

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

### December 17, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Thursday December 17, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:02PM.

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	6:07pm	
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		X

#### **Others Attending as Panelists – Get from Steve**

Bernadette Green, Board Secretary

Aisha Manners, Board Treasurer

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

Steven Graham, PCH Technologies

#### ***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.

In the absence of Commr McIntosh, alt 1 Commr William Weston will be a voting member. Commr McIntosh arrived in the meeting at 6:07pm.

**Public Comment on Agenda Items: None**

***Motion to include the following Resolutions for Consent agenda***

***Res. 2025-12-17-01 – Authorizing Payment of Bill List***

***Res. 2025-12-17-02 – Authorizing the Adjustment of Service Charges – No Fault***

***Res. 2025-12-17-03– Authorizing Adjustment if Sewer Service Charges***

*Motion: Chairwoman Lindsey-Harvey*

*Seconded: Vice-Chair Diggs*

*Discussion: None*

***Roll Call Vote – Commr. Boyer – yes; Commr McIntosh – yes; Commr Turner – yes; Vice-Chair-Diggs– abstain; Chair Lindsay-Harvey – yes***

***5-affirmative:0-negative Motion passed***

***Motion to Approve Minutes from November 20, 2025***

*Motion: Commr McIntosh*

*Seconded: Commr Boyer*

*Discussion: None*

***Roll Call Vote – Commr. Boyer – yes; Commr McIntosh – yes; Commr Turner – yes; Vice-Chair-Diggs– abstain; Chair Lindsay-Harvey – yes***

***5-affirmative:0-negative: Motion passed***

***ED Report*** – Written report given to the Commissioners with the following to note: Grit Pad done under budget. Well 9 is complete. Working on a date in January to perform the demonstration.

***Treasurer's Report*** – written report given to Commissioners with explanation regarding operating expenditures summary report.

**Finance Director's Report**

Written reports were provided and Commissioners were given the opportunity to ask questions and receive answers to satisfaction.

**Resolution 2025-12-17-04: Authorizing the Issuance of not to exceed 1.8M Revenue Bonds (Junior Lien) of the Willingboro Municipal Utilities Authority through the New Jersey Infrastructure Bank Financing Program – Mill Creek Sanitary Sewer Crossing**

Moved: Commr Turner

Seconded: Commr Boyer

Discussion for comprehensive clarification of the purpose of the bonds, budgetary effects

Finance Director confirmed that there is no budgetary effects for FY 2025

***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***

**Resolution 2025-12-17-05: Authorizing the Issuance of the Supplemental Project Note of One or More Project Bonds in an Amount not to exceed 1.8M – Mill Creek Sanitary Sewer Crossing**

Moved: Commr Turner                      Seconded: Commr McIntosh

Discussion on the rate payers' overpayments and how the Authority can minimize these issues.

**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**

**Resolution 2025-12-17-06: Authorizing Official Intent to Reimburse Expenditures for Project Costs from the Proceeds of Debt Obligations in Connection with its Participation in the New Jersey Infrastructure Bank Financing Program – Mill Creek Sanitary Sewer Crossing**

Moved: Commr Turner                      Seconded: Commr McIntosh

Discussion for clarification and explanation from the Finance Director

**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**

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Director of Human Resources – written report given to the Board and noted the employees that were promoted to supervisory positions.

**Personnel Committee Report** – Written report discussed with Commissioners with the following to note recommends change in policy for customer service work from home will be discussed in executive session. Recognized Dir Hall for his hard work in getting the resolutions prepared for this meeting

**Operations Committee Report**

Written report given to the Commissioners with note to the completion of certain projects. Edgewater report is not included and will be excluded for this month. Commr Boyer requested to have the report for this month and next month. Commissioners were given the opportunity to ask and receive answers to satisfaction.

**Engineer Reports**

**Alaimo (L. Gailpot)**– Written report given with the following to note that Well 9A has completed the project with an increased operation. Commissioners were given the opportunity to ask questions and receive responses to satisfaction.

**ERI (B. Weller)** – Written report given with the following to note: Grit Pad complete, clarifiers are running. Commissioners were given the opportunity to ask questions and receive responses to satisfaction.

**Schneider** - Chairperson stated that the report will be discussed in Executive Session

### **Operations Committee Report**

Written report given to the Commissioners with the following note: assessment of equipment, software and hardware. Our computer system is possibly outdated. Commissioners were able to ask questions and receive answers to satisfaction. Commr did raise questions regarding the solar. ED provided responses to satisfaction.

### **Resolution 2025-12-17-10: Authorizing the Award of TM-1 Collection System Resiliency Improvements Panning and Design Contract to Richard A. Alaimo Associates**

Moved: Vice-Chair Diggs                      Seconded: Commr Turner

Discussion – Commr requested further explanation as it relates to the previous resolutions that were approved by the Commissioners

***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***

### **Resolution 2025-12-17-11: Authorizing Advertisement for Bids for the Award for Construction of the TM-1 Collection System Resiliency Improvement Project, Contract No. 2023-3**

Moved: Commr Turner                      Seconded: Commr Boyer

Discussion –Further explanation requested by the Commissioners.

***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***

### **Resolution 2025-12-17-12: Authorizing and Ratifying the Mill Creek Crossing Planning, Design and Hydraulic-Hydrology Analysis Engineering Services Contract to Richard A. Alaimo Associates**

Moved: Commr Turner                      Seconded: Commr Boyer

Discussion – Commissioners requested further explanation regarding the status of the project.

***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***

### **Resolution 2025-12-17-13: Authorizing CO#1 for Pollution Control Plant Grit Pad**

Moved: Commr Turner                      Seconded: Commr Boyer

Discussion – Commissioners were able to comprehensively discuss the necessity of this change order.

***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***

### **Ad Hoc Committee**

**Training Committee** – Written report discussed, Meeting today with the HS Liaison Cohort 1 in February and Cohort 2 in April. Looking to open up to students of any age group. Will consider having a club at the Memorial middle school.

**Resolution 2025-12-17-14: Authorizing Executive Session**

Moved: Commr McIntosh      Seconded: Commr Turner

Discussion as per Atty Holt–Contracts, Personnel, and Legal Advice

**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**

**Public Comment –**

**Fmr Mayor Nock** – Windsor La.- Thank you for the extensive discussion regarding the Solar. Question – if the panels are the most expensive aspect of the fields, why didn't we get new wires or whatever to get the solar up and running. Neighbor requested former Mayor Nock to address the board on her behalf – she has a problem with the sewer and that the workers were that came out were very professional. Where are we with lighting up the tower?

ED responded to satisfaction for the resident

**Commissioner Comment**

**Commr Weston**– Greetings and Happy Holidays, shout out to employees that received their licenses. Hopefully there will be some salary surveys. Thank you for another year.

**Commr Boyer** – Thanked the public for attending. Congratulations to staff that passed their exams and their CDL. Thanked Chair for making this a short meeting so far.

**Commr McIntosh** – Greetings to all, Thank you to everyone. We appreciate the progress that WMUA has made and we have a ways to go to be better. Merry Christmas!

**Commr Turner** – Congratulations to employees that have passed their licenses. Happy Holidays!

**Vice-Chair Diggs** – We had a great time at the employee appreciation dinner. Congrats to employees that passed their exams. We want to be a WMUA that wants to promote employees. Happy Holidays.

**Chair Lindsay-Harvey** – Chair named all committee members that helped to plan the Appreciation Dinner. We had a great time. HR Director – named all employees that received their CDL and Licenses. Thanked Commissioners. I wish you all a Merry Christmas.

**Executive Session: 7:31pm – 10:14 pm**

**Motion to Exit Executive Session**

Moved: Commr McIntosh

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**

**Resolution 2025-12-17-07: Cancelling and Rescinding Res. 2025-06-18-10, Resolution 2025-06-18-12, and Resolution 2025-06-18-14 in their Entirety**

Moved: Commr Turner                      Seconded: Commr Boyer

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**

**Resolution 2025-12-17-08: Joining the Southern New Jersey Regional Employee Benefits Fund**

Moved: Vice-Chair Diggs                      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**

**Resolution 2025-12-17-09: Creating Position of Personnel Technician and Fixing Salary Range**

Moved: Commr Turner                      Seconded: Commr Boyer

Discussion: As amended by striking the first Be it Further Resolved

**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 Adjourn**

Moved: Commr McIntosh                      Seconded: Commr Turner

**Voice vote: Unanimous.**

**Meeting Adjourned 10:16pm**

#### **Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of December 17, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

*Bernadette Green*

Bernadette Green  
Secretary to the Board

**Approved By The Board: January 21, 2025**