

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

June 18, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 18, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:00PM.

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

Roll Call

Title, Name	Present	Absent
Commissioner James Boyer	6:10 pm	
Commissioner Kevin McIntosh		X
Commissioner Carl Turner	X	
Vice-Chair Diallyo Diggs	X	
Chair Patricia Lindsay-Harvey	X	
Alternate #1, Commissioner William Weston	X	
Alternate #2, Commissioner Kimbrali Davis	6:02 pm	

Commr Weston and Commr Davis will be a voting member being that Commr Boyer and Commr McIntosh are not present

Others Attending as Panelists

Emmanuel Stuppard, Executive Director
James Mackie, Chief Engineer
Bernadette Green, Board Secretary
Aisha Manners, Board Treasurer
Kara Weekly, Director of Op. and Maint.
Rhonda Gigliotti, Director of Finance
Henry Hall, Director of Human Resources
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
Kevin Kinsella, Decotiis & Fitzpatrick
Ted Del Guerico, MSB
Victoria Borriello, MSB

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.

Consent Agenda

Motion: Chairperson Lindsay-Harvey

Seconded: Commr Boyer

Discussion: None

Minutes for April 23, 2025, special meeting with executive sessions

Resolution 2025-06-18-01 – Appointing a Custodian and Deputy Custodian of Government Records

Resolution 2025-06-18-02 – Approving of Payment of Bills

Resolution 2025-06-18-03 – Authorizing Adjustment of Sewer Service Charges

Resolution 2025-06-18-05 – Rejecting Submittal for CC#25-07 Cleaning Services Competitive Contract N.J.S.A. 40A:11-23.2C

Resolution 2025-06-18-06 – Authorizing Award of Competitive Contract for Cleaning Services

Resolution 2025-06-18-08 – Authorizing the Award of a Contract for Design and Construction Management Services for the Rehabilitation of the Holyoke Tank to Suburban Consulting Engineers, Inc. ("SCE") Pursuant to the Local Public Contracts Law

Roll Call Vote – Commr. Boyer – yes; Commr Turner – 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 Turner

Seconded: Commr Weston

Discussion: None

Roll Call Vote – Commr. Boyer – yes; Commr Davis – yes; Vice-Chair-Diggs– yes; Chair Lindsay-Harvey – yes **4-affirmative:0-negative Motion passed**

Policy, Procedures & Communication Committee Report

Written report provided with the following items to note: there are policies that the committee is working on and will be presented to the Commissioners for the July meeting. Continued discussion on the direction of Renati as the PR firm. Start working on the Master Plan for the WMUA to cover the next 10 to 20 years. Noted that a survey was sent out without a response from the Commissioners.

Executive Director's Report

Written report provided, with the following items to note 2 special celebrations, Dir of Operations received her S4 license, and a water plant employee received his T1 license. Well-9 discussion regarding the emergency shut down and progress since. Report expected to include options once the exploration has been completed.

Treasurer's Report

Written report provided, with the following note: Regarding the unpaid amounts, there are notes to provide an explanation. The treasurer confirmed that calculations have been completed for Renewable Energy Credits.

Finance Director's Report

Written report provided, no additional items to note. Commissioners were able to comment and ask questions to satisfaction.

Finance / Budget Committee

Written report provided with a comment from Vice-Chair Diggs expressing his gladness regarding moving forward with our Capitol Plan. The township pool issue needs to be resolved. The policy is approximately 8% done.

Resolution 2025-06-18-04: Adopting Amended Capital Budget for FY2025

Moved: Commr Turner Seconded: Commr Weston

Discussion: Commissioners discussed whether this resolution should be pulled for the executive session with further explanation given by the Director of Finance. Commissioners were given an opportunity to ask questions and receive responses to satisfaction.

Motions rescinded at 6:47 pm, Resolution pulled for executive session

Personnel Committee Report

Written report provided, recommendations to note: Employee Handbook would be provided to the Commissioners once complete. The Director of HR has requested that it is held for the next meeting. Original resolution for the treasurer states a dual reporting role that would need to be addressed by the board. Customer service representatives have stated that they would like to remain the Executive Assistant to the Executive Director, leaving an opening in customer service. The committee will continue to evaluate. Suggestion from Vice-Chair Diggs to committee – looking into having a contact person for communications. Treasure structure will be discussed in the Finance Committee meeting.

Operations and Maintenance Director's report

Written report provided – Commissioners were given the opportunity to ask questions and receive responses to satisfaction.

Chief Engineer's Report

Written report provided with the following items to note: Well 9, the history and progress, Well 11 and Well 10 and the opportunities and deficiencies of each as it pertains to Well 9 and their individual operations. Waiting on report from videoing the well and will video again. Chief engineer gave a comprehensive overview of the state of the Wells with options and recommendations. Commissioners were able to ask questions and receive responses to satisfaction. Commissioner Turner discussed the nature of emergencies and issues that may arise because of it and due to its urgent nature are not

preventable. Commr Davis requested further clarification on resolution 2025-06-18-09. Wording of the Resolution will be updated to more accurately reflect the work being done at Well 9. *The updated resolution will be certified. (not stated during meeting however noted here for reference)*

Commr Boyer has left the meeting at 7:27pm, therefore Commr Davis will be a voting member.

Operations Committee Report

Written report provided with the recommendation to approve the budget amendment, the Holyoke Taks resolution, the approval for the 36 remaining locations to be bid and televised. Further discussion of recommendations by Commissioners and responses to satisfactions.

Ad Hoc Committee – 3 Woodhaven Lane

Addressed the concern for the off-site laterals of homeowners' lines. There are approximately 93 houses and there has been progress to present solutions to the solicitor to assess what is legally feasible.

Ad Hoc Training

Chairwoman Lindsey-Harvey - I am very proud to announce that the WMUA has been approved by the DOL for our own apprenticeship program. Wastewater is the first and we are waiting for the other ones. Vice Chair Diggs said that it is amazing because no one else has any programs connected to the community.

Commr Turner - Point of Order – we are at Resolution 2025-06-18-04 for a motion. Resolution being held for the professional services to address. Continuing Resolution 2025-06-18-07.

Resolution 2025-06-18-07: Authorizing Release of Performance Bond and Approving the Maintenance Bond for Laurel Run Apartment Section

Moved: Vice-Chair Diggs Seconded: Commr Turner

Discussion: Further explanation to the Commissioners by the Executive Director. Commissioners were able to ask questions and receive responses to satisfaction.

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

Resolution 2025-06-18-09: Authorizing Certain Emergency Exploration and Analysis at Well#9 in Accordance with N.J.S.A. 40A:11-6

Moved: Vice-Chair Diggs Seconded: Commr Turner

Discussion: Further explanation to the Commissioners by the Executive Director. Commissioners were able to ask questions and receive responses to satisfaction.

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

Resolution 2025-06-18-10: Authorizing the Issuance of 2M Bond Junior Lien (TM-1 Sewer Realignment Capital Project)

Resolution 2025-06-18-11: Authorizing the Issuance of 22M Bond Junior Lien (Well 6 WTP Upgrade Capital Project)

Resolution 2025-06-18-12: Authorizing the Issuance of One or More Project bonds in an Amount not to exceed 2M – Supplemental Bond

Resolution 2025-06-18-13: Authorizing the Issuance of One or More Project Bonds in an Amount not to exceed 22M – Supplemental Bond

Resolution 2025-06-18-14: Declaring its official intent to Reimburse Expenditures for Project Costs from proceeds of Debt Obligations in Connection with its Participation in the New Jersey Infrastructure Bank Financing Program (2M)

Resolution 2025-06-18-15: Declaring its official intent to Reimburse Expenditures for Project Costs from proceeds of Debt Obligations in Connection with its Participation in the New Jersey Infrastructure Bank Financing Program (22M)

Moved: Commr Turner Seconded: Vice-Chair Diggs

Discussion: Further clarification given to Commissioners by Bond Counsel, Chief Engineer and Director of Finance. Commissioners were given the opportunity to ask questions and receive responses to satisfaction.

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

Commr Boyer has returned to the meeting at 8:25pm and will resume as a voting member.

Resolution 2025-06-18-04: Adopting Amended Capital Budget for FY2025

Motioned to TABLE indefinitely: Commr Turner Seconded: Commr Boyer

Discussion: None

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

Resolution 2025-06-18-16: Authorizing Executive Session

Moved: Commr Turner Seconded: Vice-Chair Diggs

Discussion: As per the solicitor: discussion will include Items that are contractual in nature, Legal advice, and personnel.

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

Public Comment

Former Mayor Nock – 18 Windsor La. – 1. On the website there is a notice in yellow that says no more shut-offs – meaning Tax Lien. Can someone explain that? 2. A summary on when the signage will be lit up. 3. Solar Farms – being that we are not getting credit, how far back can we go, and if anyone know what the SRACS are going for, could you throw that in also? The most alarming is the Wells, do we have

any written protocols as to what is to be done? The wells were built for the residents of Willingboro and yes, we do sell to other towns, however I would think when that happened, we would immediately say that we need to cut back usage. 4. Divots have been growing, and the road is all dug up, what if anything is to be done because the roads look terrible.

Esther Turner – 3 Woodhaven La – Commr Diggs and Commr Weston have been very engaging with this situation. I've been patient and have not commented much, however I just want to get some additional updates and some clarity. I think we really need to talk about a permanent solution.

Executive Director Stuppard responded to the concerns of the public to satisfaction.

Commissioner Comment

Commr Davis – Good evening, everyone I want to say welcome to my fellow commissioners, I want to say once again, welcome to our new executive director, Mr. Stuppard for a very efficient response, and to the discussions and reports this evening also. Welcome to us having a chief engineer. Thank you so very much for the hard work. Congratulations to once again. Director Weekly, Cara Weekly. I will keep saying that because what she accomplished is monumental in achieving her S. 3 congratulations to employee John for achieving his t. 1. We're looking forward to him, moving up and upwards and onwards with more certifications as he explored his career with the WMUA. I want to say thank you to the attendees. When I 1st started as a commissioner, we would have maybe one or 2 people from the public this evening we were up to 7. So, we're making progress, even though it may not sound like a large number. It is an exponential growth in our public coming out and witnessing how we conduct business on behalf of the WMUA. So, I want to say thank you very much for coming out and learning and seeing how we participate. One of those 7 was Mr. Xavier. Congratulations to him for continuing our inaugural program of the apprenticeship and I'm excited to look forward to the continued partnership with our school district, and being the forebearers in the partnership, and how we have this apprenticeship, and be a beacon to other communities looking to piggyback on our success. Thank you to vice Chair, Diggs and Chairwoman, Patricia Lindsey Harvey, for that vision and seeing that vision to fruition. That is all I have. Thank you very much. Good evening.

Commr Weston –Greetings, greetings, and greetings to the residents. It is nice to have more people join our meetings just to see how the WMUA works, you know. Thank you to our employees. I do want to say that. Thank you, and give kudos to John, who got his T1. I apologize. I didn't catch his last name, and I just hope that he knows that we really appreciate his work in getting his T1 license, and of course, Miss Weekly and very good accomplishment getting your S3. And we look forward to your continued good work with the WMUA. And I do also and thank you to our board secretary for bringing up our chairwoman and her accomplishments, because our chair does do a lot in this community and you know I'm glad that it's being recognized. And also speaking of that, she was at the council meeting and was talking about one Willingboro and a meeting for all of the entities, the WMUA, I imagine, the school, the township, and I thought that was an excellent idea, because a lot of these situations and issues we have in our town can be attacked from the different angles, you know, hypothetically, something like the pool, and just sitting down with the different entities and trying to get a solution, the best solution without having to redundant work!

And there was a resident, and I hope we can find out who it was being Mr. Lazario. Not sure what that issue was. And thank you, Miss Turner, for getting on the meeting. We did mention your situation. We did have some solutions, and we'll be meeting with Mr. Holt tomorrow to see what is applicable. What

can be put forth. But you know, from my understanding. We're trying to look for a policy and then apply it, and of course it will apply to you and thank you, Mr. Knock, for keeping us honest and for the accountability you know, and we just hope that we have more interaction and things such as the no more water shutoffs, and if that could be pushed over to our PR or whatever solution we have, if it's if it becomes a an employee's responsibility. But there's a lot of information that that can be flowed through either employee to the township, but information that can get out so people could learn more about the WMUA. And that concludes my comments. Thank you.

Commr Boyer – Well, I have to say here here for everything that was already mentioned. I do appreciate the work, hard work. I apologize. I had to step off because it was due to basically my other job that I have. I will say, and I don't. I'd be remiss, even though it was already mentioned. Congratulations to Kara weekly, and to John Kara for the S. 3, and John for the T 1, and thank you. Thank you for the work that's being done with the interns or with the apprenticeship and thank you for everything and the hard work that's being done at the WMUA.

Commr Turner – I'd like to thank the residents for their participation congratulations to Kara and John for their accomplishments. I'd like to thank the Commissioners for their hard work. Congratulate the chair for her award and thank the young man who spoke on the apprentice program and to thank the chair. Well congratulate the chair and the vice chair. Chair, Pat Lindsey, Harvey, and Vice Chair, Diallyo Diggs, for the implementations of the program.

Commr Diggs – I would also like to concur with everything everyone else said. I appreciate all my other commissioners putting in the work to help try to kind of move this thing along in a positive direction. Thanks to the members of the community that came out. Thank you to the staff, especially those who've met these major accomplishments. Part of what we're trying to build here at the WMUA is a culture of growth for all our employees. So, we really appreciate it when you guys are showing that growth and taking it in, we want to be as supportive as possible. That's part of the problem. That's part of the reason we internalized our apprenticeship program is that we want to be a good resource for employees to develop their career, and if they come to the WMUA they get they become better. So, we want to be that spot where employees land.

They grow and they become better at their at their craft, and it just goes all to serve the residents of Willingboro. We become better, better stewards of the things we have here. So, I want to thank everyone who's involved. We're hoping, I hope, that you, a lot of the Commissioners, will be able to see the results of the apprenticeship program. We had the kids do a project where they were to speak on video about what they learned during the program, and we expect to have those videos hopefully by next month to give you guys a little feel about the connection to community. But you know, me and Commissioner Harvey and a lot of the staff were able to speak with the kids. We're able to see it firsthand. And it's amazing guys. I just want to say that, and I appreciate everyone's support in us. Kind of putting this together for the children of Willingboro. I'm complete.

Chair Lindsay-Harvey – Good evening, everyone. Well, I'm not going to say much, because I think everybody said what we're all feeling. But thank you for your congratulations. Thank you to my fellow commissioners for all your hard work and your support of the pre-apprenticeship and are soon to start apprenticeship program. It's so important that our children get an opportunity to explore a possible career they probably would never even think about. And just think about. Maybe a couple years from

now. We'll have some of them with, you know, two and three licenses, and can go on to a very rewarding career. Thank you to Mr. Knock and Ms. Turner for coming on and expressing your concerns. We are working. We are working diligently to correct a lot of things. Patricia Lindsay-Harvey: and we're getting a lot done. I think that's going to be all.

Executive Session: 8:55pm to 10:03pm

Motion to Exit Executive Session

Moved: Vice-Chair Diggs Seconded: Commr Turner

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

Motion to Adjourn

Moved: Commr Turner Seconded: Vice-Chair Diggs

Voice vote: Unanimous.

Meeting Adjourned 10:04pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of June 18, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

Bernadette Green

Bernadette Green
Secretary to the Board

Approved By The Board: August 20, 2025