

WILLINGBORO MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

October 20, 2021

The meeting of the Willingboro Municipal Utilities Authority was held on October 20, 2021 via Zoom. Chairman Turner called the meeting to order at 6:00 PM and requested that everyone pledge allegiance to the flag. The Chairman instructed the Secretary to read the following statement:

Public notice of the meeting, pursuant to the Open Public Meetings Act, has been given by the Authority in the following manner:

- A. Posting written notice on the official bulletin board of the Authority building.
- B. Mailing written notice 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 Municipal Utilities Authority.
- C. Publishing a Public Notice in the Burlington County Times and Courier-Post.
- D. Directing the Secretary to enter the minutes of this meeting this public announcement.

Roll Call: Cmmr. Darvis Holley (Present), Cmmr. T. Wayne Scott (Absent), Cmmr. Patricia Lindsay-Harvey (Present), Cmmr. Carl Turner (Present), Cmmr. Webster Evans (Present), Alt. Cmmr. Kevin McIntosh (Present), Alt. Cmmr. James Boyer (Absent)

Others attending: Diallyo Diggs, Acting Executive Director and Finance Director, Emmanuel Stuppard, Director of Operations and Maintenance, Lionel Galipot, Engineer, Solicitor, Mike Riley

Motion to Approve September 15, 2021 Meeting Minutes

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Approve September 20, 2021 Special Meeting Minutes

Moved: Cmmr. Evans

Seconded: Cmmr. Lindsay-Harvey

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Abstain, Cmmr. Turner Yes

Motion to Approve September 20, 2021 Special Meeting Minutes

Moved: Cmmr. Evans

Seconded: Cmmr. Lindsay-Harvey

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Abstain, Cmmr. Turner Yes

Motion to Receive Policy Committee Report

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion:

Cmmr. Lindsay-Harvey: At the policy committee we discussed the budget schedule to make sure we are still on pace. One of the recommendations that were made was to urge the board to petition the state to add the words approved budget introduction to the wording of the resolutions. Also we discussed about the billing and collections and Mr. Diggs informed us that there is an assistance program for low income delinquent customers, and what needs to happen is that we have to send the state a list of our delinquent customers and see how much they would be able to help. As far as the website, Mr. Diggs sent a link for the commissioners to go on and look and see what has been done so far and we are looking to launch by the top of the year if not sooner.

D. Diggs: I spoke with the website designer today and we are having issues. Apart of our initial scope of services was to have fillable forms on the website so residents could fill out forms and won't have to print themselves, sign, then come up to the building. He didn't do that as of yet so I'm pushing them on that.

Cmmr. Lindsay-Harvey: Public communication was also discussed. We talked about how we should increase our communication to customers through their billing, utilizing facebook, and information on our website. Human Resources was also discussed and Ms. Jean Baptise suggested that we tighten up on our security practices. There is no "do not go beyond this point" sign at the plant, also staff should have badges to swipe in and out of facilities.

Cmmr. Turner: Will the badges also be applicable for the administration building?

Cmmr. Lindsay-Harvey: Yes

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Resolution 10-20-21-1 Admin Dress Code Policy

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Evans

Discussion:

Cmmr. Evans: Is this just for the office?

D. Diggs: Yes

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Resolution 10-20-21-2 Employee Issued Device Policy

Moved: Cmmr. McIntosh

Seconded: Cmmr. Evans

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Resolution 10-20-21-7 Acceptance of Uniform Bid

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Resolution 10-20-21-6 Budget Transfer Resolution

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. Evans Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Receive Treasure's Report (October 2021)

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion

Cmmr. Lindsay-Harvey: I'm concerned that a couple items went way over budget

D. Diggs: They need some adjustments. Some of it is capitol and the other is on the budget transfer resolution. It is also hard to predict health insurance and pension cost.

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Approve Operations and Maintenance Report (October 2021)

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to receive Engineers Report

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Discussion:

Cmmr. Evans: Did we solve that problem over at Well 5?

L. Galipot: Yes

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to receive Special Engineers Report

Moved: Cmmr. Evans

Seconded: Cmmr. Holley

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Accept the Payment of Bills

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. McIntosh

Roll Call: Cmmr. Evans Yes to all except 91453, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Enter Executive Session

Moved: Cmmr. Lindsay-Harvey

Seconded: Cmmr. Holley

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Exit Executive Session

Moved: Cmmr. Evans

Seconded: Cmmr. McIntosh

Roll Call: Cmmr. Evans Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes

Motion to Adjourn

Moved: Cmmr. Holley

Seconded: Cmmr. Evans

Roll Call: Cmmr. Scott Yes, Cmmr. Lindsay-Harvey Yes, Cmmr. McIntosh Yes, Cmmr. Holley Yes, Cmmr. Turner Yes