

Willingboro Municipal Utilities Authority
Regular Meeting Minutes
June 21, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 21, 2023, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:03PM 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 | Lionel Galipot, Alaimo Engineering |
| Sharon Anderson, Board Secretary | Steven Graham, PCH Technologies |
| Rhonda Gigliotti, Director of Finance | Brad Hamm, Schneider Electric |
| Chris Felthaus, System Maintenance Supt. | Jason Holt, CSG Law |
| Jim Lallo, Water Trtmt Plant Superintendent | Tom Leisse, Pennoni |
| Rich Linke, Acting Sewer Superintendent | Bryan McGair, Schneider Electric |
| Kara Weekly, WMUA Lab Manager | Greg Rosario, Schneider Electric |
| Richard Alaimo, Alaimo Engineering | Ryan Scerbo, Special Solicitor |
| Joe Biluck, GraMin / Schneider Electric | 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.

Chair Lindsay-Harvey informed the public of the engagement of an attorney to file suit with reference to the PFOS that was in the water system. The name of the attorney is Paul Napoli. He is nationally known for his success in pursuit of settlements for environmental claims. Suit has been filed. Updates will be provided as the matter is pursued.

Public Comment - Agenda Items Only - None

Minutes

Motion to Adopt May 17, 2023, Regular Meeting Minutes

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

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

Motion to Adopt May 30, 2023, Regular Meeting Minutes

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

Roll Call: Cmmr. Boyer: Abstain; Cmmr. Holley: Abstain; Cmmr. Turner: Yes; Vice Chair McIntosh: Yes; Chair Lindsay-Harvey: Yes. 3 affirmative, 2 abstentions, 0 negative. Motion passed.

Administration

Executive Director's Report

ED Mackie gave an overview of the report. The WMUA received an additional \$85,000 from the NJ State LIWOP Program bringing the total to date to \$445,000. Attorney Scerbo is addressing issues resulting

from overpayments due to the timing of the state payments and other credits to the accounts. Building elevation plans for the Well 5A Water Treatment plant upgrade will be presented by Alaimo to the Operations Committee in advance of the Board scheduling neighborhood notification and presentation. Cmmr. Turner asked that he and Cmmr. Boyer be provided plans. ED Mackie will arrange delivery. Employee training courses have been identified from the NJ Learning Management System, including Supervisor training, but no date set. There are no immediate plans for additional diversity training for supervisors. A training schedule will be drawn up for the Personnel Committee meeting. Safety training is a high priority along with regularly scheduled diversity training based on prior experience at the WMUA. There is no attendance policy at this time. Chair Lindsay-Harvey referred the matter to the Policy Committee. It is also a topic for the Personnel Committee.

Well 5A still on target for being online in September.

Personnel and Professional Services Committee

Cmmr. Weston gave an overview of the report. The Committee recommends a written policy for new hires including diversity training. Have requested cost estimate hiring a recruiter for open positions. The Chief Engineer job description provided by Cmmr. Boyer has been added to the website.

Policies and Procedures Committee

Cmmr. Lindsay-Harvey gave an overview of the report. Work has begun on the Governance section of Strategic plan. Policies for new commissioner training are in the packet. ED Mackie has asked that the By-Laws be more specific about ED role and authority for hiring.

Resolution 2023-06-19-01 Adopting an Orientation Policy for Newly Appointed Commissioners of the WMUA

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer

Discussion: The resolution has been reviewed by the solicitor to assure compliance with state requirements.

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

Treasurer's Report

Motion to receive and file the Treasurer's report.

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

DOF Gigliotti reported that all account reconciliations are caught up except two accounts that are expected to be brought up to date by the next meeting. Some revenue accounts appear low because they are billed quarterly and reflect only the first quarter payments. Year-over-year revenue is on schedule. The Well 5A federal EPA grant application must be made and principal forgiveness on the state loan is applied at the time of permanent financing upon completion of construction. SREC revenue

will drop significantly when the fields are decommissioned in 2025. Current price of the applicable Class I Renewable RECs approximately 10% of rate currently being received.

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

Budget Committee

Cmmr. McIntosh reported that the audit for 2021 has been distributed and all commissioners given the chance to speak with the auditor. DOF Gigliotti read the findings and presented actions to correct each finding. The committee has not yet reviewed the Corrective Action Plan that is on the agenda. The committee will follow up on the implementation of the actions. Further discussion should be in the Executive Session.

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

Resolution 2023-06-21-02: Accept the FY 2021 Audit

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

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

Motion to Table Resolution 2023-06-21-03: Approve Corrective Action Plan until after Executive Session

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

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

Resolution 2023-06-21-04: Approve Payment of Bill List

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

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

Resolution 2023-06-21-05: Authorizing Adjustment of Service Charges

Moved: Cmmr. Holley Seconded: Cmmr. McIntosh

Discussion: The larger account reflects reduction for a fire and restoration. The other was a meter error.

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

Resolution 2023-06-21-06: Authorizing Adjustment of Sewer Service Charges

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Discussion: Residents provided evidence that the water did not enter the sewer system.

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

Resolution 2023-06-21-07: Authorizing Entrance into the Camden County Educational Services Commission Cooperative Pricing System

Moved: Cmmr. Holley Seconded: Cmmr. McIntosh

Discussion: The WMUA will benefit from leveraging bidding processes already completed. The immediate use would be for roofing at the Sewage Treatment plant. Already a part of Burlington County, Middlesex Schools (ESCNJ) and 3 other cooperatives. There is no cost involved. In participation in the Co-ops.

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

Resolution 2023-06-21-08: Authorizing Entrance into the Hunterdon County Educational Services Commission a Cooperative Pricing System

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

Discussion: No specific use has yet been identified.

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

Operations Reports

Operations and Maintenance Staff Report

Chair Lindsay-Harvey reported that a question was raised at Town Council asking if there is a plan for painting the hydrants. The painting is currently being done when a complaint is received. The WMUA is looking for two summer employees to paint hydrants. Mr. Lallo is looking for better paint that doesn't fade like the prior product and will investigate what is needed if water base paint will be over oil paint. Care will be taken to address any paint fumes. The painting is for aesthetic reasons and does not affect functionality of the hydrant or asset preservation. Contact will be made with the Township to add hydrant painting requests to the options on the Township website.

Operations Committee

Cmmr. Turner gave an overview of the report. Billing records identified 50 meters to be replaced up from the 7 – 10 previously anticipated. The higher number reflects locations that had been inactive or not on the change order list or maybe errors in the billing system. Most of the 50 have been changed using inventory provided by Schneider. Radios are on back order. The hospital installation is scheduled for July 22. Four cu. yd. dumpsters are currently covered with a non-rigid cover. A carport will be provided and installed by Alaimo. A carport cover allows for slight variance in placement and has half walls to protect from the rain. Still waiting for a response from DEP regarding the Air NOV fine. Odor control component correction is in process with DEP involvement.

Following discussion of the water supply and leak at the Country Club pool, the Board agreed that the Township should be provided information about the consumption of water in regular usage and in the loss from the leak. The Country Club pool consumed three times as much water as the Pennypacker pool. Some of which may be accounted for by pool size. ED Mackie will provide consumption, chemical and cost information to the Finance Committee. The Finance Committee will report to the Board. Compensation for excess water usage could be in shared services as compared to cash billing.

Acting Sewer Superintendent Linke met with the Township DPW regarding the Vac truck. The Township is interested in selling their Vac truck and has reached out to other potential buyers. The truck has been well maintained and is in good condition. It has less than 7,000 miles and less than 1,000 hours. ED Mackie will speak with the Town Manager about the truck.

There was preliminary discussion of the selection of an engineer for the Edge Tank painting. As a contract matter, further discussion was moved to Executive Session.

Consulting Engineers' Reports

Consulting Engineers Report - Alaimo

Mr. Galipot reiterated that Well 5A will be ready for October 1, 2023. Approval of a change order is needed. A resolution will be taken up later in this meeting.

Consulting Engineers Report - ERI

Mr. Weller added that 5 of 6 primary and secondary clarifiers are on-line. One of the telescopic valves has been fixed since the issuance of the report. Trench repair was scheduled to be completed June 15 and was completed on time.

Consulting Engineers Report - Pennoni

Mr. Leisse reported that they are moving ahead with the parking lot detail at the sewer complex. No action required of the Board.

Schneider ESIP Report

Mr. Rosario summarized the written report. Still waiting for approvals as DEP staff is going by the book requiring going back out to bid on one item. A longer process is being required for equipment purchase. PSP heating equipment upgrade (new boiler) will be delayed to March 2024. Dispensation is being pursued to break the project into pieces so that acquisition can proceed. Repair could be attempted, but this would add a significant expense shortly before replacement. Mr. Galipot will work with ED Mackie to call in other vendors for repairs to get through the winter.

Unfinished Business - None

New Business

Resolution 2023-06-21-09: Resolution to Call for Support for “Water Systems PFAS Liability Protection Act”

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Discussion: Looking to the U.S. Senate to protect water and wastewater utilities from being pulled into PFAS Superfund liability including when other entities are being sued.

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

Resolution 2023-06-21-10: Resolution Awarding Contract for Laboratory Services

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

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

Resolution 2023-06-21-11: Authorizing Contract Modification No. 1. Contract No. 2020-2, Well 5A PFOS Treatment System Upgrade

Moved: Cmmr. Turner Seconded: Cmmr. McIntosh

Discussion: Well column piping has been determined to need replacement due to corrosion. The reinstallation was already planned. This change is for the materials with epoxy coating.

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

Comments From the Public – none

Resolution 2023-06-21-12: Authorizing Executive Session

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

Discussion: Solicitor Holt added that the Executive Session is to discuss a collective bargaining agreement, potential litigation or contract negotiation related to an agreement, and matters that fall under attorney-client privilege.

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

Executive Session: 8:07pm thru 10:16 pm

Motion to Exit Executive Session

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

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

Resolution 2023-06-21-03: Approve Corrective Action Plan

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

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

Commissioner Comments

Cmmr. Diggs: Thank the community and hope for collaboration with community.

Cmmr. Weston: Appreciate public who stayed on. Thank you to the employees.

Cmmr. Boyer: Thank you to the public and representative of Mt. Laurel MUA who stayed with meeting. Thank you to fellow commissioners, the ED, and Board Secretary.

Cmmr. Holley: Appreciate the public for attending and look forward to continued improvement. Will not be at the July meeting due to a national conference.

Cmmr. Turner: No comment.

Cmmr. McIntosh: Thank you customers for attending and observing. Encourage involvement of young people and apply for summer jobs by contacting the ED.

Chair Lindsay-Harvey: Thank everyone for being here, the public, Commissioners, employees and professionals.

Motion to Adjourn

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

Voice vote: Unanimous.

Meeting Adjourned 10:19 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the June 21, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson
Secretary to the Board

APPROVED BY THE BOARD: 7/19/2023