

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

September 20, 2023

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, September 20, 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	

Others Attending as Panelists

James Mackie, Executive Director Sharon Anderson, Board Secretary Rhonda Gigliotti, Director of Finance Kara Weekly, Director of Op & Maintenance Chris Felthaus, System Maintenance Supt. Rich Linke, Acting Sewer Superintendent Richard Alaimo, Alaimo Engineering Lionel Galipot, Alaimo Engineering	Ben Weller, Environmental Resolutions, Inc. Brad Hamm, Schneider Greg Rosario, Schneider Tom Leisse, Pennoni Jason Holt, CSG Law Ryan Scerbo, Special Solicitor, DeCotiis Steven Graham, PCH Technologies
---	---

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 in 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.

Executive Director's Resolution Summary

The Executive Director read the names of the resolutions and provided a summary of the key points contained in the written resolutions.

Minutes

Motion to Adopt August 16, 2023, Regular Meeting Minutes

Moved: Cmmr. McIntosh

Seconded: Cmmr. Boyer

Discussion: None

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

Administration

Executive Director's Report

Reviewed Edgewater Sewer Authority flow of the month and Ryan Homes seeking clarification on units that have a Certificate of Occupancy and projected schedule going forward. This will establish billing amounts for connection fees and the start of user fees. Hydrant flushing is going well. Two years of information has been found for back billing for the hospital. This is not enough. Well 6 architectural drawings will be going before the Operations Committee. Well 5A plan for electrical cut-in without the delayed transferred switch reviewed on-site with PSE&G. RFPs will be going out for capital projects. Lab Tech was promoted to Senior Lab Tech. LHIWAP summary: 324 applications, 25 denied, 20 in the submittal stage. Funds may have to be returned to the state for certain accounts. The audit began this week. PFOS lawsuit: have received official notice of the Dupont lawsuit. Have not heard on the 3M yet.

Personnel and Professional Services Committee

Cmmr. Boyer summarized the committee report provided in the meeting packet. The Board Secretary met with the Executive Director and Chair of Personnel to clarify the scope of the position. The committee recommends passage of the Director of Personnel resolution. The Committee is seeking information on incentive-based salary adjustments. This will be considered in the future. Consideration is given to a procurement position. Upon further review, the best avenue would be to hire an office administrative assistant. In light of a discussion with the Board Secretary, a separate job evaluation form will be used for their review. The Board decided to postpone the discussion on the general job

evaluation form provided in the packet. Board members were encouraged to refer any questions to committee members. It will be added to the October agenda.

Public Comment - Agenda Items Only - None

Policies and Procedures Committee

Chair Lindsay-Harvey reported that the committee focused on draft policies that have been referred to the Board solicitor. Distribution of the draft policies is expected in October for a discussion at the November Board meeting.

Treasurer's Report

Motion to receive and file the Treasurer's report.

Moved: Cmmr. Holley Seconded: Cmmr. McIntosh

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

Finance Committee

Seeking assurance of time schedule for rates and budget. The ED will provide a committee meeting schedule once the rate report is received from the rate consultant. The overall process is on track for the meeting mandatory 60-day advance consideration for Approval (aka Introduction) at the October 18 meeting. This will be followed by the Rate Hearing. The Budget Adoption will be on the agenda in December.

Country Club and Penny Packer pool billing information is provided in the report. The Town Manager has been provided access to the usage portal. An active meter is required regardless of whether the municipality charges for the water or not. The question of whether to charge was referred to the Policy Committee for consideration.

The Finance Committee does not yet have impact information for the new union contract.

Director of Finance Gigliotti provided an overview of the preliminary 2024 budget. A Special Meeting will be scheduled to discuss the budget in advance of consideration of Approval at the October meeting.

Resolution 2023-08-16-02: Authorizing Adjustment of Sewer Service Charges

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

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

Resolution 2023-08-16-03: Approval of Payment of Bills

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

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

Operations Reports

Operations and Maintenance Staff Report

Entered a Coop with Moorestown for the CDL training of employees. The Chair commended the convening of a Safety Committee meeting. Issues continue with the performance of the solar panels. Schneider reviewing reports before forwarding them to the ED, and in turn the Board. They will be forwarded by Schneider by the end of September. This will be followed by recommendations for the future of the solar fields.

Operations Committee Report

The monthly report was reviewed. Primary and Secondary tanks have been brought back to life. The current staff brought a poorly running system up to a fully bare-bones operation.

Motion: Proceed with RFP for upgrade of all primary and secondary tanks.

Moved: Cmmr. Turner

Seconded: Cmmr. Holley

Discussion: None

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

The Committee recommends approval of Resolutions 2023-09-20-07 through 2023-09-20-10.

Photos of the installed dumpster covers were expected in the packet this month. They had been provided to the Committee. They will be sent to the entire Board.

There was no Environmental Committee report this month.

Consulting Engineers' Reports

Consulting Engineers Report - Alaimo

Well 5A power is expected to be complete by the end of September. Automatic transfer switch is due by end of the month. Testing of water quality will follow. No action yet on state approval for Well 6.

Motion: Authorize the ED to proceed with RFP to the engineering pool for design, permitting, and construction services for upgrading the Merribrook Water Treatment Plant (Wells 9, 10, and 11) for removal of PFAS and other emerging contaminants.

Moved: Cmmr. Turner

Seconded: Cmmr. Boyer

Discussion: None

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

Consulting Engineers Report - ERI

No updates following distributed report. No discussion.

Consulting Engineers Report – Pennoni

Bids have been received regarding the paving of the water plant parking lot. Upon review and approval by the Board will proceed with authorization.

The RFP for roofs was divided into two sets by priority. As the scope was pared down, the per-roof prices increased. All roofs were last replaced in 1992. The engineer advises investing in new roofs since they are beyond their projected life. The completed package is estimated at \$500,000. The partial package was around \$300,000. The replacement was not in this year's capital budget. Need to confirm if there is enough in the budget before action.

The Township has submitted the repairs to the Country Club pool to a coop contractor for pricing. The Penny Packer pool is still being tested and options are being considered.

Schneider ESIP Report

An existing boiler will be repaired while waiting for complete replacement. Lighting was previously sent out for bids and no responses worked out. Working with DEP for a second authorization. A list of concerns was mentioned as being attached. It was provided previously. It will be provided in the future. The Chair requested the list be included going forward.

Unfinished Business

Motion to remove Bylaws Article 7 regarding the Executive Director's Hiring Authority from the Table

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: Minor change in the wording that reflects the hiring authority of the ED and preserves the Board's authority in hiring at the managerial level.

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

Res. 2023-08-16-04: Approving Bylaws Article 7 regarding the Executive Director's Hiring Authority

Moved: Cmmr. Boyer Seconded: Cmmr. Holley

Discussion: None

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

Motion to remove Bylaws Article 4 regarding the Treasurer from the Table

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

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

Res. 2023-08-16-04: Approving Bylaws Article 4 regarding the Treasurer

Moved: Cmmr. Boyer Seconded: Cmmr. Turner

Discussion: The language does not dictate whether the person selected is from the board on a part-time basis, someone hired from outside, or the Director of Finance. "The Treasurer shall be appointed and employed for an indefinite term..." was replaced with "The Treasurer shall be appointed and employed for a defined period of time..."

Roll Call: Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Abstain; Cmmr. McIntosh: Yes; Chair Lindsay-Harvey: Yes. 4 affirmative, 0 negative, 1 abstention. Resolution ~~Motion~~ passed.

The matter was referred to the Finance Committee, and then to the Personnel Committee for the purpose of reporting in October. The Finance Committee will examine which of the three options to follow. The Personnel Committee will recommend a wage scale.

New Business

New Business

Res. 2023-09-20-04: Authorizing the Executive Director to Negotiate and Award Contracts Beneath the Bid Threshold for Goods & Services

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

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

Res. 2023-09-20-05: Revising Dental Coverage

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

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

Res. 2023-09-20-06: Authorizing an Increase in the Working Hours of the Board Secretary

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

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

Res. 2023-9-20-07: Authorizing an Emergency Contract Pursuant to N.J.S.A. 40a:11-6 to Purchase a Replacement HVAC Unit for Ventilation in the Chemical Storage Building at the Pollution Control Plant

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

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

Res. 2023-09-20-08: Establishing a Not to Exceed Amount for Dowd Mechanical Heating & Air Conditioning Inc. for the Provision to Supply and Install a New Rupp Direct Gas Fired Heated Make Up Air Unit in the Press Building at the Pollution Control Plant

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

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

Res. 2023-09-20-09: Awarding Contract for Water Treatment Plant Parking Lot Paving

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

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

Res. 2023-09-20-10: Authorizing the Purchase of an Excavator through a Contract with Jesco, Inc. a Contracted Participant in the Sourcewell Approved Purchasing Cooperative Contract #032119-JDC

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

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

Res. 2023-09-20-12: Recognizing the “Imagine a Day Without Water” Campaign

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

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

Res. 2023-09-20-13: Providing for the Creation of the Unclassified Position of Director of Personnel, Defining the Duties and Fixing the Salary

Moved: Cmmr. Boyer Seconded: Cmmr. Holley

Discussion: This position will be at a Director level answering to the Executive Director.

Roll Call: Cmmr. Boyer: Yes; Cmmr. Holley: Yes; Cmmr. Turner: Abstain; Cmmr. McIntosh: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 1 abstention. Resolution ~~Motion~~ passed.

Comments From the Public

Rebecca Perrone, 2 Glover Lane, Willingboro, Councilwoman of Willingboro – The agenda is the only item posted. It is difficult to follow the discussion without resolutions. Can more information be provided? Re: Treasurer position. Where will the funding come from? Is the position in the budget? ED Mackie stated the source of funding is within the regular revenue. The amount will be determined based on which path is taken. The Board member gets a compendium of information. It has not been posted in advance. It is up to the Board to determine what should be posted. It is desirable to be on the website.

Comments From the Commissioners

Cmmr. Diggs – Thank you to the public for attending. Hoping to work on the internship program. Thank you to the employees.

Cmmr. Weston – Hoping for even more engagement from the community. Continue to promote the meetings for input from the public.

Cmmr. Boyer – Thank you to the public for attending and acknowledge Mt. Laurel for attending the meeting. I look forward to continued improvement. Appreciate the Board, the ED, and Board Secretary.

Cmmr. Holley – Thank you to the public. Commend the Chair for meetings becoming more efficient. Continue to work for the community.

Cmmr. Turner – Thank anyone who is on. Moving in the right direction within depth thought. The fruits will be coming soon.

Cmmr. McIntosh – Appreciate all individuals and companies who are assisting the WMUA. Working through issues, trying to communicate better. Appreciate employees, new people, new licenses.

Chair Lindsay-Harvey – Thank you to the public for attending. I hope we can increase participation for the meetings. Thank everyone for their hard work to make us the #1 MUA in New Jersey.

The Secretary of the Board asked the Commissioners to RSVP for the AEA meeting in November.

Resolution 2023-09-20-11: Authorizing Executive Session for the Purpose of Collective Bargaining and Personnel Matters

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

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

Executive Session: 7:50 pm thru 9:15 pm

Chair Lindsay-Harvey

ED Mackie

Cmmr. Boyer

Bd. Secretary Anderson

Cmmr. Weston

Solicitor Holt

Cmmr. Diggs

Energy Attorney Scerbo

Motion to Exit Executive Session

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

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

Motion to Adjourn

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

Voice vote: Unanimous.

Meeting Adjourned: 9:25pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the September 20, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson
Secretary to the Board

APPROVED BY THE BOARD: 10/18/2023