

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### December 18, 2024

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, December 18, 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	
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 McIntosh, Turner and Davis were not in attendance at the time the roll was called. Chair Lindsay-Harvey called upon First Alternate, William Weston, to stand in.

Cmmr. McIntosh arrived at 6:02 pm. Cmmr. Turner arrived at 6:06 pm.

**Others Attending as Panelists**

James Mackie, Executive Director	Ben Weller, Environmental Resolutions, Inc.
Sonya Butler, Acting Board Secretary	Greg Rosario, Schneider Electric
Rhonda Gigliotti, Director of Finance	Nicole Brown, Suburban
Aisha Manners, Treasurer	Henry Hall, HR Director
Jason Holt, CSG Law, Solicitor	Jim Lallo, WMUA
Douglas Borger, Sewer Superintendent	Chris Felthaus, WMUA
Lionel Galipot, Alaimo Engineering	Andrew DeVito, Renati Solutions
Kevin Kinsella, DeCotiis	

**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.



regards to whether the agreement should be approved by the Town before or after the resolution is approved by the Board.

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

**Res. 2024-12-18-02: Awarding Competitive Contract CC# 24-08 for Information Technology Consulting Services**

Held for Executive Session

***Treasurer's Report***

Treasurer Manners advised the Board that the interest rates for the banks have declined. Cmmr. Diggs asked if the solar fields at the water treatment plant are still not getting any readings? He was advised that they are not. Treasurer Manners advised that Mr. Rosario was supposed to get back to them to see if they can retro bill for the unread revenues.

***Finance Director Report***

Director Gigliotti advised that she had a correction to her report. The RFP bid opening submission should read 11/26 not 11/2.

**Res. 2024-12-18-03: Adoption of 2025 Budget**

Moved: Cmmr. McIntosh                      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. Resolution passed.

***Finance Committee***

Cmmr. McIntosh advised that they looked over the payment plans and a few other things from the previous meeting. Cmmr. Diggs advised that they are still reviewing the payment arrangement policy. He then stated that the attorneys advised them to do a shared service agreement to abate the pool charges where they are allowed a certain amount of water and are charged for any overages. A discussion was then held regarding a hospital meter that is showing up, but the location of the meter is not clear. The Board then discussed the liability regarding the transfer of funds to the Bank when deposited by the WMUA staff or by the Willingboro Police Department.

**Res. 2024-12-18-04: Approval of Payment of Bills**

Moved: Cmmr. Turner                      Seconded: Cmmr. Boyer

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. Resolution passed.

**Res. 2024-12-18-05: Authorizing adjustment of Service Charges – No Fault**

Moved: Cmmr. Turner

Seconded: Cmmr. Boyer

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. Resolution passed.

**Res. 2024-12-18-06: Authorizing adjustment of Service Charges**

Held for Executive Session

***Human Resources Report***

Director Hall stated that they received 14 resumes for the Executive Director position. However, only 1 candidate had a water and wastewater background. So, they took the job description and revised it and will repost to try and attract candidates with more water experience. They also had an interview with the candidate for Board Secretary.

***Personnel Committee Report***

Cmmr. Boyer went over the open positions that he had listed. He then advised that the cost-of-living adjustments and the Executive Director's cost of living issues will be part of Executive Session discussions.

**Res. 2024-12-18-07: Establishing Wages and Salaries effective January 1, 2025**

Held for Executive Session

**Res. 2024-12-18-08: Adjustment of Wages and Compensation for the Executive Director**

Held for Executive Session

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

Chair Lindsay-Harvey advised that there is an issue regarding the apprenticeship program and 2 Executive Session items to be discussed.

***Operations Reports***

Chair Lindsay-Harvey advised that the Employee Appreciation Dinner was wonderful, and everyone had a good time. Cmmr. Boyer mentioned leaks, where the streets had to be dug up. He asked if anyone has found out the reason for the leaks? Dir. Mackie explained some of the reasons to the Board. A discussion was then held regarding same.

**Consulting Engineers Report - Alaimo**

Mr. Galipot advised that they uploaded the revised planning document for Well #6 and it is currently being reviewed by DEP. Once approved they will upload the design plans for their final review. He also advised that the landscaping has been completed and they are waiting on the wrought iron fence to be delivered for Well #5.

**Consulting Engineers Report - ERI**

Mr. Weller stated that since his report they are scheduled to repair the Cross Collector number 1, and they also have a preconstruction scheduled for tomorrow for the Red Zone repairs. Cmmr. Turner asked if all the primaries were up. Mr. Weller advised that all primaries and secondaries are operational.

**Consulting Engineers Report - Pennoni**

There were no questions.

**Consulting Engineers Report - Suburban**

Ms. Brown stated that they are nearing the end of the project. Most of the remaining items are punch list items. Some of which cannot be completed until spring. They have an interim interview with DEP tomorrow which is typical. She advised that they split the change order for the repairs so there is now 1 for each vendor. She then went over the change orders with the Board.

**Schneider ESIP Report**

Mr. Rosario advised that a bid for contract is scheduled for tomorrow at 9:00 am. He advised that the data logger came out damaged. They had to order a new one and it will take around 3 weeks to arrive. He will have no information regarding the data for PCP until the new data logger is installed and they are able to see what they can recover.

**Operations Committee**

Cmmr. McIntosh asked if there were any boiler issues that was discussed as high priority for next year? Cmmr. Turner advised that there is a boiler project, but he believes it has been repaired so it is operational. Dir. Mackie advised that it is operational but due to its age there is a concern. He stated that Mr. Rosario advised that the boiler has a 35-week lead time from approval of shop drawings.

***Unfinished Business***

None

***New Business***

None

**Res. 2024-12-18-09: Authorizing Executive Session**

**7:57 pm**

Moved: Cmmr. McIntosh                      Seconded: Cmmr. Boyer

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

- Res. 2024-12-18-04: Awarding Competitive Contract CC#24-08 for Information Technology Consulting Services
- Res. 2024-12-18-06: Authorizing adjustment of Service Charges
- Res. 2024-12-18-07: Establishing Wages and Salaries effective January 1, 2025
- Res. 2024-12-18-08: Adjustment of Wages and Compensation for the Executive Director
- Apprenticeship Program

- Personnel matters
- Pending or anticipated Litigation

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

### ***Comments From the Public***

**8:00 pm**

#### **Priti Patel – Beverly Court Motel**

Wanted to know if the Director was able to manually get the calculations made? She was advised that they are still working on it. She asked if it would be completed by year end or January? She was advised most likely January. She asked if she could get a timeline and was told that they were hoping for a hard number before the January 7<sup>th</sup> Finance Committee meeting for adoption at the January Board meeting.

### ***Commissioner Comments***

**8:04 pm**

**Cmmr. Weston:** Thanked the public for attending the meeting. Thanked all the employees who helped put together the employee appreciation dinner. The employees are the lifeblood of the organization. They keep everything running and he just wants to appreciate them not only in word but also in deed.

**Cmmr. Diggs:** Thanked everyone for attending. Thanked the Commissioners. He and the Chairwoman met at the high school for the Pre-apprenticeship program. It was excellent. He encourages anyone in the community who has kids that go to Willingboro High reach out about the program. They are hoping to expand to younger ages as well. We now have an approved Department of Labor apprenticeship program in Willingboro. This is one of the 1<sup>st</sup> in the industry and in the entire state. He is hoping that more kids take advantage of it.

**Cmmr. Boyer:** Appreciates the public participation in attending the meeting. He is thankful and appreciates the work that was done with the appreciation dinner. Wished everyone a Merry Christmas and Happy New Year.

**Cmmr. Turner:** Welcomed and thanked everyone who joined the meeting. Informed the public that if they have any concerns about the WMUA, do not hesitate to speak up. Thanked the administration, staff and consultants for their hard work throughout the year. Thanked everyone for the employee appreciation dinner and wished everyone Happy Holidays.

**Cmmr. McIntosh:** Thanked all the customers, professionals, administration, employees and other commissioners. Wished everyone great health a Merry Christmas and Happy Holidays.

**Chair Lindsay-Harvey:** Ditto to all her fellow commissioners' comments. Stated that the employee appreciation dinner was a great time and thanked everyone for their participation. Thanked the public and everyone involved with the WMUA. Happy Holidays and Merry Christmas to all.

***Executive Session: approximately 8:12 pm to 11:16 pm***

**Motion to Exit Executive Session – 11:17 pm**

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

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

**Motion to Table Res. 2024-12-18-02: Awarding Competitive Contract CC# 24-08 for Information Technology Consulting Services**

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

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

**Motion to Table Res. 2024-12-18-06: Authorizing adjustment of Service Charges**

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

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

**Res. 2024-12-18-07: Establishing Wages and Salaries effective January 1, 2025**

(Amended to revise Exhibit A, striking paragraph 3 and Exhibit B)  
Moved: Cmmr. Turner    Seconded: Cmmr. Boyer

Discussion: None  
**Roll Call:** Cmmr. Weston: Yes; Cmmr. Diggs: Yes; Cmmr. Boyer: Yes; Cmmr. Turner: Yes; Chair Lindsay-Harvey: Yes. 5 affirmative, 0 negative, 0 abstain. Resolution passed. (Cmmr. McIntosh absent)

**Res. 2024-12-18-08: Adjustment of Wages and Compensation for the Executive Director**

(as Amended to reflect from 3/10/23 through 2/23/24 = \$5,756.82 and for periods ending 3/8/24 through 11/29/24 = \$8,974.80 for a total of \$14,731.62)

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

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

**Motion for an offer to be made to the Board Secretary candidate with a Resolution to follow**

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

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

**Motion to amend the MOU to the Willingboro School District for the Pre-apprenticeship Program**

(with Resolution to follow at the January 2025 meeting)

Moved: Cmmr. Turner

Seconded: Cmmr. Diggs

Discussion: None

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

***Motion to Adjourn***

Moved: Cmmr. Turner

Seconded: Cmmr. Diggs

Discussion: None

**Voice vote:** Unanimous.

***Meeting Adjourned 11:23 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of the December 18, 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.

*Sonya Butler*

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Sonya Butler

Acting Board Secretary

**Approved By The Board:** 19 Jan 2025