

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

September 18, 2024

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, September 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 Turner and Davis were not in attendance at the time the roll was called. Chair Lindsay-Harvey asked that the record show that Cmmr. Turner joined at 7:16 pm.

Others Attending as Panelists

James Mackie, Executive Director
 Sonya Butler, Acting Board Secretary
 Rhonda Gigliotti, Director of Finance
 Kara Weekly, Director of Op. and Maint.
 Jason Holt, CSG Law, Solicitor
 Aisha Manners, Treasurer
 Henry Hall, Director of Human Resources
 Douglas Borger, Sewer Superintendent
 Chris Felthaus, System Maint. Supervisor

Lionel Galipot, Alaimo Engineering
 Ben Weller, Environmental Resolutions, Inc.
 Tom Leisse, Pennoni
 Greg Rosario, Schneider Electric
 Brian McGair, Schneider Electric
 Nicole Brown, Suburban
 Michael Oppici, Labor Counsel
 Pritti Patel, Beverly Court Motel

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, 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 5th, 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.

Executive Director's Resolution Summary

The Executive Director read the names of the resolutions.

Public Comment - Agenda Items Only - None

Consent Agenda

Res. 2024-09-18-07: Approval of Payment of Bills

Res. 2024-09-18-08: Authorizing Adjustment of Service Charges

Res. 2024-09-18-09: Authorizing Adjustment of Sewer Service Charges

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer 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.

Minutes

Motion to Adopt the July 17, 2024 Regular Meeting, July 31, 2024 Special Meeting, August 21, 2024 Regular Meeting and September 4, 2024 Special Meeting Minutes

Moved: Cmmr. Boyer Seconded: Cmmr. Weston 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 Updates

Policy, Procedures & Communications Committee

Chair Lindsay-Harvey advised that there are a number of recommendations from the committee.

- Approval of the PR campaign at \$150 p/hr
- Shut Off minimum
- Payment Plan
- Tax Lien Sale
- Promotion
- Project Selection

Commissioner Boyer asked if the dollar value of the Shut Off policy would be reevaluated every year. It was decided that they would change the dollar value to the minimum charge so it would not change every year. Commissioner Wested asked what the vision of the PR campaign would be. Chair Lindsay-Harvey advised that it would be to restore confidence back to the WMUA.

Res. 2024-09-18-01: Establishing a Policy for Shut-Offs (as amended)

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: Commissioner Diggs advised that they usually restore service within 24 hrs. Is there a reason it says within 48 hours? Solicitor Holt advised that the draft indicated water would be restored between 24 to 48 hours, so he made the change to 48 hours. The resolution was amended to remove the dollar amount.

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. 2024-09-18-02: Establishing a Policy for Tax Sale

Moved: Cmmr. Boyer Seconded: Cmmr. Diggs

Discussion: Commissioner McIntosh asked if there was a difference between residential, commercial and industrial customers. Director Mackie advised that there is generally just a threshold of \$200 dollars. Chair Lindsay-Harvey asked that the resolution be amended to add the \$200 dollar threshold. Commissioner McIntosh then asked if there were any restrictions on the amounts of the payment plans relative to the balance owed. Director Mackie stated that there was not. A discussion was then held regarding payment plans. Chair Lindsay-Harvey advised that a Payment Plan policy will be moved to the October agenda. **TABLED UNTIL THE OCTOBER MEETING.**

Res. 2024-09-18-03: Establishing a Policy for Engineer Selection

Moved: Cmmr. Diggs Seconded: Cmmr. Boyer

Discussion: Commissioner McIntosh asked how you define emergency or urgent projects where time constraints require immediate action. Director Mackie advised that it would be if some substantial piece of equipment or process failed, and it took engineering expertise to make that happen. Commissioner McIntosh then asked if there is a time constraint with regards to the failure of a piece of equipment that should have been monitored prior to it failing. Director Mackie then gave an example of when the Emergency Selection would occur. Solicitor Holt advised that the policy attached to the email is not the

final version. Chair Lindsay-Harvey advised that the Engineer Selection policy will be tabled. **Commissioner Diggs and Boyer reversed their motions. TABLED UNTIL THE OCTOBER MEETING.**

Chair Lindsay-Harvey then stated that the Employee Promotion policy will be TABLED until the October meeting so that Solicitor Holt may review.

AEA November 2024 Conference Discussion

Discussion: Chair Lindsay-Harvey asked when the registration and hotel must be in by. Director Macke advised that he was not sure of the cut-off date. He also stated that he would need a list of the invited attendees for the dinner on Monday night. Chair Lindsay-Harvey advised that everyone should let the Director know if they are attending the conference by October 1st.

Res. 2024-09-18-04: Establishing Board Member Compensation

Moved: Cmmr. Boyer Seconded: Cmmr. Diggs

Discussion: Commissioner Diggs asked if this was in line with the Personnel Committees suggestion and was advised that it was.

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. 2024-09-18-05: Adopting New OPRA Request Form

Moved: Cmmr. McIntosh Seconded: Cmmr. Weston

Discussion: Commissioner Weston asked if there was an issue with the old form. Solicitor Holt advised that there is a state statute that requires the use of the new form. Commissioner Boyer suggested that the resolution be amended to add Open Public Records Act next to the acronym.

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 congratulated Eddie Morant for obtaining his T3 Water Treatment Plant Operator's License. He then spoke about being a part of an electricity consortium with other municipalities for the bulk purchase of electricity. Next week they are going to get results for a 17 or 24 month contract. Commissioner Boyer asked if we are generating solar right now. He was advised by Director Mackie that they are. He then advised that they don't have an answer on the status of the township vac truck. The proposed capital budget included a number to be paid out, so it won't affect the rate if they were to purchase one at some point. He also advised that they need to decide on the Well #6 upgrade issue tonight if possible. Director Mackie advised that the 3 residents that attended recommended the brick.

Motion for sloped roof, brick face and rear building to match in color

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: Discussion was held with regards to pricing of brick versus block and the cost of the sloping of the roof. Also discussed was the aesthetics of the building.

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.

6:10 pm

Director Mackie then advised the Board that the Well 1 Water Treatment Plant PFOS upgrade did not make the Senate Interior Appropriations Bill. He stated that the Edge Tank will be discussed in Executive Session. He then asked if there was any further thoughts on the off-street parking expansion proposal. Commissioner McIntosh asked if this would relieve the customer service issue. He was advised that it would give the cars more space so they are not in line on JFK, but it would not affect the number of people coming into the office. Commissioner Turner had a concern about staff doing the parking area and recommended they bring in someone through a bid to not disturb the regular staff's work. He also recommended that an engineer do a proper design on the parking area.

Finance

Treasurer's Report

Aisha Manners advised that they made a payment on the debt services in August which is in the report. She then stated that she looked at the invoice and they used a total of 1,217 SRECs at the contract price of \$207.5 which totals around \$252,000. She then advised that most of the people that were in the greater than 60-day bucket last month did not make those payments.

2025 Budget Presentation

CFO Gigliotti went over the budget for 2025. She advised that the first 3 pages are the same as the August meeting. The total budget stands at \$21,112,840 which is 5% higher than 2024. Changes include admin salaries decreased, salaries for water department increased, sewer was reduced, and the water capital budget was reduced. To summarize the entire budget, there is a 5% increase overall, salaries are 22%, benefits are 13%, cost of providing services are 28%, capital makes up 26% and debt service is 11%. She then went over the operating expense cost over prior years, debt service projections through 2028 and capital amounts for next year. Commissioner Turner asked if all the sewer projects will take place in 2025. Director Mackie advised that they should all be awarded in 2025. A discussion was then held regarding the rate and this budget. Commissioner Turner stated that he would like to see what is proposed for the 2025 current capital and what is proposed for the unrestricted net position. Commissioner Diggs asked how this affects the WMUA in the future. How do you make sure that this is sustainable? He stated that if this had to be paid for with rates it would be like a 20% increase. CFO Gigliotti advised how much was in the unrestricted net. Commissioner Turner advised that they will look at that in the Operations Committee. CFO Gigliotti advised that the budget needs to be approved at the October meeting because she has to send it to DCA. Commissioner Diggs advised that the CFO is going to have to present this again to the public and asked that Operations add something about prioritized projects, so the public knows why they are raising rates. Commissioner Turners asked Director Mackie to have something for their 1st meeting.

Finance Committee

Chair Lindsay-Harvey asked if the report should say month of April. Commissioner Diggs advised that it was a typo and should read September. Chair Lindsay-Harvey asked when the cash investment analysis would take place. Commissioner McIntosh advised that the treasurer is looking at it and putting together some suggestions. They will probably be implemented when she has a chance to analyze it. Treasurer Manners then advised that she is waiting for some of the banks to get back to her and they did get a rate increase from Republic. Commissioner McIntosh then read the committee's recommendations to the Board.

Human Resources Report

Chair Lindsay-Harvey asked if the person whose resume was received for Chief Engineer was interviewed and what was the outcome. Director Hall advised that he has a preliminary interview on Friday. Chair Lindsay-Harvey then asked what the results were for the Board Secretary Interview. Director Hall stated that the individual that he interviewed was not interested in the secretary role. She was looking for something similar to a clerk position. He is waiting for another candidate to confirm a an interview date. Chair Lindsay-Harvey then asked about the temporary customer service position. She was advised that he reached out to one of the candidates to make an offer. He is just waiting to confirm her acceptance.

Personnel Committee Report

Commissioner Boyer stated that the Executive Director does not want to hire anyone that does not have a license. They requested to have some additional openings. He then went over the openings that they were requesting. They need a Customer Service representative. There are 2 vacancies in Wastewater. There is also a System Maintenance vacancy. He stated that they need to make sure that people are meeting their commitments around getting certain licenses. Letters have been sent to employees regarding same. The letter was sent to employees who should have received their CDL license, and they have been given a time frame to obtain the license. He then stated that they will talk next month about how they can help individuals be successful in obtaining their required licenses. A discussion was held regarding how to help staff obtain licenses. Chair Lindsay-Harvey reminded the Board that the ED evaluations are due next Friday the 27th. Commissioner Boyer advised that they could talk about adding the new positions when they present the organizational chart at the next meeting.

Res. 2024-09-18-10: Authorizing a revised Job Description for Board Secretary

Moved: Cmmr. Turner Seconded: Cmmr. McIntosh

Discussion: Commissioner Turner asked what revisions were being made. Director Mackie advised that it was that they be highly skilled in the use of office suite including Word and PowerPoint.

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

8:59

Ad-Hoc Training Committee Report

Chair Lindsay-Harvey advised that they had a meeting with the NJ Water Association and a meeting with the Highschool and the Dept of Labor regarding the pre-apprenticeship program. They want to apply for

a grant that is coming out in early fall to pay for the program. Commissioner Diggs then spoke more about the program.

Operations Reports

Director Weekly congratulated Darryl in the sewer department for obtaining his Class B CDL license. Chair Lindsay-Harvey asked if Hinkle paid for the repairs when they hit the water service lines. System Maintenance Supervisor, Chris Felthaus advised that they hit the lines more than twice and they are documenting everything because they hit 2 that were unmarked and 2 that were marked. They are trying to figure out who was at fault, but they are documenting everything, and it will all be logged. Commissioner Boyer asked about a sinkhole repair. Supervisor Felthaus explained that it was at the main office property next to a catch basin and the basin was a little compromised, so they dug it up and fixed the block work and then made the repair.

Consulting Engineers Report - ERI

Chair Lindsay-Harvey asked if the Municipal Maintenance Company primary number one shipped on time. Mr. Weller advised that they had not received it yet, but it should have shipped on time.

Consulting Engineers Report - Pennoni

Mr. Leisse advised that the mechanical units have been installed for the power project. They are waiting for more compliant weather to finish the epoxy coating which will close the project. He has no new updates on progress with the pools. No additional repairs were made at Penny Packer and no new progress at either pool. The pools are closed.

Consulting Engineers Report - Suburban

Ms. Brown advised that there are several areas on the tank that showed scuff marks. It could be something that brushes against the tank or something that impacts the integrity of the tanks coating. They are going to get a full inventory of the marks and give their recommendation as to whether it is a surface scratch or deeper and get the estimates to make the repairs. They will then determine whose obligation it is to make the repairs. Solicitor Holt advised that this should be moved to Executive Session.

Schneider ESIP Report

Mr. McGair advised that they did finally receive approval of the bid rejection from DEP, and they are still on schedule. Commissioner McIntosh asked if there was any information on a plan going forward on solar upgrades. Mr. McGair advised that the upgrades that they made on the solar are upgrades that will last a good 10-12 years. Anything beyond that would be possibly panels but everything they have done is a 10+ year solution. Commissioner Diggs spoke about planning out the solar fields for the next 10 years. Mr. McGair advised that they should begin to look at that in the next 3-5 years as technology changes so quickly.

Consulting Engineers Report - Alaimo

Mr. Galipot gave a presentation regarding fencing options and pricing for Well 5A. The Board decided to go with Option C as modified (wrought iron in front, chain link all the way around). Mr. Galipot then went

over the landscaping estimate. Director Mackie asked if the Board had a position on the Well 6 fence. The Board decided to go with wrought iron in the front and on sides and chain link in back.

Operations Committee

There were no questions for the Operations Committee.

Res. 2024-09-18-11: Authorizing the award of a contract to Cintas Corporation through Omnia Cooperative

Moved: Cmmr. Turner Seconded: Cmmr. Boyer

Discussion: Commissioner Boyer asked what the resolution was for. Director Mackie advised that it was for uniforms.

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

9:59

Unfinished Business

Res. 2024-09-18-12: Authorizing a Change Order for Well 5A

TABLED

Res. 2024-09-18-13: Authorizing a Change Order for Landscaping at Well 5A

TABLED

Comments From the Public

Director Mackie advised that Pritti Patel from the Beverly Court Motel will be called into Executive Session to present some information to the Board.

New Business

None

Commissioner Comments

10:03 pm

Cmmr. Weston: It's an honor serving as a commissioner. He thanked the employees and the public in attendance. Congratulated the employees that received their CDL and T3.

Cmmr. Diggs: Thanked everyone for attending. Thanked the employees and commissioners for all their hard work. Hope they can continue to provide good service to the residents of Willingboro.

Cmmr. Boyer: Congratulated individuals that obtained licenses. It shows that they are working towards getting better and helping the WMUA get better. Appreciates the public that attended and support us in the WMUA.

Cmmr. Turner: Congratulated individuals that obtained licenses and the staff for their hard work in keeping the plants and the WMUA up. Appreciates the administration and staff for all their hard work.

Cmmr. McIntosh: Agreed with all the previous remarks and added thanks to all the commissioners, vendors, administrative staff and line staff. Above all, thanks to all the customers.

Chair Lindsay-Harvey: Concurred with previous comments made by fellow commissioners. Thanked everyone who has anything to do with the WMUA for all their hard work and especially to all the employees that have received their licenses.

Res. 2024-09-18-14: Authorizing Executive Session

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

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

10:06

Executive Session: approximately 10:07 pm to 12:13 am

Motion to Exit Executive Session 12:14 am

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.

Motion to Adjourn

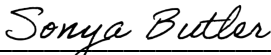
Moved: Cmmr. McIntosh Seconded: Cmmr. Diggs Discussion: None

Voice vote: Unanimous.

Meeting Adjourned 12:16 am

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the September 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
Transcriber

Approved By The Board: 16 Oct 2024