

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### August 21, 2024

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

***Roll Call***

Title, Name	Present	Absent
Chair Patricia Lindsay-Harvey	x	
Cmmr. 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	

Commissioners Boyer was not in attendance at the time the roll was called. Chair Lindsay-Harvey called upon First Alternate, William Weston, to stand in for Cmmr. Boyer.

**Others Attending as Panelists**

James Mackie, Executive Director  
 Sonya Butler, Acting Board Secretary  
 Rhonda Gigliotti, Director of Finance  
 Aisha Manners, Treasurer  
 Kara Weekly, Director of Op. and Maint.  
 Jason Holt, CSG Law, Solicitor  
 Kevin Kinsella, Special Solicitor  
 Douglas Borger, Sewer Superintendent

Lionel Galipot, Alaimo Engineering  
 Ben Weller, Environmental Resolutions, Inc.  
 Tom Leisse, Pennoni  
 Greg Rosario, Schneider Electric  
 Nicole Brown, Suburban  
 Henry Hall, HR Director  
 Anita Aradhya, Architect

***Open Public Meetings Act Reading***

The Acting 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 Acting 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***

Since 2021, in compliance with the New Jersey Department of Environmental Protection and DEP, the WMUA has been required to send its customers frequent notifications regarding Well 5A's compliance with PFOS and PFOA. The notices received by the public did not reflect the current satisfactory status of Well 5A. The language and notice were based on a general template mandated for use by NJDEP which, in turn, caused misperceptions within the customer base. We sincerely apologize for this, yet we were obligated to follow NJDEP guidelines. We are working to complete our PFOS remediation system for Well 5A. Since the latest notification date, March 5<sup>th</sup>, 2024, we are pleased to report that the new system is online, approved by NJDEP and that, through weekly testing, there are no findings of PFOS contamination above the New Jersey maximum contaminant levels in the water being delivered to our customers from Well 5A.

### ***Proclamations***

#### **Proclamation recognizing August 2024 as National Water Quality Month**

Acting Board Secretary Butler read the Proclamation.

#### **Proclamation Honoring Sharon L. Anderson**

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

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

### ***Executive Director's Resolution Summary***

The Executive Director read the names of the resolutions and provided a summary for each. He advised the Board that Resolutions 8I and 8J were removed from tonight's agenda.

### ***Public Comment - Agenda Items Only - None***

### ***Consent Agenda***

Res. 2024-08-21-02: Approval of Payment of Bills

Res. 2024-08-21-03: Authorizing Adjustment of Service Charges

Res. 2024-08-21-04: Authorizing Adjustment of Sewer Service Charges

Res. 2024-08-21-16: Rejection of Bids for Office Space Lease

Res. 2024-08-21-18: Awarding Contract for Ultra Flow Filters

Res. 2024-08-21-19: Authorizing Performance Bond Release

Res. 2024-08-21-20: Awarding CC#24-02 NJDEP Certified Contract Laboratory

Moved: Cmmr. Turner

Seconded: Cmmr. McIntosh

Discussion: None

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

### ***Minutes***

#### **Motion to Adopt July 17, 2024, Regular Meeting Minutes**

Unavailable – Director Mackie indicated that the minutes would be available at the September regular monthly meeting.

#### **Motion to Adopt July 31, 2024, Special Meeting Minutes**

Unavailable – Director Mackie indicated that the minutes would be available at the September regular monthly meeting.

### ***Executive Updates***

#### **Policy, Procedures & Communications Committee**

None

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

Discussion: Director Mackie advised the Board that the fencing decision has been postponed and should be ready by the September meeting. He stated that he would like to get some dates from the board to meet in person for neighborhood outreach for the Well 6 project. There needs to be some clarification from the Board with respect to architectural changes to the Well #6 Water Treatment Plant. Using brick instead of block it will cost an additional \$250,000 plus an extra cost for the sloped roof.

#### **Well #6 Water Treatment Plant design**

The architect, Anita Aradhya, presented the Board with design options and information regarding additional costs associated with same.

A decision was made to hold the conversation until they meet with the neighborhood residents. Discussions were had as to what should be included in the invitation letter that will go out to the residents on the block.

Approximately 6:22pm – 7:03pm

Director Mackie stated that the environmental engineer from Alaimo reviewed the proposed office parking expansion and advised that it would not require any environmental permits because it is beyond the 50-foot freshwater wetlands buffer. Solar Field PCP is operational. Water in progress. No answer on Senate Markup for grant funding. Congratulations to Julian Piedra for obtaining his C1 License. Holyoke Tank is ready to go out for RFP.

Res. 2024-08-21-01: Approving Change Order for ESIP

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Turner

Discussion: Director Mackie explained the need for the change order. Comm. Turner stated that he is not in agreement that this is an ESIP change order. The discussion was moved to Executive Session.

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

There were no questions on the report.

### ***Preliminary 2025 Budget***

CFO Gigliotti went over the Preliminary budget for 2025. She advised that the chart on page 19 shows the budget for 2024 versus the projections for 2025. She went over the increases and explained same. She also advised that there was a large increase for the new office lease that they were discussing tonight. The largest difference is capital. There was a 65% increase in sewer and a 51% increase in water. The overall budget is looking at an 18% increase. She went over the 2024 cost of Solar Production at various sites compared to 2023 and 2022. Commr. Diggs stated that the Finance Committee suggests that the Personal Committee take a look at the staffing plan to make sure it coordinates with what is in the upcoming budget. CFO Gigliotti welcomed any updates while preparing the budget and asks that she receive them a week prior to the next meeting. Commr. Diggs asked if he could receive them by the 6<sup>th</sup> of September in order to be presented at the next Finance Committee meeting.

### ***Finance Committee***

Cmmr. Diggs advised that the Budget is on schedule. No new updates on the Hospital meter issue. The Cash Investment Analysis will be incorporated into the Cash Management Plan for 2025. They will make some recommendations once the new treasurer has a chance to review it. The engineer is going to give an analysis of normal pool usage so that they can use that potentially as a basis for establishing a policy for the Willingboro Pool issue. He added that shut offs are having an effect on operations and the administrative office. The office is inundated with people when shut offs are done, affecting parking and administrative office duties. The policies around shut offs are being looked at to see what can be changed to make them less taxing on staff and the public. Looking to reinstate the Tax Sale policy but it needs to be reviewed as what the current policy is versus what management is suggesting is a little different. Commr. Diggs also stated that the Executive Director advised him that he does not have a dollar amount from the Board regarding the selection of engineering projects as to what stage he can make decisions about allocating projects versus projects going to a group. Commr. McIntosh added that as for customer service it is more than a parking issue, it's that customers are calling and not getting a response. A discussion was then had regarding some changes that could be made in the shut-off policies. Chair Lindsay-Harvey advised them to work on it and bring some suggestions back to the Board. She then added that they need to decide on the recommendation regarding the threshold amount for the ED. Solicitor Holt suggested that the discussion be held for Executive Session. Director Mackie made a correction to

the report stating that the rate hearing would be at the October meeting. Commr. McIntosh asked for some suggestions about the customer service issue. Director Mackie introduced the new treasurer, Aisha Manners, to the Board.

Res. 2024-08-21-05: Authorizing Republic Bank Account Signatories and the Execution of the Entity Authorization Agreement

Res. 2024-08-21-06: Authorizing Signatories for WSFS Bank Account xxx1301

Res. 2024-08-21-07: Authorizing Signatories for WSFS Bank Account xxx2043

Res. 2024-08-21-08: Authorizing Signatories for WSFS Bank Account xxx4223

Res. 2024-08-21-09: Authorizing Signatories for WSFS Bank Account xxx4231

Res. 2024-08-21-10: Authorizing Signatories for WSFS Bank Account xxx4249

Res. 2024-08-21-11: Authorizing Signatories for WSFS Bank Account xxx5490

Res. 2024-08-21-12: Authorizing Signatories for WSFS Bank Account xxx8267

Res. 2024-08-21-13: Authorizing Signatories for WSFS Bank Account xxx8275

Res. 2024-08-21-14: Authorizing Signatories for WSFS Bank Account xxx8283

Res. 2024-08-21-15: Authorizing Signatories for WSFS Bank Account xxx8291

Moved: Cmmr. Turner                      Seconded: Cmmr. McIntosh

Discussion: Chair Lindsay-Harvey stated that the bylaws say the treasurer is supposed to open and close accounts so why does Res. 2024-08-21-05 have the Director of Finance and the ED's name on them? Also, a Board Secretary has not been hired so the resolutions certification page should say Acting Board Secretary. Commr. Diggs explained that the bank signature cards need to be updated so that they are inline with the current commissioners. Chair Lindsay-Harvey directed the changes be made and asked for Roll Call.

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

### ***Human Resources Report***

Director Hall stated that they just wrapped up their summer intern program. The program had been inactive due to COVID. They had 6 students overall. The program went well, and the students did a very good job in all areas. He then introduced Basiah Ali who spoke briefly about her experience in the program and how the experience significantly contributed to her professional development. Director Hall then introduced Akira McCollum who read her report on her experience with the WMUA. Director Hall stated that the treasurer is on board, and he officially welcomed the new sewer superintendent, Douglas Borger. Currently searching for a chief engineer. As of this week they have 1 prospect, and he is in the process of scheduling an initial interview. There are 2 prospects for the Board Secretary position. He will begin scheduling interviews with them.

***Personnel Committee Report***

Commr. Weston went over the personnel report. He advised that at the time of their meeting there were no vacancies in the office. There is now 1 vacancy on the water side and 1 vacancy on the sewer side. The rotation was expanded from 11 to 12 people. They are looking for a water licensed person, sewer licensed person and a non-union supervisor at the Pollution Control Plant. The ED has been directed to create guidelines for conditional employment concerning licenses. Commr. Weston added that it is the Personnel Committee's recommendation that the Finance Committee review additional salaries and validate according to the budget, the Policy Committee review the promotion policy and the Board review and approve the job description for the Board Secretary.

***Ad-Hoc Training Committee Report***

None

***Operations Reports***

Director Weekly summarized the Operations Report and highlighted that they are doing a lot of great work in the departments, especially focusing on community outreach. They participated in the Jazz Fest and will be participating in a truck event tomorrow night. Chair Lindsay-Harvey congratulated the 2 people that received their CDL Licenses.

***Consulting Engineers Report - Alaimo***

Mr. Galipot went over his report and advised that there are 3 or 4 permits that are due to expire at the end of July. He advised that DEP is aware and they are under the automatic renewal process handled by DEP. There were no questions.

***Consulting Engineers Report - ERI***

There were no questions. Mr. Weller added that the air release valve is scheduled for September 4<sup>th</sup> weather dependent.

***Consulting Engineers Report - Pennoni***

Mr. Leisse added that no submissions have been received on the pool issues. Pennypacker Pool further leak tests were done. The trench drain area has been repaired and they are trying to narrow down other areas of leakage in the draining pipe.

***Consulting Engineers Report - Suburban***

Ms. Brown added that there have been some additional accomplishments on the Edge Lane Tank Rehabilitation. All of the coating has been completed with the exception of the interior finish from the catwalk up. The vault piping coating has been completed. The exterior logo will be completed next week. Some minor items will continue through mid-October. Some photos of the project were then shared with the Board. Commr. Diggs stated that it would be great for the community to see the photos as well.

**Schneider ESIP Report**

Director Mackie stated that progress payment #2 is on the bill list tonight. This included engineering and construction management and a partial payment on the new solar inverters and a final amount on the fire violations, corrective action that was performed.

**Operations Committee**

Chair Lindsay-Harvey asked if the committee received the information that they requested. Commr. Turner advised that did not, but he believed they were still working on whether they needed to have a meeting or not. He then added that they had recommendations for the lab service, ultra blow filters and change orders to Schneider not involving ESIP for the solar field repairs, fire code violations and boiler repair. Chair Lindsay-Harvey asked if the committee received the information that was needed regarding the fencing. Commr. Turner stated that they did not but saw some of the information in the ED report. Commr. Diggs asked if they received any plans on the long-term solar field. Commr. Turner advised that Schneider said what they have is good for 10 years. Director Mackie added that Shneider would be able to provide a new feasibility report to incorporate the new Srec programs.

***Unfinished Business***

None

***New Business***

None

**Resolution 2024-08-21-23: Authorizing Executive Session**

**8:28 pm**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Turner

Discussion: For the purpose of discussing contractual matters dealing with the following:

- Res. 2024-08-21-01: Approving Change Order for ESIP.
- ED’s authority for contracting matters.
- Res. 2024-08-21-17: Awarding CC# 24R-07 Office Space Re-Bid

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

***Comments From the Public***

None

**Commissioner Comments**

**8:29 pm**

**Cmmr. Davis:** Thanked the visitors for being in attendance and looks forward to seeing an increase in citizens coming out to see how the WMUA conducts business. Thankful to all the WMUA employees. Take a moment to continue to keep the Anderson family in our prayers.

**Cmmr. Weston:** Greetings to those in attendance. Glad to hear the intern program has progressed and hope that it will continue to grow in the future. Hopes that they can come up with a policy to mitigate the shut offs and that they can be a good front facing organization with the public. Commended any of the employees that received their licenses. Thanked everyone at the WMUA for doing a good job.

**Cmmr. Diggs:** Thanked everyone for attending. Thanked the staff for assisting with the interns while everything was being moved around. Thanked the community for their support.

**Cmmr. Turner:** Congratulated the summer interns and staff that received their CDL's. Thanked the administration and staff for their continued service. Thanked the Commissioners for all their hard work.

**Cmmr. McIntosh:** Thanked all in attendance. Thanked the employees and customers. Congratulated the employees who have increased their licenses and gave kudos to the summer interns. Took a minute to express his condolences to the Charwoman on the passing of her husband and added that they will continue to pray for her and support her in any way possible.

**Chair Lindsay-Harvey:** Seconded everything that the fellow commissioners have said. There are wonderful people at the WMUA that do a wonderful job. Thanked everyone for their love and support.

**Executive Session: approximately 8:35 pm to 9:58 pm**

**Motion to Exit Executive Session**

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

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

**Res. 2024-08-21-17: Awarding CC# 24R-07 Office Space Re-Bid**

Moved: Cmmr. Turner      Seconded: Cmmr. Diggs

Discussion: Approved pending Solicitor Holt's review

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

**Motion to Adjourn**

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

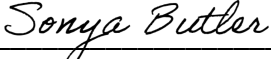
**Voice vote:** Unanimous.



***Meeting Adjourned 10:05 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the August 21, 2024, Regular Meeting of the Willingboro Municipal Utilities Authority. These minutes are of necessity condensed and abridged and do not purport to contain the full contents of the matters discussed.

  
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Sonya Butler  
Acting Board Secretary

**Approved By The Board:** September 18, 2024