

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### Wednesday, May 17, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, May 17, 2023, via Zoom Webinar. Chair Lindsay-Harvey 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 Patricia Lindsay-Harvey	x	
Vice Chair Kevin McIntosh	x	
Commissioner Carl Turner	x	
Commissioner Darvis Holley	x	
Commissioner James Boyer	x	
Commissioner, 1 <sup>st</sup> Alternate, William Weston	x	
Commissioner, 2nd Alternate, Diallyo Diggs	x	

Commissioner Holley had informed the Chair that he would arrive late. First Alternate, William Weston, fulfilled the role of voting Commissioner until Cmmr. Holley’s arrival noted later in these Minutes.

**Others Attending as Panelists**

- |   |  |
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| <p>James Mackie, Executive Director<br/>         Sharon Anderson, Board Secretary<br/>         Rich Linke, Acting Sewer Superintendent<br/>         Chris Felthaus, System Maintenance Supt.<br/>         Jason Holt, Solicitor, CSG Law<br/>         Ryan Scerbo, Special Solicitor, Decotiis<br/>         Curtis Lackland, Corporate Employee Benefits<br/>         Vanessa Monroe, Corporate Employee Benefits<br/>         Marjorie Young, E. G. Bowman<br/>         Richard Alaimo, Alaimo Engineering</p> | <p>Lionel Galipot, Alaimo Engineering<br/>         Ben Weller, Environmental Resolutions, Inc.<br/>         Tom Leisse, Pennoni<br/>         Jennifer Barrett, Schneider Electric<br/>         Joe Biluck, GraMin / Schneider Electric<br/>         Brad Hamm, Schneider Electric<br/>         Bryan McGair, Schneider Electric<br/>         Greg Rosario, Schneider Electric<br/>         Steven Graham, PCH Technologies</p> |
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**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.

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

### ***Minutes***

#### **Motion to Adopt April 19, 2023, Regular Meeting Minutes**

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

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

### ***Administration Reports***

#### **Executive Director Report**

ED Mackie summarized the written report. In response to a question from VChair McIntosh, DOF Gigliotti reported that the residential list of Edgewater Park connections has been received and needs to be audited. The completion is dependent on workload and is projected to be within one month.

Cmmr. Boyer asked about review of the plans for Well 6? Should a committee look over the plans prior to coming to the Board? ED suggested the Operations Committee bring in Engineer Galipot and architect to review and address any issues.

Cmmr. Turner: Requested more details for the public attending the meeting regarding the Well 6 upgrade. ED Mackie explained that the 1975 facility construction will be replaced with two new buildings. The design phase has been completed and a rendering has been prepared. H2 loans need to be perfected.

Cmmr. Turner: Noted that Merribrook Treatment project was submitted by Senator Menendez for Congressionally directed spending in the amount of \$20 million. Well 5A is still on track for completion by the fall.

Chair Lindsay-Harvey instructed the Secretary to file the report in organizational records.

### **Presentation from Schneider regarding Smart Meters and Customer Portal**

Bryan McGair narrated a multi-slide presentation explaining how to set up Smart Water Meter account and how to use it to monitor water usage using the system tools.

6:36 pm. Chair Lindsay-Harvey noted that Cmmr. Holley has arrived. Cmmr. Weston returned to his role as Alternate.

### **Presentation from Corporate Employee Benefits regarding Insurance**

Curtis Lackland and Marjorie Young presented Insurance Carrier Information as summarized in a chart attached as Exhibit A. ED Mackie noted that the one pollution coverage loss was for initial legal defense up to the point that further coverage was denied since there is no pollution claimed. Every carrier now excludes any PFAS related matters. Cmmr. Turner asked about responsibility should a PFAS related matter surface. Ms. Young explained that pollution coverage would not extend to PFAS or in excess of coverage limit. There is no coverage for anything related to PFAS, similar to no coverage related to war. ED Mackie added that it is imperative that the WMUA support any legislation or regulation that can shield water authorities. Mr. Scerbo reported that there is a federal effort and elected officials should be asked to support the effort. Mr. Scerbo will provide information about the bill so that action can be taken.

### **Solicitor's Report: Resolution 2023-04-19-04: Sewer Repair Services on Bendix**

Solicitor reported that this Resolution was verbalized and voted that last month, so no vote is needed at this time.

### **Resolution 2023-05-17-01: Resolution Re-Authorizing the WMUA to Enter into a Contract with K.E. Seifert for the Provision of Sewer Repair Services**

Moved: Cmmr. Boyer                      Seconded: Cmmr. Turner

Discussion: Cmmr. Boyer asked if the two above resolutions are redundant. Cmmr. Turner noted that the first resolution documents prior action. Solicitor Holt reported that the second resolution provides a necessary clarification.

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

### **Personnel and Professional Services Committee**

Cmmr. Boyer, Committee Chair, noted that discussion of the Union Contract is referred to Executive Session. The Committee set a schedule to meet the first Friday of every month at 11:30am. Cmmr. Diggs requested information at the next meeting regarding hiring from Willingboro. What percentage of the hires are from Willingboro? What is being done to encourage Willingboro applications? Cmmr. Boyer said the Personnel Committee will look into these questions and report back.

## ***Finance and Budget***

### **Treasurer's Report**

Moved: Cmmr. Turner                      Seconded: Cmmr. Holley

Discussion: Chair Lindsay-Harvey reported that there are Treasurer's matters for Executive Session.

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

### **Budget Committee**

Discussion: Cmmr. McIntosh, Committee Chair, summarized the written report. The Committee will receive a report from Mike Cragin on the audit on May 19, 2023. It will be shared with the Board once reviewed by the Committee. Cmmr. Turner asked whether the Board will receive the preliminary 2021 audit. Cmmr. Diggs explained that it will be shared once discussed with management since there may be changes following staff input. Cmmr. Turner asked how Smart Meter alarm levels were decided. Cmmr. Diggs notes there are two types of alarms: individual customer and systemic for the WMUA. ED Mackie and DOF Gigliotti are working on policy and procedures particularly for customer communications. ED Mackie reported that Core and Main set the WMUA alarms based on their expertise. Customer issues would be something like continuous flow.

Cmmr. Boyer asked when the 2022 audit will start and is this year's start in June/July start typical. Cmmr. Diggs said that this year is behind. Typical start should be April. Cmmr. Boyer asked if there is a penalty for late start? Cmmr. Diggs reported that there is no penalty. The Budget Committee will make prompt audit starts a priority. Cmmr. McIntosh noted that a delay in state reporting contributed to delays in 2021 and 2020. Cmmr. Boyer recommended there is a plan to start on time. DOF Gigliotti stated that procedures are being put in place for the same purpose.

Cmmr. Diggs asked if a vote to accept the report was needed. Chair Lindsay-Harvey noted there were no recommendations, so no vote is needed.

### **Resolution 2023-05-17-02: Approval of Payment of Bills**

Moved: Cmmr. Boyer                      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. Resolution passed.

### **Resolution 2023-05-17-03: Authorizing Adjustment of Service Charges**

Moved: Cmmr. Turner                      Seconded: Cmmr. Boyer

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

Cmmr. McIntosh noted there has been no information on the progress on the Cost-of-Service Study. Mr. Scerbo reported that the completed Cost-of-Service Study is expected to be received before the next meeting.

## **Operations Reports**

### **Operations and Management Department Report**

ED Mackie noted that there are no particulars apart from items in the Operations Committee report.

### **Operations Committee**

Cmmr. Turner reported a committee recommendation that the WMUA charge the Township for any overage of water and chemicals consumed due to the leak repair being delayed until after the summer season. This would be a cash payment or in-kind or shared service. ED Mackie reported that this recommendation was discussed with Town Manager Harris. He added that in addition to the cost presented at the Operations Committee, the WMUA also provides unmetered delivery of chlorine estimated to be a value of \$8,000 for the season. Cmmr. Boyer asked that the consumption be recorded so that it can be billed. ED Mackie reports that the consumption can be projected based on the total billed less what is delivered to WMUA facilities. Mr. Linke noted that WMUA consumption is being recorded at the PCP.

Cmmr. McIntosh asked for the status of the hospital meter. ED Mackie reports that the hospital staff are working with WMUA and Schneider to isolate and resolve the issue without compromising hospital operations. Cmmr. Turner reports that the Operations Committee will monitor. Discussion ensued regarding the assignment of responsibility for taking video of Red Zone areas. Cmmr. Diggs requested a written preventative maintenance plan that would provide measures for Board tracking.

There are 7 meters remaining to be replaced with Smart Meters. One owner refused. They will be notified, and the replacement will be done. One owner cannot be reached. ED Mackie will work with the town to get in contact. Five are businesses that require different parts and equipment.

Cmmr. Turner inquired about painting hydrants. ED Mackie reported that this is not currently assigned. Chair Lindsay-Harvey noted that historically this was a summer student intern project.

Cmmr. Turner invited Commissioners to email questions so the Committee can take them into consideration at the next meeting.

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

There were no questions for Mr. Galipot.

### **Consulting Engineers Report - ERI**

Mr. Weller reported that five of the six of the primary settling tanks are in service. The exception is Primary #3. Parts are coming in for that repair and are expected to all be on site by mid-June. The contractor will be able to complete the assignment when the parts are received. All six of the secondary

### **Consulting Engineers Report - Pennoni**

No questions for Mr. Leisse.

***Unfinished Business***

**Strategic Plan – Vote to Accept the Plan**

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. Motion passed.

**Resolution 2023-05-17-04: Authorizing a Professional Services Agreement Between the Willingboro Municipal Utilities Authority and Napoli Shkolnik PLLC and its Associated Law Firms**

Referred to Executive Session. No further action at this meeting.

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

***New Business***

None

***Comments From the Public***

Phillip Aaronson, Vice Chair of Edgewater Sewer Authority: Commenting on commercial billing issue. We understand the WMUA concerns about being under billed. We have equal concerns about being over billed. There are several instances of being double billed. For example, there are three schools, they are receiving 4 bills. Abundant Life Church is being billed and paying directly, the town is also being billed for that account. A list of inactive accounts has been sent to ED Mackie’s attention. They are also concerned about the lateness of bills that are running a couple months late. If there are any questions, please notify Michelle Atzert in their office.

**Resolution 2023-05-17-05: Resolution Authorizing Executive Session based on Litigation, Union Negotiation, Personnel, and Contracts**

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. Motion passed.

***Executive Session: 8:00pm thru 9:45 pm***

**Motion to Exit Executive Session**

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. Motion passed.

***Commissioner Comments***

Cmmr. Diggs: Thank you to the Chairwoman for work in getting Strategic Plan together. Recommend that Public look it over.

WMUA Regular Meeting Minutes of May 17, 2023  
As Prepared by Board Secretary, Sharon Anderson

Cmmr. Weston: Thanks to Public for attending. Hoping for more ratepayers attending the meetings.

Cmmr. Boyer: Agree with thankfulness for Strategic Plan. Appreciate ED and DeCotiis for their work.

Cmmr. Holley: Thank you to the public. Hope locals will consider working for the WMUA.

Cmmr. Turner: Thank you to anyone who is left at the meeting. Appreciate how Board members are working toward same goals, even if getting there by different approaches.

Vice Chair McIntosh: Thank you public, employees, administrators and professionals. Thankful for a resource that we can provide to many communities.

Chair Lindsay-Harvey: Thank you to everyone who participated. Robust conversations that keep us on the right track.

***Motion to Adjourn***

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

**Voice vote:** Unanimous.

***Meeting Adjourned 9:50 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the May 17, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson  
Secretary to the Board

APPROVED BY THE BOARD: 6/21/23

**Willingboro Municipal Utilities Authority  
 Insurance Carrier Information**

**Carrier, Effective Date, Policy Number, Premium and Mode of Premium**

Type of Insurance	Carrier	Policy Number	Effective Dates	2023 - 24 Premium	Mode
Package Policy includes TRIA	Philadelphia Indemnity	PHPK2375017	02/01/2023 - 02/01/2024	\$ 344,303.00	Monthly
Umbrella	Philadelphia Indemnity	PHUB801808	02/01/2023 - 02/01/2024	\$ 36,597.00	Monthly
Director & Officers	Profession Governmental Underwriters, LLC (PGU)	POL0952248-03	02/01/2023 - 02/01/2024	\$ 27,435.28	Annual
Surety Bond	Western Surety	N/A	04/01/2023 - 04/01/2024	\$ 100.00	Annual
Pollution includes TRIA	CHUBB	PPLG47394065 001	03/01/2023 - 3/1/2024	\$ 22,480.84	Annual
Workmans Compensation	NJ Manufacturer's	W24348-5	01/01/2023 - 12/31/2024	\$ 181,489.00	Monthly
Cyber	BCS Insurance Company	RPS-P0970106M	9/23/2022 - 9/23/2023	\$ 8,273.00	Monthly

Employee Health Benefit Plans	Carrier	Policy Number	Effective Dates	2022 Premium	Mode
Health and Prescription Plan	NJ SHBP	13350	01/01/2023 - 12-31-2024	Based on health plan and enrollment - \$286,678.08	Monthly
Dental Plan	MetLife	5915733	04/01/2023 - 03/31/2024	Estimate based on renewal: \$57,481.84	Monthly