

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

January 15, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, January 15, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:01 PM. Chair welcomed the new Board Secretary, Bernadette Davis-Green, who led the pledge of allegiance then administered the roll call.

Roll Call

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

Commissioner Turner was not present during Roll Call, however joined at 6:20pm. Chair Lindsay-Harvey stated, 1st Alternate Commissioner William Weston was a voting member of the board in Commissioner Turners absence.

Others Attending as Panelists

James Mackie, Executive Director	Jason Holt, CSG Law, Solicitor
Bernadette Green, Board Secretary	Lionel Galipot, Alaimo Engineering
Aisha Manners, Board Treasurer	Steven Graham, PCH Technologies
Rhonda Gigliotti, Director of Finance	Tom Leisse, Pennoni
Kara Weekly, Director of Op. and Maint.	John Barta, Schneider Electric
Henry Hall, Director of Human Resources	Greg Rosario, Schneider Electric
Chris Felthaus, System Maintenance Supt.	Nicole Brown, Suburban Consulting
Bill Lake, Water Trtmt Plant Superintendent	Ben Weller, Environmental Resolutions, Inc.
Doug, Borger, Sewer Superintendent	

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 is an official regular meeting of the Willingboro Municipal Utilities Authority. Adequate notice has been given to the public in excess of forty-eight hours prior to this meeting in the following manner:

- A. Notice was posted on the official bulletin board of the Authority building, and on the WMUA website.
- B. 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.
- C. Public Notice was published in the designated official newspapers - the Burlington County Times and Courier-Post.

The Board Secretary is directed to enter this public announcement into the minutes of this meeting.

The Executive Director was requested to explain the resolutions on the agenda.

Public Comment - Agenda Items Only

Ms. Priti Patel – 4272 Rt. 130 N Willingboro, stated that she spoke to Mr. Mackie by telephone and that hopefully the outstanding issue since the pandemic regarding the Beverly Court Hotel. She asked if she should stay on until after the executive session or will she receive some type of paperwork later? How long will the executive session last Hopefully we can put this behind us.

Former Mayor Martin Nock – Windsor La. Would like to know the issue is with the Beverly Court Hotel that you have to adjust the service charges. Noted that Ms. Patel stated the issues have been since the pandemic.

Mr. Mackie responded to the public. To Ms. Patel he stated that the executive session would be at least an hour, however that is just speculation. To Mr. Nock – The Authority failed to get in person accurate readings and estimate readings were put in for four quarters consecutively. Upon receipt of the 5th bill, the overall usage was for a period of 15 months, which was in excess of the normal bill and as a result there was a difference in the measured usage and relief is sought for that bill.

Consent Agenda

Motion: Commissioner Boyer Seconded: Vice-Chair McIntosh Discussion: None

Resolution 2025-01-15-01 – Rejecting IT Consulting Service Bids

Resolution 2025-01-15-02 – Authorizing Comprehensive Contracting for IT Services

Resolution 2025-01-15-05 – Appointing Board Secretary

Resolution 2025-01-15-07 – Authorizing CO#1 WTP Parking Lot Improvement

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Weston – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes 5-affirmative:0-negative Motion passed

Motion: To approve consent agenda

Motion: Commr Weston Seconded: Commr Boyer

Discussion: Commissioners received further clarification on the current vote

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Weston – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Motion: To approve December 18, 2024 Minutes

Motion: Vice-Chair McIntosh Seconded: Commr Diggs

Discussion: None

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Weston – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Policy, Procedures & Communications Committee Report – Recommendation for the following 3 Water Celebrations for 2025: Imagine a Day Without Water, National Groundwater Awareness Week and national Drinking Water Week.

Discussions

Financial responsibilities to the Authority – it was concluded that celebrations are acknowledgements for now with the possibility of reassessing at a later time.

Dates of the celebrations – clarification given by Chair Lindsay-Harvey. October – A Day Without Water, 2nd week of March national Groundwater Week, May 4th – 11th National Drinking Water Week

Social Media outreach – Sharing what is currently being done, Chair explained that we have not done anything like this before. Suggestions on what could be included on the social media outlets.

Executive Director Report

Executive Director gave updates to the Commissioners on the following topics

- WT Vac truck status
- Well 5A PFOS project contract modifications
- Well 6 WTP Upgrade Project
- EPA PFAS Final Rule
- FY25 Community Project Funding – Federal EPA State and Tribal Assistance Grant (STAG) – amount received by the WMUA will not exceed \$1,105,800
- Tetrachloroethylene a/k/a PERC
- Edge Lane Tank
- Insurance
- Customer Service
- PFAS MFR’s Lawsuit
- 433 JFK Way Admin Office Bldg
- 215 Sunset Rd. Admin Office Annex – Key acquired, and Commissioners can tour

Treasurer’s Report

Board treasurer, Aisha Manners, highlighted the PCP generation and lack of information reported on that. Schneider has not been able to provide the information needed. Currently in conversation with Goldman Sachs regarding funds for investment purposes to ascertain if that is something the Board would like to entertain. They also have a sweep account that yields 4.3%.

Finance Director's Report

Finance Director, Rhonda Gigliotti, did not have any additions and the Commissioners have no follow-up discussion.

Finance / Budget Committee

Commr Diggs highlighted the lockbox situation as well as the professional service pool situation. There is a need to move forward on discussions with the Town Manager – possibly a shared service agreement.

Vice-Chair McIntosh mentioned the possibility of using Dashboards, as suggested by the Treasurer, as a way for the Board to be able to access certain information through Edmunds.

Human Resources Report

HR Director, Henry Hall, stated that one verbal offer for position in water pending background check, drug test, and physical. Other interviews scheduled.

Vice-Chair McIntosh questioned the Executive Director hiring process timeframe. Henry Hall responded that there has been 14 resumes received and forwarded to the personnel committee Commissioners.

There is one candidate that has water or wastewater or engineering background. Interviews start next week if possible. Time frame is approximately 3-4 weeks.

Commr Diggs requested data as it relates to retention rates and how to improve. Mr. Hall suggested an Environmental Scan.

Personnel Committee Report

Commr Boyer – Recommendation for a policy on remote working, 2..3..1 schedule 2 days remote, 3 days in the office and one of the three days all departments would be in the office. Commissioner discussion on frequency and which personnel would be able to take advantage of this policy.

Another consideration of the committee is healthcare beyond time of leave.

Discussion on employment of licensed vs non-licensed individuals along with the challenges and advantages of each type of applicant.

Ad Hoc Training Committee Report

Chair Lindsay-Harvey – Apprenticeship program with Willingboro High School. 51 students have applied for the pre-apprenticeship program for 20 slots. Further discussion on how to proceed, the signing ceremony, and implementation of the program.

Operations and Maintenance report

Director of Operations and Maintenance, Kara Weekly – Thanked staff for 2024 year with the many challenges. Is looking forward to a successful 2025. Commr Boyer questioned the multiple line failures and if there is a benchmarking procedure in place? Further discussion between Commissioners and ED regarding the make-up of the service lines, procedure to be proactive, benchmarking, and networking with other personnel throughout the state.

Engineering Consultants' Reports

Consulting Engineers Report - Alaimo

Met with DEP regarding the installation of the Chemical plant. Commissioners had an opportunity to converse and ask questions regarding the property. The review process will continue and there is a request for a rendering. Collections system – the planning document has been submitted and currently waiting for response. Regarding, HEC-RAS meeting, there has been no contact, and I will try to expedite. Commissioners were able to ask questions and receive clarification of the written report.

Consulting Engineers Report - ERI

Red Zone repairs – previously reported a delay however the work has commenced on January 14th and are working in the Hazelwood Circle section. ED further explained that the services of ERI were needed for the property at 39 Parsons for a collapsed sewer line. Emergency outside company called in, Waters and Bugsby.

Consulting Engineers Report - Pennoni

Nothing to add to the report however Commissioners were able to ask questions and receive clarification on written report. Discussion regarding the air relief valve. Provided a report stating that although the valve has not been operational since March 2023, it appears that the volume of flow does not accumulate, so having a valve does not provide significant benefit to the force main. Discussion on the Township pools and has been recommended to have a master plan through the township for the pools. Currently there are outstanding bills to the Township. ED to follow up with the Township Manager.

Consulting Engineers Report - Suburban

Explanation of the change orders that will be considered by the Board. Looking to the logo change in April. Prior to that there will be no expected activity. Commr Boyer received clarification of the socially and economically disadvantaged monthly report.

Schneider Electric

Provided further insight on the written report and allowed for Commissioners to receive further clarification. ED also provided more information regarding the projects that needed change orders. Discussion regarding S-RECs and communication with the GATS system.

Operations Committee Report

Commr Turner gave updates and notable matters that are included with the report presented to the Board. Clarification given on the data loggers being installed on the PCP side, which will be getting installed the following day.

Resolution 2025-01-15-06: Authorizing CO#1 WTP Dehumidification Project

Motion: Commr Boyer

Seconded: Commr Diggs

Discussion: None

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Resolution 2025-01-15-08: Authorizing CO#1 Edge Lane Tank Rehabilitation

Motion: Commr Turner Secoded: Commr Boyer

Discussion: None

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Resolution 2025-01-15-09: Authorizing CO#2 Edge Lane Tank Rehabilitation

Motion: Commr Boyer Secoded: Commr Diggs

Discussion: Commr Davis received clarification on whether this resolution is a cost vs time extension.

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Resolution 2025-01-15-03: Approval of Payment of Bills

Motion: Vice-Chair McIntosh Secoded: Commr Turner

Discussion: None

Roll Call Vote – Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

New Business

Resolution 2025-01-15-10: Authorizing Executive Session

Moved: Commr Turner Secoded: Vice-Chair McIntosh

Discussion: As per Mr. Holt, the executive session is to discuss pertinent legal issues and allow attorneys to discharge their fiduciary responsibilities.

Roll Call: Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes **5-affirmative:0-negative Motion passed**

Public Comment

Ms. Wittenberger – from Mt. Laurel MUA, offering assistance and willingness to share information with ED regarding the replacement plan and their use of the GIS system.

Commissioner Comment

Commr Davis – Happy New Year to everyone, we are going to thrive in 2025. There has been much growth and progress and thank you to all the public who have taken the time to join and witness us conducting business on behalf of our users. Thanked the MUA employee staff leadership team.

Commr Weston – Serving on the board is an honor. Thank you to all residents that listened to the meeting and would like to get more residents involved. Thanks to all of the employees that keep us moving, they are the people on the front line.

Commr Diggs – Thanked the Chairwoman for pushing the pre-apprenticeship program. It is the first in the country, which is part of the reason the Department of Labor is very Gung Ho about helping with this. This is the way education is going to be pushed forward, and it give Willingboro High School an honor to be apart of it. Thanked the Commissioners for their commitment to educating the community and connecting in a way that’s admirable.

Commr Boyer – Thanked all the Commissioners for the work they do and volunteered to be a speaker for the pre-apprenticeship program. Thanked Mr. Nock and the representative from the Mt. Laurel MUA for providing their input.

Commr Turner – Thanked the residents for their communication through all channels. Job well done to the Commissioners and commended their perseverance. Thanked administration for making WMUA a better place. There has been a lot of work accomplished in 2024.

Vice-Chair McIntosh – Thanks to everyone for their input. We want to improve operations and continue with the good things that are happening. Very happy with the youth engagement initiative that is a partnership with Willingboro High School.

Chair Lindsay-Harvey – Our MUA is really a great place, everyone works hard. It is remarkable to look at how much work has been done in 2024. It’s a testament to all the people that are involved.

Executive Session: 8:45pm thru 10:13pm

Motion to Exit Executive Session

Moved: Commr Boyer Seconded: Vice-Chair McIntosh Discussion: None

Roll Call: Commr. Boyer – yes; Commr. Diggs – yes; Cmmr. Turner – yes; Vice-Chair-McIntosh – yes; Chair Lindsay-Harvey – yes 5-affirmative:0-negative Motion passed

Motion to Adjourn

Moved: Commr Turner Seconded: Vice-Chair McIntosh

Voice vote: Unanimous.

Meeting Adjourned 10:16 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of January 15, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

Bernadette Green

Bernadette Green
Secretary to the Board

Approved By The Board: February 19, 2025