

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

March 19, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, March 19, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:01 PM.

The 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	

Commissioner Boyer was not present during Roll Call. Chair stated that Commissioner Weston will be a voting member in Commissioner Boyer's absence. Commissioner Boyer joined at 6:08pm.

Others Attending as Panelists

James Mackie, Executive Director
Bernadette Green, Board Secretary
Aisha Manners, Board Treasurer
Kara Weekly, Director of Op. and Maint.
Rhonda Gigliotti, Director of Finance
Chris Felthaus, System Maintenance Supt.
Bill Lake, Water Trtmt 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.
George Frino, Decotiis Law
Michael Vind, FSL Public Finance
Ryan Hottenstein, FSL Public Finance

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

Motion: To approve February 19, 2025 Minutes

Motion: Commr Turner Seconded: Vice-Chair Diggs

Discussion: None

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

Proclamations read by the Secretary

- **National Ground Water Awareness Week – March 9 – 15, 2025**
- **World Water Day – March 22, 2025**

Consent Agenda

Motion: Chairperson Lindsay-Harvey Seconded: Commr McIntosh Discussion: None

Resolution 2025-03-19-01 – Approving of Payment of Bills

Resolution 2025-03-19-02 – Authorizing Adj of Sewer Service Charges

Resolution 2025-03-19-03 – Adjusting the Cash Handling Policy

Resolution 2025-03-19-04 – Approval of Employee Handbook

Resolution 2025-03-19-05 – Adjusting the Salary of the Board Treasurer

Resolution 2025-03-19-06 – Authorizing the Hiring of Custodial Services through the Competitive Contracting Process

Resolution 2025-03-19-07 – Authorizing the Purchase pf One Utility Truck and Accessories through the State of New Jersey Cooperative Pricing System

Resolution 2025-03-19-08 – Authorizing Award for Sulfur Dioxide

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

Motion: To approve consent agenda

Motion: Commr Turner

Seconded: Commr McIntosh

Discussion: None

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

Policy, Procedures & Communications Committee Report – *The remote work policy will be discussed in executive session. Opened the discussion of a Strategic Plan and the procedure which would be headed by the Policy Committee but involve the entire WMUA.*

Motion to discuss the remote policy in executive session

Motion: Vice-Chair Diggs

Seconded: Commr Turner

Discussion: None

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

Executive Director Report

Executive Director gave updates to the Commissioners on the following topics

- 3 Woodhaven sanitary sewer lateral
- 101 Hazelwood water usage
- Well 5A PFOS project Contract Modifications
- Well 6 WTP Upgrade Project
- EPA PFAS Final Rule
- FY25 Community Project Funding
- FY26 Funding
- Tetrachloroethylene a/k/a PERC
- Edge Lane Tank
- Verizon Wireless
- Weekly shutoffs beginning 03/26/2025, unless the Board decides differently
- PFAS MFR's lawsuit – scoring has not been released yet. Further discussion by ED.
- 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.

Human Resources Report

Written report provided, no additional questions from the Commissioners as the director was absent.

Finance / Budget Committee

The Commissioners had an extensive discussion on shut-off policy and procedures.

Vice-Chair Diggs Motioned to pause shut offs until more info is presented to the Finance Committee; Seconded by Commr Boyer; Roll Call vote – Commr Boyer – yes; Commr McIntosh – yes; Commr Turner – no; Vice-Chair Diggs-yes; Chairwoman Lindsay-Harvey – yes 4-affirmative; 1-negative, Motion Passes

Personnel Committee Report

Commr Boyer – Further discussion with HR Director to discuss healthcare beyond time of leave. Other items were held for executive session. Commr Diggs commented that there should be clarification of which staff is exempt or non-exempt.

Operations and Maintenance report

Director of Operations and Maintenance, Kara Weekly – One of our PCP employees over in the sewer department passed his CDL road test to obtain his class B license. There were 2 new employees on the water in the water department. 2 positive feedback experiences from residents.

Engineering Consultants' Reports

Consulting Engineers Report - Alaimo

Collection system – resiliency improvements for the Miller Creek Crossing. Some testing was done and submitted a revised configuration for the bridge. Some progress was done with the manhole sewer repair work.

Consulting Engineers Report - ERI

Primary settling tanks – primary number 2 had to be replaced. The original plan was to repair however due to extensive damage to the unit, it had to be replaced.

Consulting Engineers Report - Pennoni

Engineer was not present due to a last minute conflict, however ED offered possible questions to the written report. Commissioners were able to ask questions and receive clarification to satisfaction.

ESIP – Schneider

Mr. Rosario highlighted the items in the written report regarding the Solar Field. Further discussion by the Commissioners regarding the report.

Operations Committee Report

Written report referenced with recommendations to be discussed in the executive session.

New Business

Resolution 2025-03-19-11: Authorizing Executive Session

Moved: Commr Turner Seconded: Commr Boyer

Discussion: As per Mr. Holt, the executive session is to discuss personnel matters, address any pending litigation during, and to receive the appropriate legal advice.

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

Public Comment

Esther Turner –Thank you for allowing me an opportunity to again address the situation at 3 Woodhaven Lane. I submitted a letter to the Commissioners, and I've had detailed conversations with Mr. Mackey. He's been very informative and detailed in terms of your position. I guess, collectively, as commissioners, that you feel that it is my responsibility to take care of the sewer line leading out to the main lateral, which is about a hundred feet for my property. I did receive a copy of the excel spreadsheet, showing, I guess it was approximately 75 homes that, I guess, are in the same category as mine. They may not have experienced anything yet and it appears that they may be in for the same kind of situation at some point in the future. So, I think that this really should be addressed. I don't think you should. You all should just simply say that it's the homeowner's responsibility. I'm maintaining that it is not my responsibility, past my property line. I took care of the Orangeburg line that was in my property, which had corroded and caused the collapse in the system, but beyond that, according to the plumber who came out. He ran a camera through the lines all the way to the main. I guess there's a problem leading up to the main. I don't know all the specifics; Mr. Mackey is waiting for that video to help clarify. I'm a layman in this in this situation, but I do know enough to understand that the WMUA to take care of this problem.

Former Mayor Nock – 18 Windsor La. Yes, good evening, everyone 2 things, and I'm glad I came in after Esther Turner, because I may be able to contribute to this conversation. But prior to that I felt like sometimes I'm in a soap opera as the solar turns. is, how is it that an address can go without paying their water bill for the entire year and not be shut off. Further he explained that prior to him being Mayor he remembers doing research for street lights and the same question of who owns the land came up. Encouraged the WMUA to also do research for further clarification.

Councilwoman Perrone – properties are not owned by homeowners from her research it is owned by the municipality. Stated that she would not like to see payment plans go away. Questions asked at what point are you considered delinquent? I would like to have payment plan clarity.

ED answered public questions. A title search has been conducted through the solicitor, and it is still in progress. Rules and regs 5A section 1: states only draining easements are owned by the Township not water/sewer. Delinquencies are calculated when there is no payment on the due date.

Commissioner Comment

Commr Davis – Ecstatic to hear from resident. Sub Committees due diligence is a testament to our dedication.

Commr Weston – Wants to get more advertisement. Ms. Turner, my heart goes out and encourages WMUA to find a fair course of action. Codification does not mean justification. Hopefully other properties are informed.

Commr Boyer – Appreciates feedback from public. Hope there is some sort of resolution for Ms. Turner.

Commr McIntosh – Thanks to customers, employees, and administration and for the work being done to make the WMUA run more efficiently.

Commr Turner – Thank you and welcome to the residents. Congratulations to the personnel that attain their licensing.

Commr Diggs – Thanked Bill Lake and Carlin Brown for coming to speak to the students of the pre-apprenticeship program. The students are interested in our policies & procedures. Field trips are planned with the first at the Water plant on the 31st. Students also have jobs that mimic the Authority, Commissioners, Water and Sewer Plant Superintendent. Encouraged Commissioners to attend and speak to the students.

Chair Lindsay-Harvey – Hoping we can figure out something for Ms. Turner. Thank you, Vice-Chair Diggs and the Ad Hoc Training Committee. The pre-apprenticeship program is going very well.

Executive Session: 8:34pm to 11:36pm

Motion to Exit Executive Session

Moved: Commr Turner Seconded: Commr Boyer Discussion: None

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

The following were adopted after executive session discussion

Resolution 2025-03-19-09: Rejecting Submittal for Sludge & Grit Bid

Moved: Commr Turner Seconded: Commr Boyer

Discussion: None

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

Resolution 2025-03-19-11: Authorizing Award for Sludge & Grit Removal Services

WMUA Regular Meeting Minutes of March 19, 2025

Moved: Commr Turner Seconded: Vice-Chair Diggs

Discussion: None

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

Motion to Adjourn

Moved: Commr Turner Seconded: Commr Weston

Voice vote: Unanimous.

Meeting Adjourned 11:39pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of March 19, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

Bernadette Green

Bernadette Green
Secretary to the Board

Approved By The Board: May 21 2025