

**Willingboro Municipal Utilities Authority  
Regular Meeting Minutes  
February 21, 2024**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, February 21, 2024, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:00 PM. The pledge of allegiance to the flag was said. Roll Call was taken.

**Roll Call**

Title, Name	Present	Absent
Chair Patricia Lindsay-Harvey	X	
Vice Chair Kevin McIntosh	X	
Commissioner Carl Turner	X	
Commissioner James Boyer	X	
Commissioner Diallyo Diggs	X	
Alternate #1, Commissioner William Weston	X	
Alternate #2, Commissioner Kimbrali Davis	X	

All member commissioners were in attendance.

**Others Attending as Panelists**

James Mackie, Executive Director  
 Sharon Anderson, Board Secretary  
 Rhonda Gigliotti, Director of Finance  
 Kara Weekly, Director of Op. and Maint.  
 Chris Felthaus, System Maintenance Supt.  
 Jim Lallo, Water Trtmt Plant Superintendent  
 Rich Linke, Acting Sewer Superintendent  
 Jason Holt, CSG Law, Solicitor

Rafael Corbalan, CSG Law, Solicitor  
 Richard Alaimo, Alaimo Engineering  
 Lionel Galipot, Alaimo Engineering  
 Steven Graham, PCH Technologies  
 Tom Laisse, Pennoni  
 Bryan McGair, Schneider Electric  
 Greg Rosario, 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 and published in excess of forty-eight hours prior to the meeting in the following manner:

- A. Notice was posted on the official bulletin board of the Authority building.
- B. Notice of the meeting was posted on the WMUA website.

- C. Notice was mailed 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.
- D. Public Notice was published in the designated official newspapers - the Burlington County Times and Courier-Post.

The Secretary is directed 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 notifications 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 have 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***

#### ***Executive Director Report***

Discussion: ED Mackie summarized the written report. Edge Tank repainting preconstruction conference was held with DEP, contractor and Suburban Consulting Engineers. The project, particularly the blasting, will be noisy. Delivery of equipment will begin shortly with on-site activity beginning in late March. The neighbors will be notified with a timeline for the work. Well 5A will flow into the system on March 12, 2024. A mailer will be sent to specific addresses on March 8, 2024, with a robocall to follow. First-quarter samples will begin right away for compliance purposes. Tests during the past 2 months have been successful.

An inquiry was made about acquiring the former Temple Adath Emanuel at 299 JFK Way adjacent to WMUA property. The property had been vacant and now appears to be occupied.

Air permit violations have been addressed. DOM Weekly and Acting Sewer Superintendent Rich Linke have upgraded the information and processes involved in permits and operating certificates.

The solar panel inverters are being repaired so that they work while plans are made for replacement.

Discussions continue with an engineer for possible hiring. ED Mackie is awaiting the results of a Civil Service announcement that closed on January 22. We've been told there were responses but have received no further information. ED Mackie will include an update at the next Personnel Committee.

#### ***Personnel / Professional Services Committee***

Cmmr. Boyer, Committee Chair, (or Cmmr. Weston) summarized the written report. Cmmr. Boyer and Weston joined ED Mackie in prescreening for the HR Director position. Interviews have been scheduled. A recommendation is expected for the next meeting. Further discussion of the process was referred to executive session. Clarification was made regarding the difference between classified and unclassified

positions, in particular the state reliance on testing for classified positions compared to local preferences for unclassified positions.

There were no responses to the RFQ for the Treasurer position. The Board would like the website to be easier to use for job seekers.

#### **Policies / Ethics / Governance Committee**

There was no meeting and nothing to report.

#### **Ad Hoc Training Committee**

Cmmr. Lindsay-Harvey, Committee Chair, reported that the committee recommends safety policies and procedures for guests visiting WMUA plants.

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

DOF Gigliotti summarized the written report.

#### **Motion to Accept the Report**

Moved: Cmmr. Turner                      Seconded: Cmmr. McIntosh

Discussion: It was noted the interest is reported on a monthly basis. It is not a cumulative number. Only the cash balances are cumulative. SREC credits for 2023 were significantly lower than in 2022 because the PCP wastewater site has been non-productive. There was no production in January 2024. Accounts receivable are down from \$4.1 million as of January 2023 to \$3.5 million in January 2024. The reduction of \$617,000 can largely be attributed to Low-Income Household Water Assistant Program (LIHWAP) funding from the state.

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

#### **Finance / Budget Committee**

Cmmr. McIntosh, Committee Chair, summarized the written report. The Board discussed the return to collection procedures as they existed before COVID including shut-offs as allowed after March 15.

The Cost of Service Study complete report has not yet been received. A discretionary credit in the Treasurer's report was clarified as a correction to the transmitters rather than the meters themselves. The Finance Committee reported that they have not yet seen a bill for the pools for all of 2023 as requested. This bill is expected to be presented to the Board to decide whether to send the bill to the Township. It is not to be sent automatically to the Township.

#### **Motion to resume normal collection procedures that had been stopped before COVID.**

Moved: Cmmr. Diggs                      Seconded: Cmmr. Boyer

Discussion: Commissioners discussed the process and timing of invoicing, reminder notices, shut-off notices, and shut-offs for residential properties. Interest is charged at 18% APR. Payment plans have been arranged on a case-by-case basis. Commercial properties have been shut off. Bills and notices go to about 1/3 of the town every month. So shut-off notices will not go to the entire town at one time.

The Commissioners asked that information about potential help, payment plans, and payment arrangements be placed on the WMUA website. A press release was recommended. Bill stuffers have continuously included the LIHWAP information. However, they are not currently accepting applications. The bill stuffer will be updated to include information about the availability of payment plans. There are currently 186 accounts with payment plans for a total of almost \$300,000. Townwide receivable information is not currently available. Information is available for two parks. Garfield Park has 1,475 accounts of which 510, 35%, are past due. Of those, 299 (20%) are greater than 120 days and 205 (14%) are greater than 180 days. In Buckingham Park, 373 (30%) of the 1,264 accounts are past due. Of these, 235 accounts (19%) are greater than 120 days, 166 (13%) are greater than 180 days.

**Motion amended** to resume normal collection procedures that had been stopped before COVID with the notice that will go out with the second quarter bill, billing dates after March 31. April 1<sup>st</sup> would be the first shut-off notices with first shut-offs occurring after June 15.

Moved: Cmmr. Diggs                      Seconded: Cmmr. Boyer

**Roll Call:** Cmmr. Diggs: Yes; Cmmr. Boyer: No; Cmmr. Turner: Yes; Vice Chair McIntosh: Yes; Chair Lindsay-Harvey: Yes. 4 affirmative, 1 negative, 0 abstain. Motion passed.

**Motion** to give the ED one-time discretion over the credit associated with the correction of billing errors caused by misassigned meters and transmitters.

Moved: Cmmr. Diggs                      Seconded: Cmmr. Boyer

**Roll Call:** Cmmr. Diggs: Yes; Cmmr. Boyer: No; Cmmr. Turner: Yes; Vice Chair McIntosh: Yes; Chair Lindsay-Harvey: Yes. 4 affirmative, 1 negative, 0 abstain. Motion passed.

There finance Committee reported that were no responses to the Treasurer RFQ. The Finance Committee recommended that the website registration for RFQs, for example for the Treasurer, be simplified to not require a website URL. The website requirement can be deleted easily and will be done.

#### **Resolution 2024-02-21-01 Approval of Payment of Bills**

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

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

#### **Resolution 2024-02-21-02 Authorizing Adjustment of Service Charges Beyond Control of Owner**

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

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

#### **Operations Reports**

**Motion to receive and file the report from the Director of Operations.**

DOM Weekly summarized the written report. Discussion addressed the implementation of key fob system for access by employees. Solar panel inverters have been found to be down due to parts being unavailable. According to Mr. Rosario, a plan for the inverters is underway. The fixes should be

completed by May 26, 2024. It appears that the issues with the inverter repairs were being made by swapping parts on very old inverters. Schnieder will be presenting a proposal for maintenance. The lack of functioning inverters has substantially reduced revenue.

#### **Operations Committee**

Cmmr. Turner summarized the written report. Commend the staff for moving items along on the list of things to be done. The Water Treatment Plant driveway was supposed to be completed by the end of last year. A notice of violation was issued. The contractor is starting work on Monday. The overall job is expected to be completed in April. Mr. Leisse is tracking performance. Cmmr. Turner would like to see a time limit, then if not done, proceed with liquidated damages.

A request was made to look at 299 JFK Way for possible acquisition. The building appeared to be vacant. It was noted that the building is being used on Sundays.

Well 6 Architectural Plans have been designed appearing much like Well 5. A request was made to the architect to look at the possibility of reducing the size of the building. Could more tanks be used horizontally instead of the height of Well 5A. Possibly something wider, L-shape. The hope is to have more palatable plans before going to the neighbors with the information.

There has been an issue with a check for payment of one of the air violations. The receipt and credit for the check have been confirmed.

#### **Environmental Committee**

Cmmr. Lindsay-Harvey reported that the committee did not meet this month.

#### ***Engineering Consultants' Reports***

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

Mr. Galipot summarized the written report. The grid canopies have been installed. Progress was made on the collection system resiliency improvements. The Mill Creek CWA approval or comments expected within the month. Met with the architect for the Well 6 building. They are trying to match the height of the one- and two-story homes in the area. Drawing will be presented at the next Operations Meeting. Then a rendering will come to the next Board meeting. Prior renderings were emailed to the Board on January 24.

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

Mr. Weller summarized the written report. Explained resolution for trickling filter to be taken up later in the meeting. Red Zone work by Crest has been completed with punch list finished earlier this week.

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

Mr. Leisse summarized the written report. Introduced the resolution for dehumidification project. The Country Club pool repairs are out for bid. The bids are scheduled to be opened the first week in March. The Township has just approved a proposal to evaluate the Pennypacker pool. So that work has not begun.

***Unfinished Business***

**Resolution 2024-02-21-03 Adopting an Employee Handbook**

ED Mackie noted that staff are not yet prepared to discuss this matter. Chair Lindsay-Harvey said it will be on the agenda in March.

***New Business***

**Resolution 2024-02-21-04: Establishing Non-Union Salaries, Wages, and Compensation for 2024**

Deferred to after Executive Session discussion.

**Resolution 2024-02-21-05: Authorizing the Execution of the Collective Negotiations Agreement Between The Willingboro Municipal Utilities Authority And Teamsters Local 676**

Deferred to after Executive Session discussion.

**Resolution 2024-02-21-06: Authorizing the Willingboro Municipal Utilities Authority To Enter A Contract For Digester Gas Testing**

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

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

**Resolution 2024-02-21-07: Authorizing the Purchase of Parts & Equipment through the North Jersey Wastewater Cooperative Pricing System with Raritan Group Inc. a Contract Participant in the North Jersey Wastewater Cooperative Pricing System, Contract #B352-2**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Boyer

Discussion: For gate valve and couplings, mechanical joints. Delivery is scheduled.

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

**Resolution 2024-02-21-08: Awarding a Contract for the Water Filtration Plant Dehumidification Project To Level-1 Construction, Inc.**

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

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

**Resolution 2024-02-21-09: Installation of Trickling Filters Columns**

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

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

***Comments From the Public –***

Martin Nock, Windsor Lane - Solar fields should have better monitoring. Very disappointed. It was later noted that the solar panels were state of the art when first installed. Since then, parts have been discontinued. Efforts have been made to make what we have work as long as possible, while also getting redo the entire field. Would like clarification on late accounts. Were the numbers town-wide or per park? ED Mackie noted that the statistics are for two parks as examples.

Sarah Holley, 9 Tioga Lane – What plan is in place to collect from people who cannot afford to pay? Waivers for low-income residents and people with medical conditions are defined by state regulation. Everyone else should be paying the bill. ED Mackie reviewed the discussion from earlier in the meeting about collection plans. Added information was provided about how the collection process will be posted on the website and customers informed to facilitate the collection.

***Commissioner Comments***

Cmmr. Davis: Good to have residents attend the meeting. Commissioners expect to be held accountable and attending the meeting helps with that.

Cmmr. Weston: Pleasure to have more residents at the meeting and increase resident participation. Good to have a protocol for discussion. Residents can reach out to the Executive Director. The Commissioners are holding the Executive Director accountable. We have been reinvigorating the WMUA and we plan continuous improvement.

Cmmr. Diggs: Shout out to the Personnel Committee for work this month. Thank you to Rhonda for having the statistics ready. I share the concern about the loss in SRECs. Committed to planning ahead for continuous improvement.

Cmmr. Boyer: Appreciate the input from residents. We are seeking improvements, asking questions, and pursuing answers.

Cmmr. Turner: Glad to have residents attend. We are in the process of both maintaining and upgrading mechanical systems. We also don't want to outprice the residents. Applaud the board, the administration, and the staff for their work. Applaud the residents for bringing concerns.

Cmmr. McIntosh: Thank you, customers, for attending the meeting and for giving us feedback. Thank the board, professionals, and staff as we go along the path to improve the WMUA. We have a lot of projects in place. We will do our best to provide water and sewer service at the most affordable prices.

Chair Lindsay-Harvey: Thank you for your participation. We welcome comments and complaints. Thank you to Board members and staff for all their work.

**Resolution 2024-02-21-10: Authorizing Executive Session**

Moved: Cmmr. Turner                      Seconded: Cmmr. McIntosh

Discussion: For the purpose of discussing collective bargaining agreement, employment terms, pending litigation and matters falling within the attorney-client privilege.

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

***Executive Session: 6:45 pm thru 10:30 pm***

***Motion to Exit Executive Session***

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

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

**Resolution 2024-02-21-04: Establishing Non-Union Salaries, Wages, and Compensation for 2024**

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

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

**Resolution 2024-02-21-05: Authorizing the Execution of the Collective Negotiations Agreement Between The Willingboro Municipal Utilities Authority And Teamsters Local 676**

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

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

***Motion to Adjourn***

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

**Voice vote:** Unanimous.

***Meeting Adjourned 10:40 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the February 21, 2024, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson  
Secretary to the Board

**Approved By The Board:** March 20, 2024