

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### April 16, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, April 16, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:02 PM.

Board Secretary led the pledge of allegiance and conducted the roll call

#### ***Roll Call***

Title, Name	Present	Absent
Commissioner James Boyer	X	
Commissioner Diallyo Diggs	X	
Commissioner Carl Turner		X
Vice-Chair Kevin McIntosh	X	
Chair Patricia Lindsay-Harvey	X	
Alternate #1, Commissioner William Weston	X	
Alternate #2, Commissioner Kimbrali Davis	X	

Chairwoman Lindsay-Harvey stated that Commissioner Weston would be a voting member in Commissioner Turner's absence.

#### **Others Attending as Panelists**

James Mackie, Executive Director  
Bernadette Green, Board Secretary  
Kara Weekly, Director of Op. and Maint.  
Chris Felthaus, System Maintenance Supt.  
Bill Lake, Water Treatment Plant Superintendent  
Doug Borger, Sewer Superintendent  
Jason Holt, CSG Law, Solicitor

Lionel Galipot, Alaimo Engineering  
Steven Graham, PCH Technologies  
Greg Rosario, Schneider Electric  
Brian McGair, Schneider Electric  
Ben Weller, Environmental Resolutions, Inc.  
Tom Lisse, Pennoni  
George Frino, DeCotiis Law

#### ***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 is an official regular meeting of the Willingboro Municipal Utilities Authority. Adequate notice has been given to the public in excess of forty-eight hours prior to this meeting in the following manner:

- A. Notice was posted on the official bulletin board of the Authority building, and on the WMUA website.

- B. 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.
- C. Public Notice was published in the designated official newspapers - the Burlington County Times and Courier-Post.

The Board Secretary is directed at entering this public announcement into the minutes of this meeting.

The Executive Director was requested to explain the resolutions on the agenda.

**Public Comment - Agenda Items Only**

None responded, public comment closed

**Consent Agenda**

*Motion: Chairperson Lindsay-Harvey*

*Seconded: Commr Boyer*

*Discussion: None*

*Resolution 2025-04-16-01 – Approving of Payment of Bills*

*Resolution 2025-04-16-04 – Authorizing & Supporting FY 2026 Community Project Funding Applications for Congressionally Directed Funds*

*Resolution 2025-04-16-05 – Rejecting Submittal for Competitive Contract 24R-08 IT Services Apllet LLC N.J.S.A. 40A:11-23.2c*

*Resolution 2025-04-16-12 – Authorizing the Award of Competitive Contract for Information Technology Consulting Services Supplement*

*Resolution 2025-04-16-13 – Terminating Competitive Contract CC#24-02 - NJDEP Certified Contract Laboratory to Perform Water and Wastewater Analysis Awarded to ALS Group USA Corp. & Authorizing the Qualified Purchasing Agent to Obtain a Different Laboratory Through the Competitive Contracting Process*

**Roll Call Vote – Commr. Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes**  
**5-affirmative:0-negative Motion passed**

**Motion: To approve consent agenda**

*Motion: Commr McIntosh*

*Seconded: Commr Boyer*

*Discussion: None*

**Roll Call Vote – Commr. Boyer – yes; Commr McIntosh – yes; Commr Weston– yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes**  
**5-affirmative:0-negative Motion passed**

**Motion: To approve March 5, 2025 Minutes**

Motion: Commr McIntosh

Seconded: Commr Boyer

Discussion: None

**Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– Abstain; Chair Lindsay-Harvey – yes 4-affirmative:1-Abstention:0-negative Motion passed**

**Proclamations read by the Secretary**

- **Earth Day – April 22, 2025**
- **National Drinking Water Week – May 4-10, 2025**

Chairwoman Lindsay-Harvey stated that she is going to move Agenda section 10 to before section 7, no one opposed.

**Operations and Maintenance Director's report**

Director of Operations and Maintenance, Kara Weekly – Noted the following from the written report – Seasonal Hydrant flushing if underway, a new employee started in PCP on Monday, the Lab Manager attended the STEM Expo, Resident sent an email complimenting staff from system maintenance for the worked performed while in the field.

**Engineering Consultants' Reports**

**Consulting Engineers Report - Alaimo**

Well 5 – an install of the fence operator was done and is working properly.

**Consulting Engineers Report - ERI**

The list has been provided for the Red Zone repairs; there are 36 mains in the Red Zone that are outstanding. The office is looking to get an RFQ for the TV work for those lines that are out by the end of or by the middle of next week.

**Consulting Engineers Report - Pennoni**

On the dehumidification project with the Chapman valve replacement, Pennoni is waiting on direction from the WMUA pertaining to the line flushing activities and on the PCP roof replacements. If approves Pennoni will be working with the installer to finish before the summer is out and the school projects take over. Commissioners were given the opportunity to ask questions and receive answers to satisfaction. Commissioner Boyer asked about the polls within the township and the status of repair. Pennoni answered, there were no qualified bids on the pools

**Consulting Engineers Report - Suburban**

Representatives were not present therefore the ED stated that a written report was given, and he would try to answer any questions the commissioners may have. Tank status is that we are waiting on the lettering. They tried to come however it was not at an ideal time and had to reschedule however we are not sure when they are coming back.

### **ESIP – Schneider**

Stated that a report was received from Alaimo and was not able to participate in the walkthrough. Commissioner Diggs requested further clarification, and ED Mackey gave some background information on the metering and communication system. Further discussion was had between the commissioners, ED, and Schneider regarding the Solar Panels, and the GATS. The Commissioners were able to ask their questions and receive responses to satisfactions.

### **Operations Committee Report**

Stated that there is a budgeted line item of \$600,000 for getting the Jet Vac. We do have a new one that we could have in possession by June or one that can be rented. Jet Vac was on site for a project demo. Director Weekly gave further clarification that the exact price is \$566,185 and there is a notice of intent to award published in the newspaper on April 10<sup>th</sup>, which if the Board would move forward the award would be at the May 21<sup>st</sup> regular meeting. Further explanation given by Director Weekly and ED Mackie giving an opportunity for board questions and responses to satisfaction.

To expedite the purchasing process, Chair Lindsay Harvey entertained a motion to purchase the Jet Vac

### **Motion to purchase Jet Vac**

*Motion: Commr McIntosh*

*Seconded: Commr Boyer*

*Discussion: None*

**Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes**  
**5-affirmative:0-negative Motion passed**

Further recommendations and discussion on remaining item in the Operations Committee report presented by Commr Davis.

### **Motion to purchase Godwin Trailer Pump**

*Motion: Commr Boyer*

*Seconded: Commr McIntosh*

*Discussion: Commissioner Boyer questioned pricing and budget. Dir Weekly answered the commissioner to satisfaction.*

**Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes**  
**5-affirmative:0-negative Motion passed**

### **Motion to purchase a spare motor for the recirculation pump at PCP**

*Motion: Chair Lindsay-Harvey*

*Seconded: Commr Weston*

*Discussion: Commissioner Diggs questioned the process, discussion of approvals for recommendations out of the Operations Committee on Capitol projects.*

**Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes**  
**5-affirmative:0-negative Motion passed**

ED Mackey suggested that there is a scoring system in place for the engineers for upcoming projects and present to the board the weighting of the projects. Further information to be provided to the board later.

**Resolution 2025-04-16-07: Awarding Bid # 24-03 – Emergency Contractor Bid**

Moved: Commr McIntosh                      Seconded: Commr Boyer

Discussion: None

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Resolution 2025-04-16-08: Authorizing Emergency Repairs at the edge Lane Tank in Accordance with N.J.S.A. 40A:11-6**

Moved: Commr Boyer                      Seconded: Commr McIntosh

Discussion: Discussion for further clarification

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Resolution 2025-04-16-09: Authorizing the purchase of Two pickup Trucks through Bergen County Regional Cooperative Pricing System Awarded Vendor Pellegrino Chevrolet Contract #24-43**

Moved: Commr McIntosh                      Seconded: Commr Boyer

Discussion: Discussion by Commissioners on process and ensuring process is complete prior to tariffs setting in.

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Resolution 2025-04-16-10: Rejecting Bids of the March 26, 2025 Auction of the Electric Pallet Jack, Chevrolet Pickup Truck, and Distillation Unit, and Approving the Sale of a Tractor Mower and Authorizing the Sale of Surplus Property**

Moved: Commr Weston                      Seconded: Commr Boyer

Discussion: Discussion on accuracy of the title of the resolution

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Resolution 2025-04-16-11: Authorizing the replacement of Roofing at Various Buildings at the Pollution Control Facility through the Camden County Educational Services Commission with W.J. Gross, Inc.**

Moved: Commr McIntosh                      Seconded: Commr Weston

Discussion: none

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

***Policy, Procedures & Communications Committee Report*** – Further discussion regarding engineering projects when they go out to the pool of engineers. Possible shared service with the township for Communication was discussed. The Twp has a Communications Advisory Board and is unsure if it is still operational. Possible staff to act as liaison with the twp. regarding communications. ED to select. Recommends approving remote work policy. A report card from Renati will be requested at the next meeting.

### ***Executive Director Report***

Executive Director gave updates to the Commissioners on the following topics

- 3 Woodhaven sanitary sewer lateral
- Well 5A PFOS project Contract Modifications
- Engineering Selection Scoring Procedure
- Well 6 WTP Upgrade Project – need decision by board to continue with Alaimo or seek proposals from other firms.
- EPA PFAS Final Rule
- FFY25 Community Project Funding – excluded in the federal budget signed by president 03-15-25
- FFY26 Funding
- Tetrachloroethylene a/k/a PERC
- Edge Lane Tank
- Verizon Wireless
- Weekly shutoffs beginning 04-16-2025, unless the Board decides differently
- PFAS MFR's lawsuit – scoring being released on a rolling basis by Claims Administrator
- Scoring Denial of methodology – Scoring just received, ED to provide Atty Coral Odier with some content for inclusion in appeal on 04-10/2025
- ESIP – Schneider to resume work on the small lighting and building envelope contracts within 3 weeks.
- 433 JFK Way Admin Office/215 Sunset Rd. Admin Office Annex

Commissioners were able to further ask questions regarding the report and receive responses to satisfaction.

### ***Treasurer's Report***

Written report provided, no additional questions from the Commissioner.

### ***Finance Director's Report***

Written report provided, no additional questions from the Commissioner.

### ***Finance / Budget Committee***

Recommendations on shut off and payment plan policy will be discussed in the executive session. Would like to notify the Township regarding the pool policy. Requesting a financial standing of the ongoing projects and the financial standing of each from the Ed on a quarterly basis.

### ***Human Resources Director's Report***

Written report provided, verbal report on the items to note regarding staffing, no additional questions from the Commissioners.

### ***Personnel Committee Report***

Written report provided, recommendations to be discussed in executive session, plan to review and evaluate current policies for revision or improvements.

**Motion to approve Remote Work Policy**

*Motion: Commr Boyer                      Seconded: Commr Weston*

*Discussion: None*

***Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Ad Hoc Facilities Report**

Verbal report given on the personnel moving to the Annex building; Treasurer, Secretary, HR Director, HR Coordinator, and the payroll clerk, which will free up space in the main building. HR Director office > Customer Service Supervisor and Accounts Payable person; HR Coordinator office > Finance Director.

**Motion to approve personnel to the annex**

*Motion: Commr Boyer                      Seconded: Vice-Chair Diggs*

*Discussion: None*

***Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Ad Hoc Training Committee Report**

Although the committee did not meet, a verbal report given on the progress and student excitement of the HS Pre-Apprenticeship program

**Resolution 2025-04-16-02: Authorizing Adjustment of Service Charges – No Fault**

*Moved: Commr McIntosh                      Seconded: Commr Weston*

*Discussion: Brief discussion regarding whether this should be discussed I the Finance Committee*

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Resolution 2025-04-16-03: Authorizing Adjustment of Sewer Service Charges**

*Moved: Commr McIntosh                      Seconded: Commr Weston*

*Discussion: discussion confirming property issues that may have caused the adjustment and the importance of comparing the tax records with the utility records when there is a sale*

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**New Business**

**Resolution 2025-04-16-14: Authorizing Executive Session**

*Moved: Commr McIntosh                      Seconded: Vice-Chair Diggs*

*Discussion: As per Mr. Holt, the executive session is to discuss personnel contractual matters, address any pending or anticipated litigation corresponding with Resolutions 7 & 8.*

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes                      5-affirmative:0-negative Motion passed***

**Public Comment**

**Esther Turner** – Thanked Commissioners Diggs and Weston for visiting her residence regarding the lateral issue and engaging in further conversation. Further requested clarity on the 100 feet that ran from her property to the main. Possibly with a diagram that would provide further clarification on the Y connection and how her property connects to her neighbors. Is still unclear on the video of the piping which is for 27 feet, however the plumbers stated that they could see all the way to the main. I appreciate the diligent effort of the Commissioners.

**Former Mayor Nock** – 18 Windsor La. Happy to hear that there is some movement Ms. Turner's issue. What she has described is very difficult because you live in your home and are paying taxes for. When I came on this evening you guys were talking about solar fields and I am really concerned because now we are going into May, which is prime time, and it still hasn't been resolved. Inquired with former Commissioner Clayton Sills and the shop plans are over at Alaimo, and tonight I am just finding out that Alaimo has subcontracted out the entire process. Suggested that instead of trying to figure everything out, spend a few dollars and have someone come out and do the correct wiring. Trying to go back would probably be a waste of time and it may cost a few dollars to have people who do solar come out and use whatever they can use and get it moving. You are going to lose May, June and July. Just get it up and going so there's some revenue coming into the MUA.

**Commissioner Comment**

**Commr Davis** – enjoy seeing the public coming out and taking the time to witness this commission in action. Thank you for the apprenticeship update and to the staff and directors. Congrats to anyone that has achieved an elevation in testing or moving up.

**Commr Weston** – Likes to hear comments from the residents, good, bad, or indifferent, just to get a sense of where the residents are. Thanked Commissioner Diggs for joining him at Ms. Turner's residence and complimented him on his MUA shirt. Does have some ideas/solutions for the present issue which still need to go through the proper channels. Surprised to see that the ED did send the plans to Commr Diggs and himself. There are some systematic issues regarding the retention policy, although the Ed states that nothing has been thrown out there is not a systematic way to store the plans. Solar fields have not been in production and the frustration is shared with Commr Boyer. Big up to the pre-apprenticeship program. Was able to find the Facebook page that the PR company is managing and hopes that we can use the page to grow the community.

**Commr Boyer** – Glad to hear the feedback from the students in the pre-apprenticeship program. Appreciate the feedback from Mrs. Turner and from former Mayor Nock. It is not going to be easy, and it will not be overnight to get these solar fields back to where they ought to be. We are going to be asking questions and trying to improve what we are doing by looking at the right remedy for the solar fields.

**Commr McIntosh** – We are trying our best that we possibly can to provide the water, sewer, treatment, water and sewage treatment at the best possible price and quality that we can, so we do appreciate all the players involved.



**Commr Diggs** – Shared the sentiments of the previous board members. One of the things the board is focused on is connecting better with the community and hope we can continue to do that. The MUA was like a little secret within the community, some people knew however most did not. And we are a community MUA. We're different than a private company. Our job on this board is to represent the community. So, having that connection with the community having the community speak out is what we're here for, and I believe all our commissioners want to support the community the same way. So, I appreciate the community coming out. Thank you, Miss Turner, for being an advocate for residents that are in a similar situation and educating us. Because I know myself have learned a lot by going out there and talking to you, and even though I've been on the board and working for the MUA for a long time, you know this was new for me. Also, I share the frustration of the other commissioners on the solar fields. We're not being good stewards of these assets, if we don't make sure they're functioning. So, we have to find a solution to that quickly. I want to thank all the board members, all the employees, and all the residents. We all work together to make this make this anyway work. And I appreciate everyone's input.

**Chair Lindsay-Harvey** – Hopefully, we get to see those numbers go up, and there's 8 people that came tonight, which is, which is great. We had 2 of them speak. I echo everyone's frustration in the solar fields; I mean my frustration goes back a number of years when I was just a resident and former Mayor Knock and I sat there listening to this. Thank you to our employees, because without you we couldn't get done what we do get done. Thank you. To the Commissioner, especially your support of our pre apprenticeship program. I'll let you know that I've sent into the Department of Labor our apprenticeship program. So, we're waiting for approval of that. Thank you to our professional service providers.

***Executive Session: 9:00pm to 12:16am***

***Motion to Exit Executive Session***

Moved: Commr McIntosh

Seconded: Vice-Chair Diggs

Discussion: None

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes***

***5-affirmative:0-negative Motion passed***

*The following were adopted after executive session discussion*

**Resolution 2025-04-16-06: Authorizing the Award of TM-1 Sanitary Sewer Realignment Bidding and Construction management Contract Pursuant to the Applicable Provisions of the Local Public Contracts Law**

Moved: Vice-Chair Diggs

Seconded: Commr Weston

Discussion: None

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes***

***5-affirmative:0-negative Motion passed***

**Motion to approve HR and Finance Director through the ED to impose disciplinary action**

*Motion: Commr Boyer*

*Seconded: Commr McIntosh*

*Discussion: None*

***Roll Call Vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Weston – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes*** ***5-affirmative:0-negative Motion passed***

***Motion to Adjourn***

Moved: Vice-Chair Diggs

Seconded: Commr McIntosh

**Voice vote:** Unanimous.

***Meeting Adjourned 12:22am***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of April 16, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

***Bernadette Green***

Bernadette Green  
Secretary to the Board

**Approved By The Board:** May 21, 2025