

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### November 9, 2022

The meeting of the Willingboro Municipal Utilities Authority was held on November 9, 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***

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. Secretary Anderson was absent. ED Mackie will cover in her place.

**Others Attending as Panelists**

James Mackie, Executive Director  
 Richard Alaimo, Alaimo Engineering  
 Lionel Galipot, Alaimo Engineering  
 Brad Hamm, Schneider Electric  
 Tom Leisse, Pennoni

Brent Lee, CPA  
 Mike Riley, Solicitor  
 Mark Moore, PCH Technologies  
 Ryan Scerbo, Special Solicitor

***Open Public Meetings Act Reading***

The Executive Director read:

Public notice of this 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 the minutes of this meeting this public announcement.

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

***Minutes***

**Motion to Accept and Approve October 19, 2022, Regular Meeting Minutes**

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

**Roll Call:** Vice Chair Holley: not voting (call dropped temporarily); Cmmr. Evans: Abstain; Cmmr. Lindsay-Harvey: Yes; Cmmr McIntosh: Yes; Chair Turner: Yes. 3 affirmative, 1 not voting, 1 abstention, 0 negative. Motion passed.

**Motion to Accept and Approve October 27, 2022, Special Meeting Minutes**

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

**Roll Call:** Vice Chair Holley: not voting (call dropped temporarily); Cmmr. Evans: Abstain; Cmmr. Lindsay-Harvey: Yes; Cmmr. McIntosh: Yes; Chair Turner: Yes. 4 affirmative, 1 not voting, 0 negative. Motion passed.

Commissioner Holley rejoined the meeting.

***Public Comment - Agenda Items Only – none made***

Commissioner Evans asked whether public participants can see the agenda. Mr. Moore reported that the agenda is on the screen for the participants on Zoom. Commissioner Lindsay-Harvey asked ED Mackie to give a short summary of the items on the agenda. ED Mackie provided an overview of the reports and resolutions.

***Public Comment - Agenda Items Only – Second opportunity – none made***

***Committee Reports***

**Finance Committee Meeting**

Cmmr. McIntosh reported that there were no meetings and no report since last meeting.

**Operations Committee**

Cmmr. Boyer summarized the written report.

Commissioner Lindsay-Harvey asked whether a report had been received about hydrant flushing repairs. ED Mackie reported that it has not yet been fully formalized.

Commissioner Lindsay-Harvey asked whether recommendations had been received for the PCP plant low-flow hydrant. ED Mackie reported testing is being conducted to isolate the issues.

Commissioner Lindsay-Harvey asked about sending out a bid a third time. ED Mackie and Tom Leisse of Pennoni need to review plans about what areas will get dehumidification. They will also investigate anti-sweat pipe insulation as recommended by Cmmr. Boyer.

Cmmr. Lindsay-Harvey inquired about upgrading water plant #4 pump to full capacity. ED Mackie reported this will be a new project requiring analysis of electrical capacity by an engineering firm.

Cmmr. Lindsay-Harvey inquired about pothole repairs. ED Mackie will address with Pennoni in same meeting as dehumidification.

Cmmr. Lindsay-Harvey inquired about public education about rags. Cmmr. Boyer indicated that will occur with the quarterly billing to avoid additional costs.

Cmmr. Lindsay-Harvey asked about permit status. ED Mackie noted that Mr. Galipot is looking at resurrecting expired permits. Chair Turner noted that permit delays are to be differentiated as to whether they are engineering or WMUA related.

Cmmr. Lindsay-Harvey asked for the time when TF tanks will be off-line. In an effort to minimize the repair time by detailing the work ahead of time, Systems Maintenance excavated the filters for view by Mr. Lattimer of Alaimo. Alaimo is identifying whether the clow valves are retrofittable in place or if these models are obsolete, along with other details needed for bid. The contract will designate a maximum out of service time permitted.

Cmmr. Lindsay-Harvey asked about PCP raw pump capacity. ED Mackie reported that there are two pumps, but they cannot work simultaneously due to electrical constraints. He is pursuing historical information about the peak capacity for treating the flow during storm events. Mr. Galipot reported that the original design was for two pumps to operate simultaneously. However, the later addition of the grit system required an increase in horsepower. There is not enough power to operate both at the higher horsepower. Increased electrical capacity would provide for both pumps operating at the same time.

Cmmr. McIntosh requested updates on the EPSA meter and Country Club pool. ED Mackie reported that the balance of the October readings were received from EPSA. Calibration order is in process. Chair Turner asked about WMUA staff being present at calibration. ED Mackie said that would be possible. ED Mackie reports that information on new connections EPSA has been delayed due to Edgewater Park employee illness.

Regarding the County Club pool, ED Mackie reported that he recently spoke with Mr. Brevogel from DPW. They have scheduled plugging pipes next week to confirm the location of the leak. From there, they will bring in engineers to oversee repairs to be completed prior to opening next spring.

Chair Turner asked about Pennypacker Pool meter. Later in the meeting, ED Mackie confirmed with Superintendent Lallo that the new meter had been installed today.

### **Personnel Committee**

Cmmr. Boyer asked if there was a written report for this committee. Chair Turner reported there was no written report and that discussion will be deferred to Executive Session.

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

Chair Turner reported that discussion will be deferred to Executive Session.

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

#### **Motion to receive and file the Treasurer's report of Nov. 2022**

Moved: Cmmr. Lindsay-Harvey

Seconded: Vice Chair Holley

Discussion: ED Mackie reported that work continues to address the 2022 line items costs that exceed the projected year-to-date budget.

**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 - none***

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

Moved: Vice Chair Holley

Seconded: Cmmr. Evans

Discussion: Cmmr. Lindsay-Harvey inquired about a power cable was sized incorrectly. Mr. Galipot reported that the wiring is operating in a temporary mode while replacement is being received from manufacturer.

Cmmr. Lindsay-Harvey asked what electrical needs to be expanded on Well 6. The proposed wellhouse must be slightly bigger because a staging area is needed.

Cmmr. Boyer asked about Well 5A progress scheduled for the week of Oct. 30, 2022. Mr. Galipot will confirm with site manager that this occurred.

Cmmr. Boyer asked about Edge Lane Water Tank design upload to H2Loans due week of Oct. 30. Mr. Galipot reported it is complete.

Cmmr. Boyer asked about the collection system resiliency improvements permit due October, 2022. Mr. Galipot explained the two projects being addressed. Cmmr. Boyer asked about troubleshooting the pumping station status, item 8, the issues with alarms. Mr. Galipot discussed with the superintendent. There are issues with existing auto-dialers that are decades old. The superintendent is concerned with lack of communication of alarms. Could be an equipment issue or the phone line. This is a maintenance item as compared to a specific project.

Cmmr. Evans asked for confirmation of the collection system design permits and asked that these not require reapplication incurring more costs.

Cmmr. Evans asked about Well 5 in general: is the project on time. Mr. Galipot said yes.

Cmmr. Evans emphasized the importance of a functioning alarm system. Chair Turner noted that alarms issues on the pumping station have led to notices of violation. He asked that the Operations Committee follow up on this matter in conjunction with ED Mackie.

Chair Turner asked about the primary trickling tank #1 reported to be in service, but also reporting that the arm is not rotating. ED Mackie reported that Stevenson stayed and repaired bearings. The arm is now functional.

Chair Turner asked for a review of the dumpster cover illustrations. A discussion ensued regarding the large and small dumpsters. Cmmr. Boyer noted that the matter has not been presented to Operations Committee. Cmmr. Evans asked that the information be sent to the Operations Committee. Chair Turner referred the matter back to Committee.

Cmmr. Boyer asked what is being done to avoid permits expiring. For two coming up in January, the responsible party has not yet been identified. Mr. Galipot is following up to identify the permits. Cmmr. Evans asked that the permit information be submitted to the Operations Committee for their review prior to coming to the Board.

ED Mackie noted that the Well 5 construction report that refers to completed walls refers to walls below grade. No above grade walls have yet been constructed.

**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. Evans                      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. Evans

Discussion: Cmmr. Lindsay-Harvey asked whether the clean out of Tank #3 been scheduled. ED Mackie reported that Mr. Weller was not available for the meeting and had submitted notes prior to the meeting. The primary clarifier 3 was drained and inspected. A large amount of sand was found in the unit. A vacuum truck was called to remove the sand with final clean out done by staff. A report will be given following completion of assessment.

Cmmr. Lindsay-Harvey asked about the hold on the design of the redundant meter for Edgewater Park. ED Mackie said the project is on hold pending the result of the calibration effort.

Cmmr. Turner asked about #10, recommending staff routinely drain to maintain permit compliance. Is it being done? ED Mackie reports that it is being done as staff capacity is available during draining and inspection process.

Chair Turner asked about #12 timeline for delivery of materials. ED Mackie said order has been placed and that delivery is expected on Nov. 17.

Chair Turner inquired about trench repair on hold due to County requirements. ED Mackie spoke with assistant county engineer. The county staff will investigate and respond.

**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 – Schneider Water Meters and ESIP Report**

Moved: Cmmr. Evans                      Seconded: Cmmr. Holley

Discussion: Cmmr. Lindsay-Harvey inquired about DEP status. Mr. Hamm reported that approval was received for the lighting envelope and transformers bids. Bids were collected and the low bid has been submitted back to DEP for approval. The larger process part of the package was submitted a year ago. DEP has approved for bidding but is still with SED for their approval. Should be forthcoming within weeks. A consultant who works with DEP on a regular basis is pursuing the matter.

Chair Turner asked ED Mackie about follow up on Board’s prior meeting direction to contact DEP. ED Mackie discussed with Mr. Hamm and Sandra Smith of PS&S, consultant. Ms. Smith has the best feel for status with SED. She has been on vacation. ED Mackie opted to wait her guidance.

**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 – deferred to later in meeting***

***New Business***

**Resolution 2022-11-09-01 - Ratifying Proclamation Honoring Andrew Weber**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Evans

Discussion: Mr. Mackie read the proclamation into the record for the public benefit.

**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 2022-11-09-02 - Award of Water Distribution Materials Contracts**

Moved: Cmmr. Evans                      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 2022-11-09-03 - Authorizing Adjustment of Sewer Service Charges**

Moved: Cmmr. Evans                      Seconded: Cmmr. Holley

Discussion: All of the adjustments resulted from under-slab leaks. Each owner submitted proof of repairs. The adjustments are for sewer charges only.

**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 2022-11-09-04 - Authorizing the Provisional Appointment of Human Resources Coordinator**

Discussion: Moved to Executive Session.

***Motion to Accept the Payment of Bills***

Moved: Cmmr. Holley                      Seconded: Cmmr. Evans                      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.

***Solicitor's Report***

Solicitor Riley was not in attendance at this time in the meeting. Solicitor Ryan was in attendance.

***Comments From the Public – none***

***Old Business***

Proposed Public Notification Process – Mr. Scerbo reported that the reverse 911 capacity has been confirmed for specific neighborhoods and a general call. A final resolution will be presented for adoption at the next meeting.

Golf Course Water Source and Use - ED Mackie reported the golf course does not use municipal water for irrigation of the course itself. There are three accounts, for the club house, the maintenance building and for a fountain near the 9<sup>th</sup> hole. Cmmr. Lindsay-Harvey reported that she heard that the golf course has its own well. Chair Turner would like this investigated since they have sprinkler system. Cmmr. McIntosh noted that there should be public information about a well. Chair Turner noted there

should be a water allocation permit. Cmmr. Evans reported that the supervisor in the Water Department has this information.

EPA Consent Order regarding plant resiliency - ED Mackie reported that DOM Stuppard submitted risk assessment certification. Chair Turner asked to be informed when a response is received.

Electric Building Repairs, Submission to Insurance - ED Mackie reported that the insurance company sent field adjuster to inspect. Watching for result of the site visit.

Hospital meter installation – ED Mackie reported that the hospital has valve replacements to be done adjacent to the meters. They are in communication with Mr. Lake about process. Expect rescheduling within two weeks.

Credit cards / Debit cards - Cmmr. Evans asked that credit cards and debits cards be accepted at the service window following on Board action in 2021. Chair Turner referred to the Policy Committee to oversee with ED Mackie.

Cmmr. McIntosh asked about certification of bank reconciliations and late accounts. Based on a prior Board action, Mr. Lee is supposed to be providing monthly report on the status of bank reconciliations and a report of accounts payable more than 60 days past due. ED Mackie said that bank reconciliations have yet to be caught up. Billing is up to date with the exception of some engineering matters related to escrows. Chair Turner reported that Mr. Lee was to have been brought in earlier in the year to be sure all is in order for audits.

### ***Commissioner Comments***

Cmmr. Weston: Would like the public to be more engaged, including agenda on the website prior to the meetings so that public can make informed comments. Thank you to those members of the public who attend.

Cmmr. McIntosh: Thank you to the public who are engaged today as we discuss building up the organization and infrastructure. I encourage Willingboro community members to apply for positions at the WMUA. Thank you to other commissioners and employees for their hard work.

Cmmr. Lindsay-Harvey: Thank you to the public for attending. I encourage you to get neighbors involved. If you know of professionals who are interested, the WMUA RFPs will be out soon.

Cmmr. Evans: Thank you to everyone coming to monitor the WMUA.

Vice Chair Holley: Thank you to everyone for coming out. I also encourage people to apply for WMUA employment.

Chair Turner: Thank everyone for coming out. Thank you to Emmanuel Stuppard, former Director of Operations and Maintenance, for his service. Thank you to all staff. Encourage residents to apply for a career with the WMUA.

Cmmr. Boyer: not currently in attendance due to technical issues. Returned during the Executive Session.

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

WMUA Regular Meeting Minutes of November 9, 2022

As Prepared by Board Secretary, Sharon Anderson

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Evans

Discussion: Confirmed by Mr. Riley, the reasons for the Executive Session are Contracts, Litigation and Personnel.

**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: 8:18 pm thru 10:33 pm***

**Motion to Exit Executive Session**

Moved: Cmmr. McIntosh                      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.

**Resolution 2022-11-09-04 - Authorizing the Provisional Appointment of Human Resources Coordinator with the amendment**

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

Discussion: ED Mackie reported that the resolution will be amended to include "Additionally, the Authority shall provide for, and said appointee shall undertake, additional training, education and professional development in the field of Human Resources."

**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 Adjourn***

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

**Voice vote:** Unanimous.

***Meeting Adjourned 10:38 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the November 9, 2022, Regular Meeting of the Willingboro Municipal Utilities Authority.

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Sharon L. Anderson  
Secretary to the Board

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