

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

October 16, 2024

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, October 16, 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 Turner, 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. Turner and Cmmr. Boyer. Cmmr. Boyer arrived at 6:09. Cmmr. Davis arrived at 6:11 pm. Cmmr. Turner arrived at 7:52 pm.

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. Rafael Corbalan, 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 Bryan McGair, Schneider Electric John Chayko, Suburban Henry Hall, HR Director Jim Lallo, Water Superintendent Laura Carucci, Court Reporter David Fox, Raftelis Financial Consultants
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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.

Public Hearing - Adjust Water & Sewer Rates

Special Solicitor, Kevin Kinsella presided over the hearing. CFO Rhonda Gigliotti and David Fox of Raftelis testified. Mr. Kinsella introduced Exhibit A (Proposed revised rates and fees for 2025) and Exhibit B (Rate study presentation prepared by Raftelis the WMUA's rate consultant).

Mr. Fox gave a brief description of his educational background and credentials and advised that he has been the authorities rate consultant for approximately 6 years. He then went over the 2025 rate study presentation prepared by his firm.

CFO Rhonda Gigliotti gave a brief description of her educational background and credentials. She explained the purpose of user fees and service charges. She testified that the water and sewer user fees were necessary and reasonable. There were no questions. The hearing was transcribed by Laura A. Carucci, LLC. A copy will be made available upon request.

Former Mayor Martin Nock asked if water and sewage is being provided to Eagle Chase, Laurel Run and the hospital in Burlington Township? Director Mackie advised him that they only provide wastewater bulk treatment only to Edgewater Township. Water and Sewer to Laurel Run and nothing to Burlington Township.

Approximately 6:03 pm – 6:35 pm

Proclamations

Proclamation 204-10-16-01 recognizing the "Imagine a Day Without Water" Campaign

Acting Board Secretary Butler read the Proclamation.

Executive Director's Resolution Summary

The Executive Director read the names of the resolutions and provided a summary for each. Director Mackie advised that there may be a 17th resolution added to the agenda authorizing a community change grant application upon discussion in Executive Session.

Public Comment - Agenda Items Only - None

Priti – Beverly Court Motel – was advised that she had to wait to speak about her issue until the Public Comment section of the meeting.

Minutes

Motion to Adopt September 18, 2024, Regular Meeting Minutes

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: None

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

Executive Updates

Policy, Procedures & Communications Committee

Chair Lindsay-Harvey advised that the committee met on October 4th. They have 6 recommendations. To approve the Tax Lien Sale policy; the interest waiver and commercial accounts policy; the cash handling policy; establish a fair and open process for professional services selection and to approve the PR campaign launch.

Cmmr. Diggs asked if a payment arrangement policy and pool policy was something that the committee was working on. Chair Lindsay-Harvey advised that she would add that to the agenda for the next meeting.

Motion approving the PR Campaign (Imagine a Day without Water)

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer

Discussion: Cmmr. Diggs asked if there was a dollar amount budget on it. Chair Lindsay-Harvey advised that they are doing an hourly rate instead of a flat fee. Cmmr. Diggs asked if there is a not to exceed amount. Chair Lindsay-Harvey advised that they do not have one. She will add that for the next meeting. Cmmr. Boyer asked if there was a way to do something indicating that this is something that they will do every year. Chair Lindsay-Harvey said she will add to her committee to do something automatically.

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

Res. 2024-10-16-01: Establishing a Policy for Tax Lien Sale

Moved: Cmmr. McIntosh Seconded: Cmmr. Diggs

Discussion: None

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

Res. 2024-10-16-02: Establishing a Policy for Engineer Selection

Moved: Cmmr. Weston Seconded: Cmmr. Diggs

Discussion: Cmmr. Weston asked what the resolution is for? Chair Lindsay-Harvey advised that it was so that they would have a process for selecting an engineer.

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

Res. 2024-10-16-03: Adopting an Interest Waiver Policy for Commercial Accounts

Moved: Cmmr. Boyer (retracted) Seconded: Cmmr. Weston (retracted)

Discussion: Cmmr. Boyer asked why are they doing an interest waiver? Kevin Kinsella explained same. Cmmr. Boyer had a concern that the WMUA is creating a policy for not doing their job. A discussion was

then held with regards to same. Director Mackie then went into a little more detail with regard to the policy for the Board. The resolution was tabled to add additional items to the policy and to go through the Finance Committee.

Motion to table Res. 2024-10-16-03: Adopting an Interest Waiver Policy for Commercial Accounts

Moved: Cmmr. Boyer

Seconded: Cmmr. McIntosh

Discussion: None

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

Res. 2024-10-16-04: Establishing a Cash Handling Policy

Moved: Cmmr. McIntosh

Seconded: Cmmr. Diggs

Discussion: None

Roll Call: Cmmr. Weston: Yes; Cmmr. Diggs: Yes; Cmmr. Boyer: 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 he would like to congratulate Julian Piadra for attaining his W1 Public Water Distribution System Operator's License. He then advised the Board that relative to the potential funding for congressionally directed spending, Congress passed a continuing resolution. Hopefully they will know by Christmas whether or not the PFAS project might have the opportunity for a federal grant. Edge Lane Tank will be a matter for discussion in Executive Session tonight. The Shut-off list for today will be 100 properties in the Pennypacker area.

Res. 2024-10-16-05: Establishing a Fair & Open Process for Professional Selection

Moved: Cmmr. Boyer

Seconded: Cmmr. Diggs

Discussion: None

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

Treasurer's Report

Treasurer Manners advised the Board that they had renewable energy credits for the month of September. She advised that they produced almost 20% under what was estimated. Cmmr. Boyer asked if the estimates are from 3 or 4 years ago and how they are making that estimate today based on repairs that were done? He then recommended that the solar panels be included in the operations report. A discussion was then held with regard to the estimates and the functionality of the solar farm. Director Weekly then added that the Solar Panels are on the operations report every month and showed Cmmr. Boyer where to look. Treasurer Manners then went over some lines items that were not budgeted for.

Res. 2024-10-16-06: Amending the Cash Management Plan for FY 2024

Moved: Cmmr. Boyer

Seconded: Cmmr. McIntosh

Discussion: None

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

Finance Director Report

2025 Budget Presentation – Revised (Pulled)

Cmmr. McIntosh what were the revisions in the budget for 2025. CFO Gigliotti advised that the main revision was for capital. It was reduced by \$295,000 on the sewer side. Cmmr. McIntosh asked if the adjustments were made in conjunction with the Operations Committee. Director Mackie advised that they were not. He then went on to explain that the capital budget is not an authorization to spend. It is a plan. Cmmr. McIntosh asked if this plan correlates to the previous year's plan. Director Mackie advised that it does, and the things listed can be done provided they are fully staffed. He then went on to further explain. Cmmr. Davis then went over the Operations Committee's concerns. Cmmr. Davis asked if the revised budget had to be approved tonight. She was advised that it has to be presented to the State by October 31, 2024. It was determined that a special meeting needs to be scheduled.

Res. 2024-10-16-07: Introducing and Approving the Authority Budget for FY 2025
(Pulled)

Finance Committee

No Questions. Cmmr. Diggs advised that there is a recommendation for Finance to receive a capital plan that lists exactly when they anticipate starting these projects. Or having the treasurer or CFP at the Operations meetings will help facilitate better communications.

Res. 2024-10-16-08: Approval of Payment of Bills

Moved: Cmmr. McIntosh Seconded: Cmmr. Diggs

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. 2024-10-16-09: Authorizing Adjustment of Service Charges

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer

Discussion: Cmmr. Diggs advised that these were not presented to Finance. Is the ED confident that these adjustments fit the current policies? He was advised by the ED that he was and explained same.

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. 2024-10-16-10: Authorizing a Change Order and Authorizing an increase to the Not to Exceed amount for DeCotiis Fitzpatrick Cole & Giblin, LLP professional services contract for Labor Counsel

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

Discussion: Cmmr. Turner asked if someone could explain the resolution. CFO Gigliotti explained that they have already gone over the contract amount in the first 6 months of the contract. Cmmr. Boyer asked if there were any special circumstances that brought them over the budget and how did it compare

to last years budgeted amount. Director Mackie advised that there was a significant amount of disciplinary action, consultation and advice as well as carry through by labor counsel.

Matter moved to Executive Session.

Human Resources Report

Director Hall stated that they have hired their temporary customer service representative. She has come in and been able to immediately adapt and adjust. They have distributed CDL letters requiring employees to move forward in the process of getting their licenses. Almost all are moving very well through the process. Still searching for Chief Engineer and Board Secretary. Cmmr. McIntosh indicated that they need to discuss duties and time of the Treasurer in Executive Session.

Personnel Committee Report

Cmmr. Boyer advised that they met and will be emailing the results of the Executive Director's evaluation to the Chairperson to distribute to the Board. They recommended that the Policy Committee develop policies for obtaining licenses. They also recommended that the Finance Committee look at the positions that the Executive Director wanted to add and if they are in agreement with the added positions and additional costs. Cmmr. McIntosh and Cmmr. Diggs advised that as long as it was included in the budget and approved by the Personnel Committee, they were fine with the additions. Cmmr. Davis asked if there were any planned raises anticipated for non-union employees delineated in the proposed budget. She was advised that there was a budgeted amount put aside based on an overall percentage. Further discussion was held regarding same.

Ad-Hoc Training Committee Report

Chair Lindsay-Harvey advised that the committee met, and the main conversation was on the pre-apprenticeship program. The program is tentatively scheduled for February with approximately 15-20 students. The solicitor has reviewed the MOU between the school district and the WMUA. The committee's recommendation is to approve the MOU (Memorandum of Understanding).

Res. 2024-10-16-11: MOU Pre-Apprenticeship Program

Moved: Cmmr. Turner

Seconded: Cmmr. Diggs

Discussion: Cmmr. Turner asked that insurance liability issues be brought up with the solicitor.

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.

Operations Reports

Director Weekly advised the Board that they hope to wrap up their seasonal flushing next week. She thanked the staff for all their hard work. They anticipate putting Edge Lane Tank online tomorrow to flow to the system. The disinfection occurred and the coliform test came back negative. Cmmr. Davis stated that it looks very good but at night it is dark. Cmmr. Turner recommended getting someone to come in with renderings.

Res. 2024-10-16-12: Authorizing Cooperative Purchase Contract #B383A-3 with Hach Company

Moved: Cmmr. Turner

Seconded: Cmmr. Boyer

Discussion: Cmmr. Turner asked what the instrumentation, equipment, parts and supplies were. Director Weekly advised that it is for purchasing equipment, especially at the water plant. PCP instrumentation for chloring analyzers, etc. Cmmr. Turner amended his motion to amend the resolution to include equipment, calibration and maintenance services.

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.

Consulting Engineers Report - Alaimo

Mr. Galipot went over his change order for the Well 5A fence and landscaping. He advised that the construction cost estimate came out to be \$126,163 and if you add all the labor materials and overhead, etc., it comes out to \$168,092.25 for the fencing and the electrical. He advised that the landscaping came in at \$95,049.99 including plantings, stone pavement and concrete for the new apron and sidewalk. For the collection system resiliency improvements, they started the survey for Mill Creek crossing. They are in step 2 of the application for the sanitary manhole sewer repair work. For Well 6, they have begun the architectural modification and expect it to be done by the end of November.

Consulting Engineers Report - ERI

Mr. Weller stated that the only thing that has changed from his report is the status of the primary settling tanks. The repair to Primary #4 was made on October 11th. All of the primary and secondaries are online and operational. They have experienced some repeat failures in Primary 1 and 4 and are keeping an eye on those to make repairs prior to them becoming large scale problems. Cmmr. Turner asked the Chair and ED where they are with the replacement of these systems. He was advised by the ED that they have to get the RFP out to the engineers which will be accomplished by November 1st.

Consulting Engineers Report - Pennoni

Mr. Leisse added that the electrical work is completed for the Dehumidification Project at the water plant. The mechanical units are being scheduled for commissioning and start up. The epoxy coating will follow the commissioning with an anticipated completion in November. The township did receive 1 bid for the negotiated work for the Country Club pool repairs and it is under review. His office is preparing a report to summarize the repair work that was done and the progress.

Consulting Engineers Report - Suburban

Mr. Chayko expanded on the Edge Lane Tank progress. He stated that the contractor tackled some of his punch list items. He did the logo paint on the east and west sides. He performed repairs to the Carrier Company damages and they have performed an assessment of those damages to determine the projected costs. They did sampling on Tuesday. The contractor's results have not come back yet but they are optimistic. Director Mackie advised that there will be further discussion regarding the tank in Executive Session.

Schneider ESIP Report

Cmmr. Boyer advised that he did not see anything about the solar panels in their report. He wanted information on the area that seems like there is no communication. Mr. Rosario advised that the issue is that communication between the solar field and the main front-end computer was disconnected. Since there is no drawing showing how the communications were connected between the solar field and the front-end computer from back in the day, they reached out to PCH. They finally heard back from them, and they tried to download a software update but unfortunately the equipment must have been damaged. They have already ordered the replacement, and it should be arriving next week.

Res. 2024-10-16-13: Authorizing Change Order for Fencing Well 5A

Moved: Cmmr. Turner Seconded: Cmmr. McIntosh

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. 2024-10-16-14: Authorizing Change Order for Landscaping Well 5A

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. 2024-10-16-15: Authorizing Contract for Trickling Filter Cente Column Project to Municipal Maintenance Co.

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.

Operations Committee

No Questions.

Unfinished Business

None

New Business

- A. Unknown Water Service Line Material Composition Notification – Moved to Executive Session
- B. Community Change Grant – Moved to Executive Session

Comments From the Public

Priti – Beverly Court Motel – advised the Board that a payment in the amount of \$10,000 was made. She wanted to clarify and explain what occurred during the time that no payments were made. She then asked if this was the only commercial account that had this issue with interest and penalties outstanding. She stated that the question still remains regarding this large amount of interest and penalties that is still accumulating on the account to this day. She thanked everyone for working on this past and present and indicated that she is hoping that they can resolve this in a timely fashion.

Former Mayor Martin Knock – Stated that since Wells Fargo is leaving, he thinks the WMUA should put money in banks that have a branch in the community. He also stated that he thinks it is a great idea to put lights on the tank. He thanked Cmmr. Boyer for staying on top of the solar panel situation. He indicated that he is kind of upset that this is still not resolved. Listening to the engineers talk about the issues, it seems like there are still some serious issues trying to get this stuff up and running. He then asked if there are any updates on the WMUA moving?

Director Mackie advised that there are 6 accounts that were not read for 4 consecutive quarters. He is unaware of any issues with the other 5 accounts. He then stated that they have gone through the lease process to pick up some temporary 2-year lease space at 215 Sunset Road. The lease is being reviewed by the attorneys and they expect that to be completed by the end of the week.

Treasurer Manners then advised that the WMUA does utilize banks in the community. She indicated that they use WSFS Community Bank, Republic and TD Bank are in Mount Laurel and TD Bank. She advised that WSFS is in Willingboro and that is where the majority of the banking funds are.

Bryan McGair went on the record to state that the solar fields are currently working. He stated that the problem with the communications has nothing to do with the solar arrays not working.

Commissioner Comments

9:29 pm

Cmmr. Davis: Thanked the public for coming out to witness the WMUA Board in action. She is thankful to all the WMUA employees. She commended and thanked the staff, supervisors and employees for their continuing service. She wanted to give her appreciation to all her fellow commissioners for their hard work.

Cmmr. Weston: Good evening to all the residents online right now. Kudos to the employee that obtained his license. It is his prayer that they address the Beverly Motel situation very quickly. He stated he is looking forward to the PR campaign. It would be nice to have more residents aware of what the WMUA does. It is his hope to hear from the residents and what they would like them to do.

Cmmr. Diggs: Thanked everyone for coming out today. He hopes that they can get more and more community engagement at these meetings and their opinion about a lot of the stuff that the WMUA is doing. Thanked the Commissioners and staff for their time.

Res. 2024-10-16-17: Authorizing & Supporting Community Change Grant Project Funding Application

Moved: Cmmr. Turner

Seconded: Cmmr. Boyer

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

Motion to Adjourn

Moved: Cmmr. Turner

Seconded: Cmmr. McIntosh

Discussion: None

Voice vote: Unanimous.

Meeting Adjourned 12:15 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the October 16, 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: 20 Nov 2024