

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### July 19, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, July 19, 2023, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:00PM 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	

Commissioners Carl Turner and Darvis Holley were not in attendance. Chair Lindsay-Harvey called upon First Alternate, William Weston, and Second Alternate, Diallyo Diggs, to stand in as voting members.

**Others Attending as Panelists**

James Mackie, Executive Director Sharon Anderson, Board Secretary Rhonda Gigliotti, Director of Finance Chris Felthaus, System Maintenance Supt. Jim Lallo, Water Trtmt Plant Superintendent Rich Linke, Acting Sewer Superintendent Kara Weekly, WMUA Lab Manager Lionel Galipot, Alaimo Engineering	Steven Graham, PCH Technologies Jason Holt, CSG Law Jennifer Harris, Environmental Resolutions, Inc. Coral Odior, NSPR Law Mike Oppici, Labor Solicitor, DeCotiis Greg Rosario, Schneider Electric Ryan Scerbo, Special Solicitor, DeCotiis Veronica Vazquez, NSPR Law
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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.

#### **Proclamation Recognizing August as Water Quality Month**

Board Secretary Anderson read the Proclamation.

#### **Resolution 2023-07-19-14: Authorizing Executive Session**

Moved: Cmmr. Boyer                      Seconded: Cmmr. Weston

Discussion: Solicitor Holt summarized the reasons for the closed session are to discuss any collective bargaining, any pending or anticipated litigation or contract negotiation and any matter involving the employment, all as further detailed in the Resolution.

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

#### ***Executive Session: 6:05 pm thru 7:15 pm***

Chair Patricia Lindsay-Harvey

Vice Chair Kevin McIntosh

Commissioner James Boyer

Commissioner, 1st Alternate, William Weston

Commissioner, 2nd Alternate, Diallyo Diggs

James Mackie, Executive Director

Sharon Anderson, Board Secretary

Rhonda Gigliotti, Director of Finance

Jason Holt, CSG Law

Coral Odiot, NSPR Law (departed 7:05pm)

Mike Oppici, Labor Attorney, DeCotiis

Ryan Scerbo, Special Solicitor, DeCotiis

Veronica Vazquez, NSPR Law (departed 7:05pm)

#### **Motion to Adjourn Executive Session Until Later in the Regular Meeting**

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

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

### **Executive Director's Resolution Summary**

The Executive Director read the names of the resolutions and provided a brief summary of the information contained in the written resolutions. He added that connection fees will be discussed in the Finance section of the meeting.

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

### ***Minutes***

#### **Motion to Adopt June 21, 2023, Regular Meeting Minutes**

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

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

### ***Administration***

#### **Executive Director's Report**

Hydrant painting is underway. More than 60 have been completed, concentrating on main thoroughfares. If anyone wants their hydrant painted, they can call the office and the hydrant will be prioritized.

Anticipating additional summer staff in the next week or two for that purpose. Sanitary sewer system easements need to be cleared as repairs often are emergencies. The public is asked to remove anything within the easement. The review of the proposed architecture for Well 6 presentations has not yet been established with the Operations Committee. A smaller version of the plans can be distributed to the Operations Committee and the full Board.

There is an outstanding part for Well 5A that, if not received on time, will delay completion beyond the 9/30 date committed to the state. The manufacturer cannot commit to a delivery date, which is a concern to the contractor. Attorney Scerbo informed the state of the potential delay. There is an option to notify the state that the completion will be 90 days following receipt of the part. Mr. Galipot will provide an update on the due date of July 25, 2023.

There is no firm date for supervisory training that is due to be scheduled by the HR coordinator. RFB: Request for Bids. Acronyms will be avoided going forward. Mr. Mackie added to his report that Kara Weekly has earned her Water Distribution System Operator 1 license to add to her Sewage Treatment Operator 2 license and Collection Systems Operator 2 license. The Board joined ED Mackie in congratulating Ms. Weekly.

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

Cmmr. Boyer noted that a correction to the report: the committee meeting occurred on July 7. A letter was received by the Personnel Committee that is informed in the Committee recommendations. This includes a written policy for employee on-boarding to be developed by the Policy and Procedure Committee. Also, a disciplinary policy to be developed and provided to every new employee. Recommend enhancing internal communication, including the ED meeting with direct reports, and in turn the Direct Reports meeting with their teams.



Supervisory training is still needed and recommended. Employees are looking for a way to express concerns confidentially and anonymously. Recommend an HR Manager be hired who would supervise whoever is selected to receive concerns and report confidentially. Recommend all-hands meetings within departments to review disciplinary methods. It would be helpful to have completion dates assigned to action.

**Motion to establish the position of HR Manager and for the Personnel Committee to develop a job description and salary.**

Moved: Cmmr. Boyer                      Seconded: Cmmr. McIntosh

Discussion: The position will be defined using Civil Service terminology and wage range. ED Mackie will provide a list of possible titles and wage scales to the Personnel Committee. This position would address matters like non-union wage increases, overseeing employee concerns, overseeing training and development, working with supervisors on items pertaining to human resources. The HR Manager position is not currently on the organization chart. The HR Coordinator would implement the activities developed by the Manager. The Board Secretary has been in place for a year. The Chair asked the Personnel Committee to develop an evaluation form for the Board Secretary. This work may take a couple committee sessions so may not be on the August agenda.

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

**Policies and Procedures Committee**

Cmmr. Lindsay-Harvey gave an overview of the report. Proposed Revised By-laws are in the packet for Commissioners to review. They are complete, not only amendments or changes. Commissioners are asked to email feedback by August 2 to the Committee. Next step will be Policies. Policies will be collected from the various locations where they are currently housed. They will be updated and supplemented by policies not yet developed or unable to be found. When completed, the Policy Manual(s) will be accessible in the main office and field offices. They will also be available electronically.

***Treasurer's Report***

**Motion to receive and file the Treasurer's report.**

Moved: Cmmr. Boyer                      Seconded: Cmmr. Weston

Discussion: Big drop in the June SREC is being investigated.

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

**Budget Committee**

The 2022 audit is expected to start in late July or early August. Process continues on Edgewater Park accounts to make sure they are accurate. Issues continue with the Country Club and Pennypacker pools. Pennypacker showed exceptionally high usage. It appears to have been leaking for years at a significant rate. ED Mackie spoke with Manager Harris. The meter was confirmed to be accurate. The Finance Committee is seeking to put a dollar amount on the two pools. They are the only places the Township is not paying for water. Without billing, there is little incentive to make the repairs.

It has been recommended that the connection fees for new developments be reconsidered. The increase is calculated by a mathematical formula defined in a statute. The auditor has calculated the

potential new rate. A public hearing is required. The change will not affect existing customers. Attorney Scerbo will review required legal notices and schedule a hearing date to review fees for future connections. The target date will be the August meeting.

**Motion to Approve Having a Hearing on New Connection Fees.**

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

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

**Resolution 2023-07-19-01: Authorizing Adjustment of Service Charges**

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

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

**Resolution 2023-07-19-02: Authorizing Adjustment of Sewer Service Charges**

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

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

***Operations Reports***

**Operations and Maintenance Staff Report**

The target level of MCLs is to have all PFOS and PFOA reduced to what is currently considered non-detectable. Regulated levels are expected to be tightened by the federal government. It is anticipated that carbon change-out will be more frequent as a result. Additional removal processes will be needed at the Main Water Plant and Well 1 upon the announced lower federal levels. The RFP for engineering work at the Main Plant will go out this year. It is in the current capital budget. The work at Well 1 will either be added by amendment to the capital budget near the end of this year or pursued in 2024.

Entry level field staff progress with required coursework was noted and commended.

Recalling that WMUA supervisor and Township DPW had conversations about the WMUA acquiring the Jetvac currently owned by the Township. Township Manager Harris is not of the same mindset as far as whether a sale is intended. The WMUA can use the Township equipment pending their decision about whether to retain or sell the asset.

**Operations Committee**

The small high service pump will be addressed with the WTP Electrical Load Analysis later in the meeting. The resolution of the hospital meter discrepancy is pending a search of dead storage for billing records from before switch to Edmunds. The three meters are all functioning now that the cooling tower meter was completed.

All the WMUA antenna leases had clauses regarding the removal of antenna for work to be completed. It is also included in the form that is currently out for rebid. The residence remaining for SmartMeter has been scheduled for installation. Contact has been made with landlords of vacant commercial space that will get SmartMeters when next tenant moves in. Alaimo will buy and install carports for the 4 cu. yd.

dumpsters. A provider has been identified for the 30-cu. yd. roll-off cover. Staff have provided information needed to obtain a price. Price has not yet been received. Staff called seeking to expedite. The air violation resolution is pending information due from us. Attorney Scerbo suggests waiting to raise the pressure on DEP until all information has been submitted. First training on Red Zone filming was held with the camera provider. Four operators attended. All operators will be trained over the next two weeks. Every training is held at a Red Zone location so that progress is made at the same time.

### **Consulting Engineers' Reports**

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

Mill Creek Crossing is being studied to identify lower cost alternatives for repairing or replacing the existing pilings.

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

Jennifer Harris filled in for Ben Weller. No questions.

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

Mr. Leisse was unavailable to attend meeting.

#### **Schneider ESIP Report**

It appears that the DEP delays will require boiler repair to carry over until the boiler is replaced next year. Schneider is in contact with the boiler manufacturer for boiler repair. A price is also being obtained from Hawks & Company.

#### ***Unfinished Business - None***

#### **Resolution 2023-07-19-03: Authorizing the Award of a Contract for Consulting Services to Gabel Associates, Inc. for the Purposes of Managing and Marketing the Authority's Solar Renewable Energy Certificates**

Moved: Cmmr. McIntosh      Seconded: Cmmr. Boyer      Discussion:

Discussion: The sales process is that Gabel will reach out to known buyers for prices. Once they get a competitive bid compared to the market, they will make a recommendation to WMUA.

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

#### **Resolution 2023-07-19-04: Authorizing the Award of WTP Electrical Load Analysis Contract Pursuant to the Applicable Provision of the Local Public Contracts Law**

Moved: Cmmr. Weston      Seconded: Cmmr. McIntosh

Discussion: This analysis will define electrical capacity and potential need for more capacity at the water plant at Meribrook Circle. It will set a baseline for the development of the future PFOS and dioxane removal system.



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

**Resolution 2023-07-19-05: Authorizing Contract Modifications No. 2, 3 and 4, Contract No. 2020-2, Well 5A PFOS Treatment System Upgrade**

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

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

**Resolution 2023-07-19-06: Approval of Payment of Bills**

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

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

**Resolution 2023-07-19-07: Establishing a Policy Relative to the Emergency Purchases of Goods and Services**

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

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

**Resolution 2023-07-19-08: Authorizing an Emergency Contract Pursuant to N.J.S.S 40A:11-6 For Repairs to the Spare Trickling Filter Center Column at the Pollution Control Plant**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Boyer

Discussion: Efforts underway to reduce need for emergency repairs.

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

**Resolution 2023-07-19-09: Authorizing an Emergency Contract Pursuant to N.J.S.S 40A:11-6 to Purchase a Replacement Trickling Filter Center Column for the Pollution Control Plant**

Moved: Cmmr. Boyer                      Seconded: Cmmr. Diggs

Discussion: How long are filters supposed to last? Center columns should last approx. 5 years. A preventative maintenance program is being implemented with a webinar on July 21 for both water and sewer staff. Eight people sitting in to be aware of warranties, etc. There will be a manual and technical support.

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

**Resolution 2023-7-19-10: Authorizing Contract with North Jersey Wastewater Cooperative System Contract Vendor Pursuant to N.J.S.A. 40a:11-11(5) to Purchase a Primary Raw Sewage Pump**

Moved: Cmmr. Boyer                      Seconded: Cmmr. McIntosh

Discussion: Purchase price is \$195,723.45 from GMH Associates, a vendor through the Cooperative.

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

**Resolution 2023-7-19-11 Authorizing Contract with North Jersey Wastewater Cooperative System Contract Vendor Pursuant to N.J.S.A. 40a:11-11(5) to Purchase a Secondary Recirculation Pump**  
Moved: Cmmr. Weston                      Seconded: Cmmr. Boyer                      Discussion: None

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

**Resolution 2023-7-19-12: Authorizing the Award of Edge Lane Construction Management Contract Pursuant to the Applicable Provisions of the Local Public Contracts Law**

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

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

**Resolution 2023-07-19-13: Authorizing Union Contract – Tabled**

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

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

***Comments From the Public – none***

***Commissioner Comments***

Cmmr. Diggs: Thank you to the public and staff for attending. Tabling the union contract is not in any way an attempt to delay, it is a procedural matter.

Cmmr. Weston: Congratulations to Kara Weekly. Hoping her attitude is infectious.

Cmmr. Boyer: Congratulations to Kara, we appreciate all that you do. Thank you to all attendees. Thank you to Legal, Superintendents and Supervisors. Appreciate the public attending the meeting.

Cmmr. McIntosh: Contracts to Kara. Thank you to all of our customers.

Chair Lindsay-Harvey: Big shout out to Kara. Thank you for handling the issues with DEP.

**Resolution 2023-07-19-14: Authorizing Executive Session**

Moved: Cmmr. Boyer                      Seconded: Cmmr. McIntosh

Discussion: The purpose is to return to the adjourned session and for the same reasons.

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

***Executive Session: 9:22pm thru 9:28 pm***

Chair Lindsay-Harvey

Cmmr. Weston

Vice Chair McIntosh

Cmmr. Diggs

Cmmr. Boyer

ED Mackie



Bd. Secretary Anderson  
Solicitor Holt

Attorney Scerbo

**Motion to Exit Executive Session**

Moved: Cmmr. Weston                      Seconded: Cmmr. Diggs                      Discussion: None

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

**Motion to Approve Sponsorship of the 2023 Willingboro Jazz Festival**

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

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

**Motion to Adjourn**

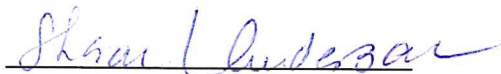
Moved: Cmmr. Weston                      Seconded: Cmmr. McIntosh                      Discussion: None

**Voice vote:** Unanimous.

**Meeting Adjourned: 9:36 pm**

**Certification of Minutes**

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



Sharon L. Anderson  
Secretary to the Board

APPROVED BY THE BOARD: 8/16/2023