

**Willingboro Municipal Utilities Authority  
Special Meeting Minutes  
November 29, 2023**

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, November 29, 2023, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:04 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 <sup>st</sup> Alternate, William Weston	X	
Commissioner, 2 <sup>nd</sup> 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	Jason Holt, CSG Law
Chris Felthaus, System Maintenance Supt.	Tom Leisse, Pennoni
Jim Lallo, Water Trtmt Plant Superintendent	Bryan McGair, Schneider Electric
Rich Linke, Acting Sewer Superintendent	Greg Rosario, Schneider Electric
Kara Weekly, WMUA Lab Manager	Ryan Scerbo, Special Solicitor
Richard Alaimo, Alaimo Engineering	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 [] 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.

#### ***Public Hearing – Rates -***

#### ***Public Comment - Agenda Items Only***

#### ***Administration***

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

Discussion: ED Mackie summarized the written report. Full-time S3 operator required to be in place Dec. 6, 2023. Further discussion will be held in Executive Session. PFOS moved to Executive Session. The accountant position has not received resumes. The HR coordinator would need to be consulted to know what advertising is underway. The Personnel Director position received 16 resumes. The LIHWAP payments were delayed by DCA due to a mailing issue. The amount received to date from the LIWAP program will be distributed. A list of the positions added in 2023, along with salaries, will be distributed to commissioners.

##### **Personnel Committee Report**

Cmmr. Boyer, Committee Chair, reported that there had been no committee meeting since the last board meeting. Chair Lindsay-Harvey noted that the Board Self-Assessment and the Evaluation of the Board Secretary were distributed to the Commissioners for completion.

**Policy Committee Report**

Chair Lindsay-Harvey, Committee Chair, reported that there had been no committee meeting since the last board meeting.

**Finance and Budget**

**Director of Finance Report**

The values for the 2023 adopted budget were revised to reflect the October amendment. Expenses are less than 83%, which is where they should be. Revenue is just over 84%, which is also where it should be.

**Resolution 2023-11-29-01: Approval of Payment of Bills for November 29, 2023**

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

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

**Resolution 2023-11-29-02: Approving Corrective Action Plan for 2022 Audit**

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

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

**Operations**

**Operations Committee**

Cmmr. Turner reported that the Committee recommends passage of the resolution of the Edge Lane Rehabilitation, the purchase of an easement machine, and the two resolutions related to elbows replacement.

**Unfinished Business**

**Resolution 2023-11-29-03: Providing for the Creation of the Position of Administrative Assistant to the Executive Director, Defining the Duties, and Fixing the Salary**

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

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

**Resolution 2023-11-29-04: Awarding a Contract for the Water Tank 2 Edge Lane Rehabilitation Project, Subject to NJDEP Approval**

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

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

***New Business***

**Resolution 2023-11-29-05: Authorizing the Purchase of a Dyna-Vac Rhino RH-100 Easement Reel Mover through the Educational Services Commission of New Jersey with Tri State Environmental Services LLC**

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

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

**Resolution 2023-11-29-06: Authorizing an Emergency Contract Pursuant to the applicable provisions of the Local Public Contracts Law to Award a Contract for Supervision, Labor, and Equipment to Remove and Replace Two Flanged Reducing Elbows**

Moved: Cmmr. Turner                      Seconded: Cmmr. McIntosh

Discussion: Air build up in the recirculation pumps, the elbow (original equipment) requires replacement. Became critical due to air volume.

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

**Resolution 2023-11-29-07: Authorizing the Purchase of Two Flanged Reducing Elbows 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. Turner                      Seconded: Cmmr. McIntosh

Discussion: Purchasing through a cooperative gives the spontaneity of a fast purchase and less paperwork. It does not guarantee the lowest price.

**Roll Call:** Cmmr. Boyer: 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***

**Resolution 2023-11-29-08: Authorizing Executive Session – Employment and Pending and Anticipated Litigation**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Holley

Discussion: The purpose is to discuss anticipated litigation (#7) and the personnel matter regarding engaging someone with the license necessary for state compliance (#8).

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

***Executive Session: 7:01 pm thru 8:23 pm***

**Motion to Exit Executive Session**

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

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

**Commissioner Comments**

Cmmr. Diggs:      Leadership is doing a great job at encouraging staff progress with licenses.

Cmmr. Weston:      Thank you to fellow commissioners.

Cmmr. Boyer:      Appreciate encouragement given to employees to get licenses. Thank you to Mr. Fox and Rhonda for Rate Hearing presentation.

Cmmr. Holley:      Interested in fair compensation across all staff.

Cmmr. Turner:      Kudos to everyone for accomplishing so much this year.

Cmmr. McIntosh:      Thank you to our clients, and our Admin employees. Congratulations on new licenses. Looking to run as efficiently as possible addressing capital needs.

Chair Lindsay-Harvey: Thank you to employees and professionals. And to commissioners for all the work that is getting done.

**Motion to Adjourn**

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

**Voice vote:** Unanimous.

**Meeting Adjourned 8:32 pm**

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the November 29, 2023, Special Meeting of the Willingboro Municipal Utilities Authority.



Sharon L. Anderson  
Secretary to the Board

APPROVED BY THE BOARD: Dec. 20, 2023