the county.

Consulting Engineers Report - Pennoni

Mr. Pennoni had no additions to the Operations Committee discussion.

Schneider ESIP Report

Mr. Rosario reported that lighting and envelope contracts were advertised. Site walk through by bidders was conducted. Awaiting DEP authorization to advertise for balance of the project, possibly in May.

There was discussion around timing of the PCP boiler and the overall package with the concern that fast tracking the boiler is needed prevent pipes from freezing in the winter. Cmmr. Turner asked that Schneider attend the next Operations Committee meeting to address the matter.

Vote to accept and file all Consultants' reports as moved earlier.

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Unfinished Business

Chair Lindsay-Harvey postponed discussion of the Strategic Plan. She requested that Commissioners contact her or Commissioner Diggs with any questions or suggestions. The plan is to review and approve the Strategic Plan at the next meeting.

New Business

The attached presentation of **Well 5A PFOS Treatment System Upgrade** was presented by Mr. Galipot. In response to an inquiry from Cmmr. Weston, Mr. Galipot reported that the project is on schedule for completion by July 26.

The attached presentation of **ESIP Phase 2 Project for the Water Pollution Control Plant** was presented by Ms. Janney.

Resolution 2023-04-19-01: Resolution Adopting Claimant Certification

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Resolution 2023-04-19-02: Resolution Authorizing Payment of Bill List for April 2023

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Resolution 2023-04-19-03: A Resolution Authorizing Adjustment of Service Charges

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Comments From the Public – none

Solicitor's Report

Nothing to report subject to Executive Session. The motion to go into Executive Session is still in effect.

Executive Session – Pending or Anticipated Litigation

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Executive Session: 9:30pm thru 10:56pm

Motion to Exit Executive Session

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Motion to Settle Outstanding Fire Violation Fines from the State of New Jersey in the Total Amount of \$33,000 and to Amend the Bill List to reflect Payment of Said Settlement to the State of New Jersey.

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: Yes; Cmmr. Holley: Yes; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 not voting. Motion passed.

Discussion: See attached Resolution 2023-04-19-06.

Motion to Direct the Executive Director to Obtain Proposals for Construction Management Services for the Rehabilitation of Edge Lane Tank #2.

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

Roll Call: Vice Chair McIntosh: Yes; Cmmr. Turner: No; Cmmr. Holley: No; Cmmr. Boyer: Yes; Chair Lindsay-Harvey: Yes. 3 affirmative, 2 negative, 0 not voting. Motion passed.

Commissioner Comments

Cmmr. Diggs: Hope to make meetings more efficient for the public.

Cmmr. Weston: Thank you to the public and employees. Congratulations to Kyle Walker. Thank you to Kara Weekly and Brittany Stiehl. Smart meter portal is useful tool.

Cmmr. Boyer: Thank you to the public. Appreciate the two presentations.

Cmmr. Holley: Have a good evening.

Cmmr. Turner: no comment

Cmmr. McIntosh: thank you to all customers and all the professional consultants and employees. We continue to work hard for you

Chair Lindsay-Harvey: Thank you for the two presentations. Thank you to Kara and Brittany. Congratulations, Kyle Walker.

Motion to Adjourn

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

Voice vote: Unanimous.

Meeting Adjourned 11:05 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the April 19, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson
Secretary to the Board

APPROVED BY THE BOARD: 5/17/2023