

# Willingboro Municipal Utilities Authority

## Reorganization Meeting Minutes

### February 3, 2025

The reorganization meeting of the Willingboro Municipal Utilities Authority was held on Monday, February 3, 2025, via Zoom Webinar. Board secretary, Bernadette Green called the meeting to order at 6:01 PM, led the pledge of allegiance.

The board secretary acknowledged receipt of Resolution 2025-7 from the township of Willingboro appointing Patricia Lindsay-Harvey as a member of the Willingboro Municipal Utilities Authority for a term to begin February 1, 2025 to January 30, 2030.

Mayor Samantha Whitfield administered the Oath of Allegiance with remarks to follow.

***Board secretary administered the 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 Turner was not present during Roll Call, however joined at 6:08pm. Board secretary recognized, 1<sup>st</sup> Alternate Commissioner William Weston as a voting member of the board in Commissioner Turners absence.

**Others Attending as Panelists**

James Mackie, Executive Director  
 Bernadette Green, Board Secretary  
 Aisha Manners, Board Treasurer  
 Rhonda Gigliotti, Director of Finance  
 Kara Weekly, Director of Op. and Maint.  
 Henry Hall, Director of Human Resources

Jason Holt, CSG Law, Solicitor  
 Lionel Galipot, Alaimo Engineering  
 Steven Graham, PCH Technologies  
 John Chayko, Suburban Consulting  
 Ben Weller, Environmental Resolutions, Inc.  
 Mayor Samantha Whitfield

***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 to enter this public announcement into the minutes of this meeting.

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

***Motion to open Nominations for Board Chair***

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

***Voice Vote - Unanimous none opposed – Motion passes***

***Nomination – Commr Lindsay-Harvey by Commr McIntosh      2<sup>nd</sup> – Commr Boyer***

***No other nominations***

***Motion to close Nominations for Board Chair***

*Motion: Commr Turner      Seconded: Commr McIntosh      Discussion:None*

***Voice Vote - Unanimous none opposed – Motion passes***

***Motion to select Commissioner Lindsay-Harvey as the Board Chair***

***Roll Call Vote by name – Commr. Boyer – Lindsay-Harvey; Commr. Diggs – Lindsay-Harvey; Cmmr. Turner – Lindsay-Harvey; Commr McIntosh – Lindsay-Harvey; Commr Lindsay-Harvey – Lindsay-Harvey***  
***5-affirmative:0-negative Motion passed, Commr Lindsay-Harvey accepts nomination as Board chair for the 2025 year.***

***Chairwoman Lindsay-Harvey to preside the remainder of the meeting.***

***Motion to open Nominations for Board Vice-Chair***

*Motion: Commr McIntosh                                      Seconded: Commr Diggs                                      Discussion:None*

***Voice Vote - Unanimous none opposed – Motion passes***

***Nomination – Commr Diggs by Commr McIntosh                                      2<sup>nd</sup> – Commr Boyer***

***No other nominations***

***Motion to close Nominations for Board Vice-Chair***

*Motion: Commr McIntosh      Seconded: Commr Diggs      Discussion:None*  
**Voice Vote - Unanimous none opposed – Motion passes**

**Motion to select Commissioner Diggs as the Board Vice-Chair**

**Roll Call Vote by name – Commr. Boyer – Diggs; Commr. Diggs – Diggs; Cmmr. Turner – Diggs; Commr McIntosh – Diggs; Chair Lindsay-Harvey – Diggs      5-affirmative:0-negative Motion passed, Commr Diggs accepts nomination as Board Vice-chair for the 2025 year.**

**Public Comment - Agenda Items Only - None**

**Resolution 2025-02-03-01: Designating Official Newspapers for the Willingboro Municipal Utilities Authority**

*Motion: Commr Boyer      Seconded: Commr McIntosh*

*Discussion: Questioned the specific papers that are designated as the official newspapers – Ans. Burlington County Times and The Courier Post*

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

**Resolution 2025-02-03-02: Holidays To Be Observed in 2025**

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

*Discussion: The day after Thanksgiving is not included and therefore is not an observed holiday for the WMUA. Further discussion can be had at a later time, if changes are to be made.*

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

**Resolution 2025-02-03-03: Establishing the Regular Meetings of the Willingboro Municipal Utility Authority**

*Motion: Vice-Chair Diggs      Seconded: Commr Boyer      Discussion: None*

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

**Resolution 2025-02-03-04: Professional Services Appointments for Independent Auditor**

*Appointee: Bowman & Company LLP*

*Motion: Commr Boyer      Seconded: Commr McIntosh      Discussion: None*

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

**Resolution 2025-02-03-05: Professional Services Appointments for Special Project Auditor**

*Nomination: Brent W. Lee & Co.*

*Motion: Commr Turner      Seconded: Commr Boyer      Discussion: None*

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

**Resolution 2025-02-03-06: Professional Services Appointments for Financial Advisory Services**

**Motion for Nominations for Financial Advisory Services – NW Financial & FSL Public Finance**

Motion: Commr Turner                      Seconded: Commr McIntosh

**Motion for Nominations for Financial Advisory Services – NW Financial & Phoenix Advisors LLC**

Motion: Commr Boyer                      No Second – Motion dies

Motion to close nominations – Commr Turner                      Seconded: Chair Lindsay-Harvey

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

**Motion to appoint NW Financial & FSL Public Finance**

Motion: Commr Turner                      Seconded: Commr McIntosh                      Discussion:None

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

**Resolution 2025-02-03-07: Professional Services Appointment for Insurance Broker**

Nomination: Corporate Employee Benefits

Motion: Commr Turner                      Seconded: Commr McIntosh                      Discussion: None

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

**Resolution 2025-02-03-08: Professional Services Appointment for Attorney (Solicitor)**

Nomination: Chiesa Shahinian & Giantomasi, PC

Motion: Commr McIntosh                      Seconded: Commr Boyer                      Discussion: None

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

**Resolution 2025-02-03-09: Professional Services Appointment for Bond Counsel**

Nomination: McManimon, Scotland & Baumann

Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion: None

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

**Resolution 2025-02-03-10: Professional Services Appointment for Conflict/Special Counsel**

Nomination: The Platt Law Group

Motion: Commr Boyer                      Seconded: Commr Turner                      Discussion: None

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

**Resolution 2025-02-03-11: Professional Services Appointment for Rate & Energy Counsel**

*Nomination: Decotiis, Fitzpatrick, Cole & Giblin, LLP*

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion: None*

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

**Resolution 2025-02-03-12: Professional Services Appointment for Labor Counsel**

*Nomination: Decotiis, Fitzpatrick, Cole & Giblin, LLP*

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion: None*

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

**Resolution 2025-02-03-13: Professional Services Appointments for Consulting Engineer**

**Motion to open Nominations for Consulting Engineer**

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion:None*

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

**Nominations for Consulting Engineer (pool)– Alaimo, ERI, and Pennoni**

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion:None*

**Motion to close nominations – Commr Turner                      Seconded: Commr Boyer                      Discussion: None**

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

**Motion to appoint Alaimo, ERI, and Pennoni**

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion:None*

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

**Resolution 2025-02-03-14: Professional Services Appointments for Special Project Engineer**

**Motion to open Nominations for Special Project Engineer**

*Motion: Commr Turner                      Seconded: Commr Boyer                      Discussion:None*

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

*Nomination: Suburban & CME*

*Motion: Commr Turner                      Seconded: Chair Lindsay-Harvey                      Discussion: None*

***Motion to close nominations – Commr Turner                      Seconded: Commr Boyer                      Discussion: None***

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

***Motion to appoint Suburban & CME as the Special Project Engineers***

*Motion: Commr Turner                      Seconded: Vice-Chair Diggs                      Discussion: None*

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

**Resolution 2025-02-03-15: Revising Cash Management Plan**

*Motion: Commr McIntosh                      Seconded: Commr Turner                      Discussion: None*

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

***Public Comment – None***

***Resolution 2025-02-03-16 Authorizing Executive Session – not needed***

**Commissioner Comment**

**Commr Davis** – Super excited for a new year and encourages everyone to attend meetings to see how we conduct meetings on your behalf.

**Commr Weston** – Improve communication with the public by doing more advertisement and publications from the WMUA. Congrats to Chair and Vice-Chair.

**Commr Boyer** – Congrats to Chair and Vice-Chair, Professional Services, and employees. Encourages residents to come to the meeting.

**Commr McIntosh** – Welcome to all, especially customers & employees. Looking forward to an outstanding year. And congrats to Chair Lindsay-Harvey and Vice-Chair Diggs

**Commr Turner** – Thanked the residents for their communication through all channels. Job well done to the Commissioners and commended their perseverance. Thanked administration for making WMUA a better place. There has been a lot of work accomplished in 2024.

**Vice-Chair Diggs** – Thank you to the Board for entrusting him as the Vice-Chair. Reminder of the signing ceremony for the apprenticeship program at the High School on Feb 6<sup>th</sup> at 1pm.

**Chair Lindsay-Harvey** – Look forward to working with everyone. Committed to fostering excellence.

***Motion to Adjourn***

Moved: Commr Turner                      Seconded: Vice-Chair Diggs

**Voice vote:** Unanimous.

***Meeting Adjourned 6:56 pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of February 3, 2025, Reorganization Meeting of the Willingboro Municipal Utilities Authority.

*Bernadette Green*

Bernadette Green  
Secretary to the Board

**Approved By The Board:** February 19, 2025