

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### November 20, 2024

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, November 20, 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 Boyer 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 for Cmmr. Boyer.

Cmmr. Davis arrived at 6:27 pm.

**Others Attending as Panelists**

James Mackie, Executive Director	Ben Weller, Environmental Resolutions, Inc.
Sonya Butler, Acting Board Secretary	Tom Leisse, Pennoni
Rhonda Gigliotti, Director of Finance	Greg Rosario, Schneider Electric
Aisha Manners, Treasurer	John Chayko, Suburban
Kara Weekly, Director of Op. and Maint.	Henry Hall, HR Director
Jason Holt, CSG Law, Solicitor	Jim Lallo, WMUA
Michael Oppici, Special Solicitor	Andrew Croner, Napoli Law
Douglas Borger, Sewer Superintendent	Chris Felthaus, WMUA
Lionel Galipot, Alaimo Engineering	

**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.

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

The Executive Director read the names of the resolutions and provided a summary for each.

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

None

***Minutes***

**Motion to Adopt October 16, 2024, Regular Meeting Minutes**

Moved: Cmmr. McIntosh                      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. Motion passed.

**Motion to Adopt October 30, 2024, Special Meeting Minutes**

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

Roll Call: Cmmr. Weston: Yes; Cmmr. Diggs: abstained; Cmmr. Turner: Yes; Cmmr. McIntosh: Yes; Chair Lindsay-Harvey: Yes. 4 affirmative, 0 negative, 1 abstain. Motion passed.

***Executive Updates***

Policy, Procedures & Communications Committee

Chair Lindsay-Harvey advised that the committee met on October 25<sup>th</sup>. They have a couple of recommendations. There is a recommendation for a policy on past due balances. A recommendation for the township pools and a list of water celebrations. They came up with a not to exceed amount for the PR campaign. The Payment Arrangement policy and Township Pool Water policy will go to the Finance Committee for review. A discussion was held regarding the PR campaign. Solicitor Holt advised that he wanted to check to make sure that they are authorized to give a cash prize.

**Res. 2024-11-20-01: Establishing a Water Celebration Policy**

Moved: Cmmr. Turner    Seconded: Cmmr. Weston

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. 2024-11-20-02: Establishing a Winter Termination Program**

Moved: Cmmr. Turner    Seconded: Cmmr. Weston

Discussion: Cmmr. Turner asked that someone explain what the program entails. Director Mackie explained that there is a state regulation that prevents shut offs from November 15<sup>th</sup> through March 15<sup>th</sup>. This resolution establishes a policy that residential shut offs will not be done during that time.

**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.

***Executive Director Report***

Director Mackie advised the Board that there has been no action taken on the parking expansion at the administrative office. He advised that it would be beneficial to have those 7 additional spaces. A discussion was held regarding same.

**Motion to initiate action on the Additional Parking at the Facility**

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. Motion passed.

**Res. 2024-11-20-03: Authorizing the adoption of Water and Sewer Rates for 2025**

Moved: Cmmr. McIntosh    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. 2024-11-20-04: Awarding Competitive Contract CC#24-08 for Information Technology Consulting Services**

Moved: Cmmr. Turner (retracted)    Seconded: Cmmr. McIntosh (retracted)

Discussion: Director Mackie advised that this is for a multi-year competitive contract for IT services. They have been going out to bid annually and the recommended contractor is different from the contractor that they currently have.

**Held for Executive Session**

**Res. 2024-11-20-05: Authorizing participation in the #CK04, NJ Cooperative Purchasing Alliance with the County of Bergen**

Moved: Cmmr. Turner

Seconded: Cmmr. Diggs

Discussion: Cmmr. Turner asked if there was a reason they wanted to join this coop? Director Mackie advised that it is another possible opportunity for certain contractors. Cmmr. Turner asked if they could get a list of all the coops they are involved with and which items they supply.

**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.

***Treasurer's Report***

There were no questions for the Treasurer regarding her report.

**Res. 2024-11-20-06: Amending the 2024 Cash Management Plan**

Moved: Cmmr. McIntosh

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. 2024-11-20-07: Amending Cash Handling Policy**

Moved: Cmmr. Turner

Seconded: Cmmr. McIntosh

Discussion: Cmmr. Turner asked for an explanation. Treasurer Manners advised that they added another person to have access to the safe code and to have a 4<sup>th</sup> cash tray to assist when others are at lunch, etc.

**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.

***Finance Director Report***

There were no questions for the Finance Director.

***Finance Committee***

Cmmr. McIntosh advised that the Budget information is complete. He then asked Executive Director Mackie for an update on the Beverly Court Motel. Director Mackie stated that the Finance Committee questioned whether there was another way to resolve their situation that didn't involve waiving interest. He advised that he is still researching that question. He stated that he should have a recommendation for the December meeting. Solicitor Holt advised him that this should be discussed in Executive Session.

**Res. 2024-11-20-08: Approval of Payment of Bills**

Moved: Cmmr. Turner

Seconded: Cmmr. Weston

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. 2024-11-20-11: Authorizing Contract for 2024 Sanitary Sewer Excavated Point Repair**

Moved: Cmmr. Turner

Seconded: Cmmr. McIntosh

Discussion: Cmmr. Diggs asked if someone from operations could attend Finance Committee meetings to go over things like this to make sure they are in line with the budget.

**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.

**Consulting Engineers Report - Alaimo**

Mr. Galipot advised that the collection system resiliency improvements under the sanitary manhole sewer repair work where they were adding access ways for manholes IM45 and IM48 will be removed and put into a future job. There were no questions.

**Consulting Engineers Report - ERI**

Mr. Weller stated that in his report Primary 3 and Secondary 3 are listed as being offline pending repairs. Those repairs were made, and all 6 primaries and secondaries are back online. There were no questions.

**Consulting Engineers Report - Pennoni**

Mr. Leisse added that they completed a final walkthrough of the PCP. Received the warranty for the roof replacements. They are putting together the information for the remaining roofs at the plant. They successfully completed replacement of a check valve and high service pump number 2 at the water plant. The dehumidification project should be completed in a couple of weeks.

**Consulting Engineers Report - Suburban**

Ms. Chayko stated that the contractor is scheduled to be back on-site Monday for the re-logo stencil application. Within the next week, weather pending, will be the paint. He then advised that there is a change order for the work that transpired for the T-Mobile repairs. Matter will be discussed in Executive Session.

**Schneider ESIP Report**

Mr. Rosario advised that SCADA is on track for the bid opening on December 5<sup>th</sup>.

**Operations Committee**

Cmmr. Turner advised that they had a discussion regarding an EPA inspection. He asked if the report was shared with ERI. Director Weekly advised that they just received the report, and it was shared with the Board first. It was a surprise inspection so there was no way to coordinate having ERI involved but she would share the report with them. She advised that they are actively working on the report. Cmmr. Turner stated that there are some items in the report that he is curious about and thinks that they need to bring in ERI, the director and superintendent to identify the cause of the problem and make sure these things are resolved.

***Unfinished Business***

None

***New Business***

None

**Resolution 2024-11-20-12: Authorizing Executive Session**

**7:28 pm**

Moved: Cmmr. McIntosh

Seconded: Cmmr. Turner

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

- Res. 2024-11-20-04: Awarding Competitive Contract CC#24-08 for Information Technology Consulting Services
- IT Bid
- Attorney Client Privilege
- Update on PFA's
- Beverly Court Motel
- Civil Service interaction
- Contractual matters with T-Mobile
- Scrapes on Water Tower

**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.

***Comments From the Public***

**Mr. Tim Guim – 448 Fieldhouse Way**

Resolution 24-11-20-04: Awarding Competitive Contract CC#24-08 for Information Technology Consulting Services

His firm is currently the provider to the WMUA. He advised that the scoring rubric that was used was different from the RFP. He brought it to the Executive Director's attention and was moved from a ranking of number 4 to number 3. He was advised that the top 3 firms would be interviewed, and his firm was not interviewed. He was very surprised that the Board was not aware of the situation.

***Commissioner Comments***

**7:29 pm**

**Cmmr. Weston:** Thankful for all the resident that could come. Thankful for the employees especially during the shut offs. We continue to make the WMUA better.

**Cmmr. Diggs:** Thanked everyone for attending. Thanked the Commissioners. They had some great discussions at the convention. Thanks for the pre-apprenticeship program approval. Hoping to make a big impact on the kids in the community. I grew up here and did not know about the WMUA until I was an adult. Hoping the kids of the next generation will know a lot more about the WMUA and be able to participate.

**Cmmr. Turner:** Thanked everyone who came out. Thanked the staff for their hard work. Thanked the Board for all their efforts and time committed to improving the WMUA.

**Cmmr. McIntosh:** Thanked all the customers, professionals, administrative and employees who work very hard to continue to do great work for the WMUA. Wanted to also advise that they do have job openings. They should be on the website. If interested, please check the website. Wished everyone a nice, happy holiday season.

**Chair Lindsay-Harvey:** Thanked the public in attendance and everyone connected with the WMUA. Thank you for all your hard work and time and commitment that you put in. Thank my fellow Commissioners for their faith and commitment to this community and our children. Very excited about the pre-apprenticeship program that is going to start in February so that our children will know that they can have a career in water but will have a heads up on some advantages.

***Executive Session: approximately 7:34 pm to 10:02 pm***

**Motion to Exit Executive Session**

Moved: Cmmr. McIntosh    Seconded: Cmmr. Weston

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. Motion passed.

**Motion to Table Res. 2024-11-20-04: Awarding Competitive Contract CC#24-08 for Information Technology Consulting Services**

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. Motion to Table passed.

**Motion to approve a 3.5% Cost of Living Raise for Non-union Employees subject to the adoption of a resolution**

Moved: Cmmr. McIntosh    Seconded: Cmmr. Weston

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. Motion passed.

***Motion to Adjourn***

Moved: Cmmr. Weston    Seconded: Cmmr. Turner

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 November 20, 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*

Sonya Butler  
Acting Board Secretary

**Approved By The Board:** 18 Dec 2024