

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### May 21, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, May 21, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:03PM.

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

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

Title, Name	Present	Absent
Commissioner James Boyer	X	
Commissioner Kevin McIntosh	6:19pm	
Commissioner Carl Turner	6:12pm	
Vice-Chair Diallyo Diggs	X	
Chair Patricia Lindsay-Harvey	X	
Alternate #1, Commissioner William Weston		X
Alternate #2, Commissioner Kimbrali Davis	X	

Chairwoman Lindsay-Harvey stated that Commissioner Davis would be a voting member, Commissioners McIntosh and Turner were not present during roll call.

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

Emmanuel Stuppard, Executive Director  
James Mackie, Chief Engineer  
Bernadette Green, Board Secretary  
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  
Greg Rosario, Schneider Electric  
Ben Weller, Environmental Resolutions, Inc.  
Tom Lisse, Pennoni  
John Barta, Schneider Engineer

#### ***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.

Chairwoman Lindsay-Harvey introduces the newly appointed Executive director, Emmanuel Stuppard. The Executive Director was requested to explain the resolutions on the agenda, and the task was deferred to Jim Mackie.

**Consent Agenda**

*Motion: Chairperson Lindsay-Harvey*

*Seconded: Commr Boyer*

*Discussion: None*

*Minutes for March 19, 2025, and April 16, 2025, regular meeting with executive sessions*

*Resolution 2025-05-21-01 – Approving of Payment of Bills*

*Resolution 2025-05-21-02 – Authorizing Adjustment of Service Charges – No Fault*

*Resolution 2025-05-21-03 – Authorizing Adjustment of Sewer Service Charges*

*Resolution 2025-05-21-05 – Amending Re. 2025-04-16-07 and Awarding Bid #24-03-Emergency Contractor Bid Alternate B*

*Resolution 2025-05-21-06 – Authorizing Approval of Cooperative Purchasing A.C. Schultes through North Jersey Wastewater Cooperative Pricing System Contract B414-10*

*Resolution 2025-05-21-07 – Authorizing the Award of Contract to Xylem through Houston Galveston Area Cooperative CM 02-21*

*Resolution 2025-05-21-08 – Awarding Bid#24-06 for Electrical services to Scalfo Electric Inc.*

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

**Motion: To approve consent agenda**

*Motion: Commr Boyer*

*Seconded: Commr Davis*

*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**

**The Chair stated that the Policy Committee did not meet therefore there was no report. There is no report from the Executive Director**

**Point of Order – Commissioner Davis – Did we do public comment for agenda items? The Chair thanked Commissioner Davis for the reminder and called for public comment for agenda item only.**

**Public Comment - Agenda Items Only**

None responded, public comment closed

**Treasurer's Report**

Written report provided, with the following items to note: The same situation with the GATS system for solar energy. She was able to go into the other site that Greg Rosario gave us, however, cannot figure how to capture those items to give to GATS. There will be another discussion with Schneider next week.

**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**

Discussion about moving payroll to a paperless system which would include employee access. Treasurer to do an analysis of the cost savings for the next meeting. Time clock policy was discussed. It was concluded that all employees are to clock in and out. Discussion regarding the Edgewater Park Connection Fees, the conclusion is to have the Executive Director do some research for the next meeting.

**Human Resources Director's Report**

Written report provided, verbal report on the items to note regarding staffing, no additional questions from the Commissioners. Announcement of Chief Engineer position being filled by James Mackie on a temporary basis.

**Personnel Committee Report**

Written report provided, recommendations to be discussed in executive session regarding Principal Accountant and Resolution 2025-05-21-04 Appointment of a Chief Engineer.

**Operations and Maintenance Director's report**

Noted the following from the written report – Staff attendance at the following events – STEM Extravaganza, the Career Fair at the High School and the Student tour of Well 5A for the pre-apprenticeship program. Commr Diggs commended staff members specifically for their participation on the tour for the High School Students.

**Chief Engineer's Report**

*Written report provided and stated that the priorities moving forward would be the following: getting out the RFPs for the large projects, coordinating the small ones, coordinating our capital projects. Commissioners question the completion of the painting of the Edge Lane Tank – possibly June. There is no commitment for June however July was discussed, and the concern of the humidity was introduced. The chief engineer will reach out to Suburban.*

### ***Engineering Consultants' Reports***

#### **Consulting Engineers Report - Alaimo**

Regarding TM – 1 resiliency improvements – quote #2 has been received and can move forward with the survey which will take about 7 to 8 weeks. Will be able to continue with the H2Loan application process and review. Estimation for September 18<sup>th</sup> for bid opening.

#### **Consulting Engineers Report - ERI**

Regarding Red Zone Repairs, there were 2 quotes presented, both of which are above the threshold. There are 3 suggestions for the board on how to move forward. Further discussion with concerns of going into residents' backyards for televising, however the conclusion was to be discussed in the Operations meeting and report back to the Board.

#### **Consulting Engineers Report - Pennoni**

The dehumidification project is done and the final pay app will be sent in for the next meeting. The Chapman valve replacement for the high service pump is tentatively scheduled for this month. Pipe gallery and scope costs submitted by the following week to the WMUA. Further explanation given by Chief Engineer. No advancement regarding the pool matter.

Commr McIntosh joined the meeting at 6:19pm.

Discussion regarding customer flow meters and the process customers are able to view their flow in real time by registering for the customer portal. ED to provide a customer communication plan.

#### **ESIP – Schneider**

Gave an update on the SCADA and requested further information from Kevin Kinsella, Esq. Draft of the air permit was submitted to the WMUA on the 9<sup>th</sup>, with comments being sent to DEP on the 29<sup>th</sup>. Further communication regarding recommendations for the DEP submission has been requested from the WMUA. Commissioners were given an opportunity to ask questions and receive answers to satisfaction. Update on the solar panels was given with further discussion in executive session.

#### **Operations Committee Report**

Written report given to the Commissioners with no additional comments to note. There was no further discussion.

#### ***Public Comment***

**Former Mayor Nock** – 18 Windsor La. I've been coming on for about 2 months and have heard about the solar field, which is my primary interest. We have lost tons of dollars to this point, and I'm not sure we're going to be able to recapture it. Noted that a suggestion was made to just scrap all of this? If the sub infrastructure needs to be changed then why don't you spend a few dollars and just run it all again instead of trying to piece it together. It doesn't seem to be top priority at least to the MUA. When we know it has produced and gave dollars for enterprise accounts that were not rate payers. I am just not

getting why. This is just not a major project for the MUA to get going and moving. So even if you have to spend \$25K – 40K, it has shown that it produces a couple 100K for you each year. This has been going on for months. I'm no engineer, nor an electrician, but the fields seem like the most expensive part which is the fields themselves, and now you're just trying to wire it to something, get it monitored and let you know what is happening. This is literally going on for months. The other concern is the township and how it is leaking water. It leaks a lot of gallons of water, and they haven't made it a major priority for them. Why is the MUA not on top of this? And I know it's the political aspect. I'm not immune to that, but to say hey we're not going to continue to allow you to lose hundreds of gallons of water, which is not in anyone's best interest. I listen to their council meetings, and I speak there. I know they've been having problems with the pools, but it doesn't seem like their priority either. I'm not jumping on anyone because I know everyone, but if we want to get the pools up and running by Memorial then it needs to be top priority to everyone. Still trying to wait for the tank to be lit up and the big Willingboro sign so we can see it across the area, that this is Willingboro.

**Samantha Wittenberger MLTMUA:** I was just wondering if you guys are planning on painting your tower or draining the water to do the lettering and whether or not you will have our daily consumption, if you are draining your tank. We do not have NJAW keeping us in the loop, so we are relying on you guys.

Executive Director Stuppard and Chief Engineer Mackie responded to the concerns of the public to satisfaction.

***Resolution 2025-05-21-09 Authorizing Executive Session***

Moved: Commr McIntosh                      Seconded: Commr Boyer

Discussion: As per the solicitor: discussion will include Items that are contractual in nature, Resolution 2025-05-21-04, continued PFOS discussion and other items that fall under attorney client privilege.

***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 Session: 7:45pm to 10:08pm***

***Motion to Exit Executive Session***

Moved: Commr McIntosh                      Seconded: Commr Diggs

***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***

*The following were adopted after executive session discussion*

***Resolution 2025-05-21-04: Appointment of the Chief Engineer***

Moved: Commr McIntosh                      Seconded: Commr Turner

Discussion: As per Attorney Holt: this resolution is subject to contract revision and execution of contract

***Roll Call Vote: Commr Boyer – yes; Commr McIntosh – yes; Commr Turner – yes; Vice-Chair-Diggs– no; Chair Lindsay-Harvey – yes                      4-affirmative:1-negative Motion passed***

**Commissioner Comment**

**Commr Davis** – Good evening, everyone, congratulations to the Executive Director, Mr. Manny Stuppard. Excited to see that we are addressing the need for a Chief Engineer by appointing Jim Mackie. It was great hearing the successful reception of the apprenticeship program and the high level of volunteerism and commitment of the MUA Commissioners and staff to make sure the program got off to an excellent start. We are continuing to move forward and are impacting on the minds of the young students in Willingboro.

**Commr Weston** – It's an honor to serve on the MUA and I want to thank the public if they are still on.

**Commr Boyer** – Thank those that have attended the meeting today and appreciates the feedback from former Mayor Nock regarding the solar panels and the pool. I know these are things that we're still working through and trying to resolve. Congratulations to the Director of Finance for passing her Finance Civil Service Exam. That was not mentioned today, and we should congratulate her on that. Welcomed the Executive Director and willing to provide all the support to help him be successful.

**Commr McIntosh** – I agree with all the previous comments and would like to congratulate the Executive Director and also Jim Mackie for taking over as Chief Engineer.

**Commr Turner** – Congratulated and welcomed back Mr. Stuppard and congratulate Mr. Mackey and also the success of the apprenticeship program and those who sponsored it.

**Commr Diggs** – Thank you to all the staff and all the Commissioners. Congratulated the new Executive Director and stated that it's good to have someone from Willingboro to lead this institution. Hopefully, it will inspire others in the community. Just like our apprenticeship program, we're hoping to inspire the kids of the community. It was a wonderful time, and I thank all the entire WMUA for coming together and doing such an innovative program for the community.

**Chair Lindsay-Harvey** – Thank you to my fellow Commissioners for all their support for the pre-apprenticeship program. It's been a labor of love for Vice-Chair Diggs and I to do this program. Welcome back to Manny, we're all going to work together, especially when we have a Willingboro native who has we know grew up in Willingboro. And welcome Jim as the Chief Engineer.

***Motion to Adjourn***

Moved: Commr McIntosh

Seconded: Vice-Chair Diggs

**Voice vote:** Unanimous.

***Meeting Adjourned 10:17pm***

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of May 21, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

*Bernadette Green*

Bernadette Green  
Secretary to the Board

**Approved By The Board:** June 16, 2025