

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
Sonya Butler, Acting Board Secretary
Rhonda Gigliotti, Director of Finance
Aisha Manners, Treasurer
Jason Holt, CSG Law, Solicitor
Douglas Borger, Sewer Superintendent
Lionel Galipot, Alaimo Engineering
Kevin Kinsella, DeCotiis

Ben Weller, Environmental Resolutions, Inc.
Greg Rosario, Schneider Electric
Nicole Brown, Suburban
Henry Hall, HR Director
Jim Lallo, WMUA
Chris Felthaus, WMUA
Andrew DeVito, Renati Solutions

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 November 20, 2024, Regular Meeting Minutes

Moved: Cmmr. McIntosh

Seconded: Cmmr. Turner

Discussion: None

Roll Call: Cmmr. Diggs: Yes; Cmmr. Boyer: 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 asked Commr. Weston if Rinati answered his questions regarding the campaign. He advised that he believed he did. She then advised that there is a licensing (as a condition of their employment) policy that is going to the Personnel Committee before coming back to the Board for approval. Cmmr. Weston then asked if they could get the social media campaign out to staff to help with the engagement.

Executive Director Report

Director Mackie advised he had nothing to add other than the WIFI and firewall were installed today at the office annex. Chair Lindsay-Harvey advised that she would like the Facilities Committee to meet as this was moving kind of slow. A discussion was then held with regards to the status of the office annex.

Res. 2024-12-18-01: Authorizing Library Basement Storage Agreement

Moved: Cmmr. Boyer

Seconded: Cmmr. Turner

Discussion: Cmmr. Boyer asked what the cost was. Cmmr. Weston asked would it be affected if the library moved to another building. He was told it would not. Dir. Mackie advised that the cost is \$1 but they have to put up and pay for fencing for the storage enclosure. A lengthy discussion was then held with

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 7th 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 1st 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
Sonya Butler
Acting Board Secretary

Approved By The Board: _January 15, 2025_

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer			X			
Commissioner Diallyo Diggs			X			
Commissioner Carl Turner						X
Vice-Chair Kevin McIntosh			X			
Chairwoman Pat Lindsay-Harvey			X			
Commissioner, William Weston, 1st Alternate			X			
Commissioner, Kimbrali Davis, 2nd Alternate						

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-01

Rejecting All Bids for CC# 24-08 for Information Technology Consulting Services

Whereas there is a need for an Information Technology Consulting Services Provider for the daily operations of the Willingboro Municipal Utilities Authority; and

Whereas the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-4.1et seq.) allows the use of competitive contracts if approved by governing body resolution; and

Whereas the Willingboro Municipal Utilities Authority (WMUA) duly advertised for public receipt of competitive contracts providing the required 20 days prior to receipt for Bid CC#24-08 in a fair and open manner, consistent with N.J.S.A.19:44A-20.5 et. Seq., and

Whereas the Authority received seven competitive contract bids for Information Technology Consulting Services Provider Services on October 3, 2024; and

Whereas the WMUA is desirous of substantially changing the bid specifications to better suit the needs of the WMUA.

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority (Board), Township of Willingboro, County of Burlington, State of New Jersey, as follows:

1. Pursuant to N.J.S.A. 40A:11-13.2 the Board hereby rejects responses to bid CC# 24-08 for Information Technology Consulting Services;
2. The Board hereby directs the Executive Director or his designee(s) to develop more expansive and comprehensive specifications for the IT Consulting Services.
3. The Executive Director or his designee(s) is authorized to develop for Board consideration a resolution authorizing the use of competitive contracting for IT Consulting Services in which two members of the Board shall serve on the rating committee.
4. This Resolution shall take effect immediately upon adoption.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer	X		X			
Commissioner Diallyo Diggs			X			
Commissioner Carl Turner						X
Vice-Chair Kevin McIntosh		X	X			
Chairwoman Pat Lindsay-Harvey			X			
Commissioner, William Weston, 1st Alternate			X			
Commissioner, Kimbrali Davis, 2nd Alternate						

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-02

Authorizing the WMUA to Seek Through the Competitive Contracting Process A Vendor to Provide Information Technology Consulting and Management Services

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has a need to retain vendor(s) for Information Technology Consulting and Management Services as an efficient outsourced service for its daily operations; and

Whereas the bids submitted for Bid cc#24-08 have been rejected by Resolution 2025-01-15-02 in order for the Board to develop more comprehensive specifications better suited to the needs of the WMUA; and

Whereas the WMUA has developed substantially revised comprehensive specifications for Information Technology Consulting and Management Services attached as Exhibit A; and

Whereas such services are currently available to be obtained through the use of the competitive contracting process under the New Jersey Local Public Contracts Law, (N.J.S.A. 40A:11-4.1(4)(m)); and

Whereas the Board of Commissioners desires to evaluate such Information Technology Consulting and Management Services offerings from Vendors through the procedures as set forth in the New Jersey Local Public Contracts Law (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq.); and

Whereas such specialized services are currently available from various vendors; and

Whereas the WMUA seeks to select vendor(s) by utilizing the competitive contracting process pursuant to the Local Public Contracts Law (LPCL), (N.J.S.A.40A:11-4.1 et seq.); and

Whereas the WMUA desires to evaluate such vendors from responsive proposals submitted in accordance with the procedures set forth in the Local Public Contracts Law and New Jersey Administrative Code (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq. respectively); and

Whereas two members of the Board shall serve on the rating committee evaluating the responses; and

Whereas the WMUA is authorized should it desire to do so, pursuant N.J.S.A, 40A:11-4.2 to enter into a contract(s) with vendor(s) for up to a five-year term; and

Whereas the process shall be administered by the Qualified Purchasing Agent under the direction of the Executive Director subject to the advice of Legal Counsel.

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, as follows:

1. The Qualified Purchasing Agent is hereby authorized to initiate the competitive contracting – process to retain vendor(s) to perform the specialized service of Information Technology Consulting and Management Services for a term not to exceed five (5) years in accordance with the strictures of the LPCL allowing for a minimum of 20 days' notice after advertisement to receive responses.
2. Two members of the Board shall serve on the rating committee that evaluates the responses.
3. The Information Technology Consulting and Management Services competitive contracting bid specifications attached hereto as Exhibit A are approved.
4. Any contract(s) awarded under this process shall be by Resolution.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer	X		X			
Commissioner Diallyo Diggs			X			
Commissioner Carl Turner						X
Vice-Chair Kevin McIntosh		X	X			
Chairwoman Pat Lindsay-Harvey			X			
Commissioner, William Weston, 1st Alternate			X			
Commissioner, Kimbrali Davis, 2nd Alternate						

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-03

Authorizing Payment of Bill List for January 2025

Whereas a Monthly Bill List, a copy of which is attached hereto, has been presented to the Willingboro Municipal Utilities Authority (“WMUA”) Board of Commissioners by the Executive Director for payment; and

Whereas the WMUA Board of Commissioners has reviewed the Bill List and has authorized payment; and

Now, Therefore, Be It Resolved by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Certifying Director of Finance is hereby authorized to pay the items set forth on the Monthly Bill List which is attached hereto as Exhibit and made a part hereof.
3. A copy of this Resolution shall be available for public inspection at the offices of the WMUA.
4. This Resolution shall take effect immediately.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer			X			
Commissioner Diallyo Diggs	X		X			
Commissioner Carl Turner		X	X			
Vice Chair, Commissioner Kevin McIntosh			X			
Chair, Commissioner Pat Lindsay-Harvey			X			
Commissioner, 1st Alternate, William Weston					X	
Commissioner, 2nd Alternate, Kimbrali Davis					X	

Certification By Secretary

I, Bernadette Davis-Green, Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green
Bernadette Davis-Green, Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-04

Authorizing Adjustment of Service Charges

Whereas Willingboro Municipal Utilities Authority (“WMUA”) issues quarterly invoices for sewer and water service charges to all of its ratepayers; and

Whereas the service charges that WMUA assesses are based on metered water usage or, where a meter reading has not been taken, on estimated water usage that is later reconciled by verified metering and back billed; and

Whereas WMUA has been contacted by certain ratepayers questioning the validity of the service charges appearing on their quarterly billing; and

Whereas WMUA has investigated each inquiry and has determined that the WMUA failed to take meter readings of a certain ratepayer’s water usage for four (4) consecutive quarters, which resulted in back billing that greatly exceeded the ratepayer’s estimated billing; and

Whereas the WMUA’s operational error in failing to take the meter readings was not the responsibility or fault of the ratepayer; and

Whereas WMUA desires to correct the computerized billing system to reflect the necessary equitable adjustment to the ratepayer’s service charge; and

Whereas the Director of Finance and the Executive Director have approved these adjustments and are presenting them to the Board of Commissioners of the WMUA for final approval and authorization for adjustment in accordance with WMUA Bill Adjustment Policy; and

Whereas a list of ratepayer account numbers, addresses and the amount of any service charge adjustments (excluding interest) is attached to this Resolution as Exhibit A;

Now, Therefore, Be It Resolved by the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that the request of the ratepayer(s) identified on Exhibit A for an equitable adjustment to its service charge account as detailed above is hereby granted along with corresponding interest to be determined by the Finance Department.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer			×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner		×	×			
Vice Chair, Commissioner Kevin McIntosh	×		×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston					×	
Commissioner, 2nd Alternate, Kimbrali Davis					×	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-05

Authorizing the Hiring of Bernadette Davis-Green to Fill the Position of Secretary to the Board of Commissioners

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has established the confidential employee position of Board Secretary by Resolution No: 2022-7-20-1; and

Whereas Resolution No: 2023-09-20-06 increased the working hours of the Board Secretary from twenty (20) to twenty-eight (28) hours per week, and

Whereas the WMUA through Resolution No.: 2023-11-08-04 amended the job description for the position of Board Secretary; and

Whereas the WMUA through Resolution No. 2024-09-18-10 further revised the job description attached to this resolution as Exhibit A; and

Whereas the Board of Commissioners of the Willingboro Municipal Utilities Authority (“Board”) has determined due to the untimely passing of the former Board Secretary that there is a need to fill the now vacant position; and

Whereas the Board has selected Bernadette Davis-Green to serve in the unclassified confidential position of Board Secretary and authorized her hiring with an effective start date of January 2, 2025.

Now, Therefore, be it Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that the WMUA, its appropriate officers, employees, and agents are directed to implement the following:

1. Bernadette Davis-Green is hired as the Board Secretary with an effective start date of January 2, 2025.
2. Her duties shall be consistent with the most recent revised job description attached as Exhibit A.
3. She shall serve a probationary period of ninety (90) days beginning January 2, 2025 and ending April 2, 2025 during which she shall be paid an hourly rate of twenty dollars (\$20) per hour.
4. At the conclusion of her working test period her hourly rate shall be increased to thirty dollars (\$30) per hour.
5. She shall work up to twenty eight (28) hours per week.
6. The position of Board Secretary shall continue to be “at will” and Bernadette Davis-Green shall serve at the pleasure of the Board.

Be It Further Resolved that this Resolution shall supersede all prior or inconsistent Resolutions.

Be It Further Resolved that this Resolution shall take effect immediately.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer	×		×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner						×
Vice Chair, Commissioner Kevin McIntosh		×	×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston			×			
Commissioner, 2nd Alternate, Kimbrali Davis						

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC

Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-06

Authorizing Contract Modification & Change Order No. 1 to Contract No. WTMUA 20002 Water Filtration Plant Dehumidification Project

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and received sealed bids for the Water Filtration Plant Dehumidification Project contract on February 14, 2024, and awarded said contract on February 21, 2024; and

Whereas the contract was awarded to Level-1 Construction, Inc. (“Contractor”); and

Whereas a modification to the construction project is necessitated for Reimbursement of Construction Permit Fee per Contract Modification 1 in the amount of \$2,272.00, attached as Exhibit A; and

Whereas the Executive Director has requested and the Project Engineer has obtained and reviewed pricing for Reimbursement of Construction Permit Fee from the Contractor in the amount of \$2,272.00 and found the amount to be reasonable and appropriate; and

Whereas this modification was required to facilitate the completion of the project in a timely manner; and

Whereas the original and adjusted contract amounts as a result of this contract modification and previous modifications are as follows:

Original Contract Amount	\$323,000.00
Change Order No. 1	\$2,272.00
Cumulative Contract Amount	<u>\$325,272.00</u>
Cumulative Modifications 1 thru 1 as Percent of Total Contract Amount	0.6%

Whereas funds are available for this purpose in the Capital Fund: #03-300-6302 as indicated by the attached Director of Finance’s Certification of Availability of Funds (Exhibit B).

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that:

1. Contract Modification No. 1 in the amount of \$2,272.00 is approved.
2. The Executive Director, or his designee, is authorized to take all steps necessary to effectuate these modifications.

Further Be It Resolved that this resolution shall take effect immediately upon passage.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer		×	×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner	×		×			
Vice Chair, Commissioner Kevin McIntosh			×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston					×	
Commissioner, 2nd Alternate, Kimbrali Davis					×	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-07

Authorizing Contract Modification & Final Quantities Change Order No. 1 to Contract No. WTMUA19002 Water Treatment Plant Parking Lot Paving

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and received sealed bids for the Water Treatment Plant Parking Lot Paving contract on September 6, 2023, and awarded said contract on September 20, 2023; and

Whereas the contract was awarded to American Asphalt Company, Inc. (“Contractor”); and

Whereas a modification to the construction project is necessitated for Final Quantities Modification 1 in the net amount of \$9,299.00, attached as Exhibit A; and

Whereas the Executive Director has requested and the Project Engineer has obtained and reviewed pricing for Final Quantities from the Contractor resulting in a net increase to the Original contract in the amount of \$9,299.00 and found the amount to be reasonable and appropriate; and

Whereas this modification was required to facilitate the completion of the project in a timely manner; and

Whereas the original and adjusted contract amounts as a result of this contract modification and previous modifications are as follows:

Original Contract Amount	\$208,438.00
Final Quantities Change Order No. 1	\$9,299.00
Cumulative Contract Amount	<u>\$217,737.00</u>
Cumulative Modifications 1 thru 1 as Percent of Total Contract Amount	4.5%

Whereas funds are available for this purpose in the Capital Fund: #03-300-6302 as indicated by the attached Director of Finance’s Certification of Availability of Funds (Exhibit B).

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that:

1. Contract Modification No. 1 in the amount of \$9,299.00 is approved.
2. The Executive Director, or his designee, is authorized to take all steps necessary to effectuate these modifications.

Further Be It Resolved that this resolution shall take effect immediately upon passage.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer	×		×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner						×
Vice Chair, Commissioner Kevin McIntosh		×	×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston			×			
Commissioner, 2nd Alternate, Kimbrali Davis					×	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green
Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-08

Authorizing Contract Modification & Change Order No. 1 to Contract No. 2022-1

Water Tank 2 Edge Lane Rehabilitation

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and received sealed bids for the Water Tank 2 Edge Lane Rehabilitation contract on October 19, 2023, and awarded said contract on November 29, 2023; and

Whereas the contract was awarded to Dynamic Sandblasting & Painting, LLC. (“Contractor”); and

Whereas a modification to the construction project is necessitated for Paint Repairs From T-Mobile Damages per Contract Modification 1 in the amount of \$13,159.45, attached as Exhibit A; and

Whereas the Executive Director has requested and the Project Engineer has obtained and reviewed pricing for Paint Repairs From T-Mobile Damages from the Contractor in the amount of \$13,159.45 and found the amount to be reasonable and appropriate; and

Whereas this modification was required to facilitate the completion of the project in a timely manner; and

Whereas the original and adjusted contract amounts as a result of this contract modification and previous modifications are as follows:

Original Contract Amount	\$1,632,000.00
Change Order No. 1	\$13,159.45
Cumulative Contract Amount	<u>\$1,645,159.45</u>
Cumulative Modifications 1 thru 1 as Percent of Total Contract Amount	0.8%

Whereas funds are available for this purpose in the Capital Fund: #03-200-6300 as indicated by the attached Director of Finance’s Certification of Availability of Funds (Exhibit B).

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that:

1. Contract Modification No. 1 in the amount of \$13,159.45 is approved.
2. The Executive Director, or his designee, is authorized to take all steps necessary to effectuate these modifications.

Further Be It Resolved that this resolution shall take effect immediately upon passage.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer		×	×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner	×		×			
Vice Chair, Commissioner Kevin McIntosh			×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston					×	
Commissioner, 2nd Alternate, Kimbrali Davis					×	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-09

Authorizing Contract Modification & Change Order No. 2 to Contract No. 2022-1 Water Tank 2 Edge Lane Rehabilitation

Whereas the Willingboro Municipal Utilities Authority (“WMUA”) has complied with the requirements of the Local Public Contracts Law (P.L. 1971, Ch. 198) and received sealed bids for the Water Tank 2 Edge Lane Rehabilitation contract on October 19, 2023, and awarded said contract on November 29, 2023; and

Whereas the contract was awarded to Dynamic Sandblasting & Painting, LLC. (“Contractor”); and

Whereas a modification to the construction project is necessitated for Paint Repairs From Core & Main Damages per Contract Modification 2 in the amount of \$5,562.50, attached as Exhibit A; and

Whereas the Executive Director has requested, and the Project Engineer has obtained and reviewed pricing for Paint Repairs From Core & Main Damages from the Contractor in the amount of \$5,562.50 and found the amount to be reasonable and appropriate; and

Whereas this modification was required to facilitate the completion of the project in a timely manner; and

Whereas the original and adjusted contract amounts as a result of this contract modification and previous modifications are as follows:

Original Contract Amount	\$1,632,000.00
Previous Change Order No. 1	\$13,159.45
Change Order No. 2	\$5,562.50
Cumulative Contract Amount	<u>\$1,650,721.95</u>
Cumulative Modifications 1 thru 2 as Percent of Total Contract Amount	1.1%

Whereas funds are available for this purpose in the Project Fund: #09-300-6369 as indicated by the attached Director of Finance’s Certification of Availability of Funds (Exhibit B).

Now, Therefore, Be It Resolved by the Board of Commissioners of the Willingboro Municipal Utilities Authority, in the Township of Willingboro, County of Burlington, State of New Jersey, that:

1. Contract Modification No. 2 in the amount of \$5,562.50 is approved.
2. The Executive Director, or his designee, is authorized to take all steps necessary to effectuate these modifications.

Further Be It Resolved that this resolution shall take effect immediately upon passage.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer		×	×			
Commissioner Diallyo Diggs			×			
Commissioner Carl Turner	×		×			
Vice Chair, Commissioner Kevin McIntosh			×			
Chair, Commissioner Pat Lindsay-Harvey			×			
Commissioner, 1st Alternate, William Weston					×	
Commissioner, 2nd Alternate, Kimbrali Davis					×	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary

Willingboro Municipal Utilities Authority

Resolution 2025-01-15-10

Authorizing Executive Session

Whereas N.J.S.A. 10:4-13 allows for a Public Body to go into closed session after adopting a resolution during a Public Meeting; and

Whereas the Board of the Willingboro Municipal Utilities Authority (“WMUA”) has deemed it necessary to go into closed session to discuss certain matters which are exempt from the Public; and

Whereas the regular meeting of this Board will reconvene at the conclusion of closed session.

Now, Therefore, Be It Resolved by the WMUA, in the Township of Willingboro, County of Burlington, State of New Jersey, that the Board of Commissioners will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12b:

☒ 1 Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from the provisions of subsection a of NJSA 10:4-12; and

☐ 2 Any matter in which the release of information would impair a right to receive funds from the Government of the United States; and

☒ 3 Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by an institution or program, including but not limited to, information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress, or condition of any individual, unless the individual concerned (or, in the case of a minor or an incapacitated individual, the individual’s guardian) shall request in writing that the material be disclosed publicly; and

☐ 4 Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body; and

☐ 5 Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; and

Continued . . .

- ☐ 6 Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair that protection, or investigations of violations or possible violations of the law; and
- ☒ 7 Any pending or anticipated litigation or contract negotiation, excluding collective bargaining, in which the public body is, or may become, a party, or matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer; and
- ☐ 8 Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected in writing that such matter or matter be discussed at public meeting; and
- ☐ 9 Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party of the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.

Be it further resolved that the Commissioners hereby declare that its discussion of the aforementioned subject(s) may be made public at a time when the Solicitor advises the Board that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the WMUA or any other entity with respect to said discussion.

Be it further resolved that the Board, for the aforementioned reasons, hereby declares that the public is excluded from the portion or the meeting during which the above discussion shall take place and here by directs the WMUA to take the appropriate action to effectuate the terms of this resolution.

Title, Name	Motion	Second	Aye	Nay	Not Voting	Absent
Commissioner James Boyer			X			
Commissioner Diallyo Diggs			X			
Commissioner Carl Turner	X		X			
Vice Chair, Commissioner Kevin McIntosh		X	X			
Chair, Commissioner Pat Lindsay-Harvey			X			
Commissioner, 1st Alternate, William Weston					X	
Commissioner, 2nd Alternate, Kimbrali Davis					X	

Certification By Secretary

I, Bernadette Green, Board Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on the 15th day of January 2025.

Dated: January 15, 2025

Bernadette Green

Bernadette Green, RMC
Board Secretary