

**Willingboro Municipal Utilities Authority
Regular Meeting Minutes
November 8, 2023**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, November 8, 2023, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:06 PM 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 | |

Commissioner Boyer was not in attendance. Chair Lindsay-Harvey called upon First Alternate, William Weston, to stand in as a voting member.

Others Attending as Panelists

- | | |
|---|--|
| James Mackie, Executive Director | Michael Oppici, DeCotiis, Labor Counsel |
| Sharon Anderson, Board Secretary | Ryan Scerbo, DeCotiis, Rate/Energy Solicitor |
| Rhonda Gigliotti, Director of Finance | Richard Alaimo, Alaimo Engineering |
| Kara Weekly, Director of Operations & M | Lionel Galipot, Alaimo Engineering |
| Jim Lallo, Water Trtmt Plant Superintendent | Ben Weller, Environmental Resolutions |
| Rich Linke, Acting Sewer Superintendent | Tom Leisse, Pennoni |
| Chris Felthaus, System Maintenance Supt. | Bryan McGair, Schneider Electric |
| Michael Cragin, Bowman, Auditor | Greg Rosario, Schneider Electric |
| Jason Holt, CSG Law, Solicitor | Steven Graham, PCH Technologies |
| Kevin Kinsella, DeCotiis, Special Solicitor | Mark Moore, 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 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.

Public Comment - Agenda Items Only

Minutes

Motion to Adopt October 18, 2023, Regular Meeting Minutes

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

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

Administration

Executive Director's Report

ED Mackie summarized the written report and noted since the report he met with Township Manager Harris and Deputy Lawry regarding shared services. Following the meeting, they toured the JFK library basement for use as storage space and discussed classrooms as office space. Use of these areas would be incorporated into a shared services agreement.

The agenda is corrected to strike 11.C., the duplicate reference to audit approval. Item 11.C. on the agenda and renumber item 10.C., Authorizing the Job Description for the Board Secretary to 2023-11-08-08.

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

Personnel Committee

Cmmr. Weston summarized the recommendations in the written report.

Policy Committee

Cmmr. Lindsay-Harvey, Committee Chair, summarized the written report and recommended the passage of Resolution 2023-11-08-07: Setting a Standard Operational Procedure for Processing Board Packets and discussion about merit raises.

Resolution 2023-11-08-07: Setting a Standard Operational Procedure for Processing Board Packets

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

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

Finance and Budget

Treasurer's Report

The Treasurer's report was moved to the Special Meeting on November 29, 2023, to allow the time for bank statements to be received.

Finance Committee

Cmmr. McIntosh summarized the written report and noted that accounts receivables have increased substantially. Collection procedures are in the process of review. ED Mackie added that the winter residential non-termination procedure from the state will be in effect November 15, 2023, continuing through March 15, 2023. Mr. Cragin noted that the accounts receivable increased 250% from \$1.8 million at the end of 2019 to \$4.5 million at end of 2022. The collection percentage for 2022 was about 70%. All enforcement procedures should be considered by the authority. The Chair asked the Personnel Committee to engage with the Finance Committee to recommend the Treasurer job description and whether the Treasurer position will be a contractor or employee.

Resolution 2023-11-08-01 Authorizing Adjustment of Service Charges

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

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

Resolution 2023-11-08-02 Authorizing Adjustment of Sewer Service Charges

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

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

Resolution 2023-11-08-03 Authorizing Payment of Bill List for November 8, 2023

Moved: Cmmr. Weston Seconded: Cmmr. McIntosh

Discussion: The list is shorter than usual. There will be a second bill list presented at the Special Meeting on November 29, 2023.

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

Resolution 2023-11-08-04 Accepting the FY 2022 Audit

Moved: Cmmr. McIntosh Seconded: Cmmr. Holley

Discussion: Michael Cragin reviewed key points of the audit. The recommendations included the institution of identification tags that could be produced by the Township. Mr. Cragin reached out to the Township Clerk regarding financial disclosure forms, most recently on October 24, and had not received a response.

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

Operations and Management Department Report

The Director of Operations and Management Weekly invited questions. There were no questions.

Operations Committee

Cmmr. Turner noted that the report was late due to the tight timeframe for this meeting. The Committee recommended the purchase of an easement machine that will be presented at the next meeting. Further discussion was deferred to the Nov. 29 Special Meeting.

Environmental Committee

Chair Lindsay-Harvey summarized the written report. There were no questions.

Consulting Engineers Report - Alaimo

Mr. Galipot summarized the written report. There were no questions.

Consulting Engineers Report - ERI

Mr. Weller summarized the written report. There were no questions.

Consulting Engineers Report - Pennoni

Mr. Pennoni summarized the written report. There were no questions.

Consultant Schneider ESIP Report

Mr. Rosario summarized the written report and noted, since the report, responses from the state on the requested approvals. The only outstanding approval for authorization to advertise is for the building envelope. There were no questions.

Unfinished Business

Resolution 2023-11-08-05: Authorizing the Board of Commissioners for the Willingboro Municipal Utilities Authority to Execute the Collective Negotiations Agreement Between the Willingboro Municipal Utilities Authority and Teamsters Local 676 (Tabled Oct. 18, 2023)

Discussion: Attorney Oppici reported that Mr. Lyons from the Union could not agree to the changes without talking with senior officials within the union. No action taken.

Resolution 2023-11-08-08: Authorizing a Job Description for the Secretary to the Board of Commissioners

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

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

Resolution 2023-11-08-05: Approving the Employee Handbook – Vote to table discussion for further review by legal counsel.

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

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

New Business

Resolution 2023-11-08-06: Establishing and Implementing a Fair and Open Process for the Selection of Various Professional Service Agreements for the Following: Attorney (Solicitor), Conflict/Special Counsel, Bond Counsel, Labor Counsel, Energy/Rate Counsel, Financial Advisor(s), Independent Auditor, Special Projects Auditor, Consulting Engineer(s), Special Projects Engineer(s), Physician, Insurance Broker, Computer Network Administrator

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

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

Resolution 2023-11-08-09: Authorizing the Purchase of a Gasboy Fuel System through the Sourcewell Cooperative with Service Station Service, Inc. a Contract Participant in the Sourcewell Purchasing Cooperative Contract #092920-GVR.

Moved: Cmmr. Turner Seconded: Cmmr. Holley

Discussion: This is a replacement of an existing old pump system. The purchase is with a modernized pumping mechanism with computer systems.

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

Resolution 2023-11-08-10: Awarding a Contract for 2023 Sanitary Sewer Excavated Point Repair Project

Moved: Cmmr. Holley Seconded: Cmmr. Turner

Discussion: These are the first four locations for red zone repairs beyond what can be done in-house.

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

Resolution 2023-11-08-11: Authorizing the Purchase of a Low-Profile Equipment Trailer

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

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

Resolution 2023-11-08-12: Authorizing a Public Bid for the Sale of SRECs and the Award of a Contract for Sale to the Highest Responsible Bidder

Moved: Cmmr. McIntosh Seconded: Cmmr. Turner

Discussion: None

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

Comments From the Public – none

Commissioner Comments

Cmmr. Diggs: Wonderful meeting, thank you Chair.

Cmmr. Weston: Thank you to the public. We do better when the public is engaged.

Cmmr. Holley: Appreciate the efficient meeting.

Cmmr. Turner: Thank you to everyone who participated.

Cmmr. McIntosh: Thank you to all participants, residents, and government. Thank you to all the employees of the WMUA.

Chair Lindsay-Harvey: Thank you to everyone for attending. Thank you to the employees.

Executive Session

Resolution 2023-11-08-12: Authorizing Executive Session

Moved: Cmmr. McIntosh Seconded: Cmmr. Turner

Discussion: Closed session needed for the purpose #7 of litigation including environmental issues and contract issues related to rates.

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

Executive Session:

James Mackie, Executive Director
Sharon Anderson, Board Secretary

Rhonda Gigliotti, Director of Finance
Jason Holt, CSG Law, Solicitor

WMUA Regular Meeting Minutes of November 8, 2023
As Prepared by Board Secretary, Sharon Anderson

Andrew Cromer, Napoli, Shkolnik
Coral Odior, Napoli, Shkolnik
Kevin Kinsella, DeCotiis, Special Solicitor

Ryan Scerbo, DeCotiis, Rate/Energy Solicitor
Dave Fox, Raftelis
Mark Moore, PCH Technologies

Motion to Exit Executive Session

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

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

The Board Secretary reminded the Commissioners to stop by the office to provide the necessary signature for the audit.

Motion to Adjourn

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

Voice vote: Unanimous.

Meeting Adjourned 8:29 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the November 8, 2023, Regular Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson
Secretary to the Board

APPROVED BY THE BOARD: December 20, 2023