

# Willingboro Municipal Utilities Authority

## Regular Meeting Minutes

August 20, 2025

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, August 20, 2025, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:05 PM. 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		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	6:47 PM	

Chair Lindsay-Harvey noted that Alternate Commissioner Weston would be voting this evening. Alternate Commissioner Davis arrived at 6:47 PM and voted on matters thereafter.

### Others Attending as Panelists –

Emmanuel Stuppard, Executive Director  
Bernadette Green, Board Secretary  
Rhonda Gigliotti, Director of Finance  
Henry Hall, Director of Human Resources  
Kara Weekly, Director of Operations

James Mackie, Engineer  
Jason Holt, CSG Law, Solicitor  
Michael Oppici, Labor Counsel  
Michael Cragin, Auditor  
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.

### **Executive Director Summary of Resolutions**

Executive Director Stuppard provided a summary of each resolution on the agenda.

### **Public Comment on Agenda Items**

Martin Nock – Windsor Lane - Requested that the WMUA post resolutions publicly on its website so residents can review before meetings. Asked whether a list of public auction items would be published on the website and social media. Asked about the costs and status of the Well 9-related resolutions (Res. 14–16). Expressed concern about the cost of retaining Pecker and Abramson, noting the firm’s high rates, and inquired about the not-to-exceed limit and hourly billing rates. Asked for an update on the solar fields and whether SREC credits are being captured and sold. Raised the issue of the tax sale process and sought clarity on how it is communicated to residents.

Executive Director Stuppard responded to the questions. He noted that the 4-minute public comment limit mirrors the Township and School Board, the public auction will be publicized on the website and social media, Well 9 cost details will be discussed during the agenda, the \$150,000 is the starting NTE for Pecker and Abramson, the WMUA is engaged with the BPU and GATS regarding SREC recovery with a site visit upcoming, the tax sale is not a new process but has been made more transparent this year. Vice-Chair Diggs added that the Authority has always conducted the tax sale and the intent was to give residents advance notice. Chair Lindsay-Harvey noted the need to post full resolution packets on the website.

### **Consent Agenda**

Consent agenda included:

#### **Minutes from the July 16, 2025 Regular Meeting**

**Res. 2025-08-20-01 – Establishing Public Comment Policy**

**Res. 2025-08-20-02 – Approving Payment of Bill List**

**Res. 2025-08-20-03 – Authorizing Adjustment of Water Service Charges**

**Res. 2025-08-20-04 – Authorizing Adjustment of Sewer Service Charges**

**Res. 2025-08-20-06 – Establishing Bid Threshold**

**Res. 2025-08-20-07 – Adopting Amended Budget 2025**

**Res. 2025-08-20-10 – Rejecting All Bids for Bid 25-10 Alarm Upgrade and Access Control**

**Res. 2025-08-20-11 – Authorizing Hold of Public Auction of Public Property**

**Res. 2025-08-20-12 – Awarding Contract for 2025 CCTV of Sanitary Sewer Structures**

**Res. 2025-08-20-13 – Awarding Contract for Well 6 Construction Management to RRA  
Training Committee Report  
Policy Committee Report**

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

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

**Proclamation**

**National Water Quality Month**

**Finance Director’s Report – Preliminary 2026 Budget Presentation**

Director of Finance Gigliotti presented the preliminary 2026 budget. Key highlights:

**Water Department:** Revenue projected 6% higher than 2025, using 2022 rate study rates (5% water, 6% Mount Laurel). Operating budget 6% higher, primarily driven by a 36.5% increase in healthcare costs. Capital budget 10% higher; \$1.7 million in unrestricted net position anticipated; revenue shortage of approximately \$1.6 million to be covered by unrestricted net position. A rate study from Northwest is expected the following week; figures could change.

**Sewer Department:** Revenue 9% higher (using 9% rate increase per 2022 rate study). Operating budget 6% higher at \$7.6 million, also driven by 36.5% healthcare increase. Capital budget \$1.8 million, 60% lower than prior year. Prior year budgeted items (shower locker room trailer; maintenance truck ordered in 2025 with 2026 delivery) are rolled into the current presentation.

**Variiances & Pending Items:** Utility costs may decrease pending the gas/power supply bid opening on September 5th. A connection fee calculation has been requested for the sewer department only. Health insurance alternatives outside the State Health Benefits Plan could reduce the budget. The rate study results may adjust revenue projections up or down.

**Debt Service Outlook:** Debt service is expected to increase substantially beginning in 2027 (40–47% higher than 2026) as loans for Edge Lane, Holyoke, TM1, and Sanitary Sewer begin to be repaid. Debt service reaches approximately \$5–6 million annually by 2029, adding PCP clarifiers (2028) and Well 6 (\$22M project, 2029). Vice-Chair Diggs noted that the 2022 rate study anticipated these increases, and incremental rate increases have been building the reserve needed to offset the debt service spike without major rate increases.

Vice-Chair Diggs noted this is a preliminary presentation in advance of the formal budget introduction planned for September, with a submission deadline of October 31. Commissioners were requested to provide any comments prior to the September meeting.

**Finance Committee Report**

Vice-Chair Diggs reported on behalf of the Finance Committee, commending the finance department and management for an excellent FY2024 audit result with no audit findings – the

first time with no findings since 2017. He noted the Authority is in strong financial position overall, while the anticipated debt service increase remains a key fiscal planning challenge.

### **Customer Financial Concerns – Board Discussion**

Chair Lindsay-Harvey shared that the mayor’s office received complaints from residents about high water bills. The Executive Director explained the primary causes: (1) Smart meters now accurately measure consumption, whereas older meters under-read; residents are experiencing “bill shock” from being billed what they actually use; and (2) Residents are unfamiliar with the tiered billing structure. Vice-Chair Diggs added seasonal usage as a contributing factor.

Commissioner Weston confirmed witnessing a resident being told the Authority does not provide receipts for checks. Director Gigliotti explained that receipts are provided for cash; for checks, the check itself serves as the receipt once cleared, as issuing a receipt at time of payment creates complications if a check bounces. The Chair directed that receipt policy be communicated clearly in the lobby, on the website, and on social media. The ED confirmed a sign is already in place.

Commissioner Davis raised the possibility that under the current no-shutoff policy, some residents may have accumulated arrears across multiple quarters, causing bill amounts to appear larger than expected. The ED responded that bills clearly identify past due and current amounts with specific dates.

Chair Lindsay-Harvey raised the possibility of an amnesty/penalty-waiver program for residents who pay arrears within a set period. Vice-Chair Diggs noted there may be a legal obligation to charge interest, and any policy change must apply uniformly to all residents. The Chair requested the Finance Committee consider this topic.

### **FY2024 Audit Presentation**

Auditor Michael Cragin presented highlights of the Fiscal Year 2024 audit:

No audit findings – the first time since 2017.

Net position increased by \$7.1 million in 2024; nearly eliminated the water-side deficit on the GAP basis; both water and sewer are in strong position on the budgetary basis.

Accounts receivable declined from \$5.3 million (end of 2023) to \$4.0 million (end of 2024).

Collection percentage increased from 72% in 2023 to 83% in 2024.

Operating revenue increased by \$1.1 million; operating expenses increased by \$1.7 million.

The audit report is qualified because state pension and OPEB data were not available prior to issuance; figures may be restated when state data is released.

Mr. Cragin cautioned that expenditures are increasing and advised the Authority to stay ahead of inflation through rate adjustments in preparation for the upcoming debt service increases.

Chair Lindsay-Harvey thanked the Finance Department and Treasurer for their outstanding work on the audit.

**Resolution 2025-08-20-05: Accepting the FY2024 Audit**

**Moved:** Vice-Chair Diggs    **Seconded:** Commr Weston    **Discussion:** None

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

**Staff Recognition**

Director of Operations Kara Weekly requested the opportunity to recognize recent employee achievements: Christian Stuppard and Julian Piedra (Water Department) each earned their T2 operator licenses. Eli and Cyrus both obtained their CDLs. The WMUA recently attended National Night Out and the Jazz Fest. The WMUA will be participating in Touch a Truck at the Kennedy Center on August 21, 2025, from 6:00 PM to 8:00 PM.

**New Business**

**Resolution 2025-08-20-09: Amending Previous Resolution for Employee Handbook**

**Moved:** Vice-Chair Diggs    **Seconded:** Commr Davis

Discussion – The Executive Director explained that the primary change from the prior handbook is the removal of the bereavement policy, which was included in the handbook but not in the union agreement, creating a conflict. The labor attorney confirmed the handbook was reviewed and approved. Commissioner Davis asked about the inclusion of the work-from-home policy guidance; HR Director Hall confirmed it is not yet included in the current handbook. The ED committed to having work-from-home policy language incorporated by the next board meeting. Commissioner Boyer recommended that the handbook summarize policies, with details residing in a separate policy manual, which the labor attorney agreed to implement. The ED noted the handbook will continue to evolve with board approval as policies are added or laws change.

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

**Resolution 2025-08-20-14: Authorizing Emergency Award of Contract for Plans, Specs, and Bid Administration for Well 9 to RRA (Alaimo Group), NTE \$124,218**

**Moved:** Commr Boyer    **Seconded:** Vice-Chair Diggs

Discussion – The contract is NTE \$124,218. This memorializes the emergency award of design and bid administration services to the Alaimo Group (RRA) for Well 9.

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

**Resolution 2025-08-20-15 & 16: Awarding Well 9 Construction and Construction Management Contracts**

**Res. 15 – Awarding contract for Well 9 replacement well pumping components and well abandonment to AC Schultes, NTE \$423,509.**

**Res. 16 – Awarding construction management services for Well 9 to RRA (Alaimo Group), NTE \$48,500.**

**Moved:** Vice-Chair Diggs **Seconded:** Commr Davis

Discussion – The ED confirmed the costs: Res. 15 is NTE \$423,509; Res. 16 is NTE \$48,500. Prior estimates had indicated the Well 9 project could approach \$800,000–\$1 million; the actual construction contract came in below that range.

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

**Master Plan Committee Report**

Chair Lindsay-Harvey reported that the Master Plan Committee was formed in July and will include a strategic planning board retreat. The board discussed and agreed to target January 2026 for the retreat, to be held on a weekend. Chair Lindsay-Harvey will circulate proposed dates for commissioner confirmation

**Lateral Committee Report**

Vice-Chair Diggs and Commissioner Weston presented it on behalf of the Lateral Committee. The committee has been examining the condition of off-site sewer laterals affecting WMUA ratepayers. As noted, approximately 40% of the Authority’s lateral infrastructure is located in the street; the remaining 60% is in residential backyards. Of the backyard laterals, approximately half (roughly 33,000) are “off-site,” meaning they traverse neighbor properties before reaching the sewer main. The issue was prompted by Commissioner Turner’s constituent Esther Turner, whose sewer main terminates two houses away from her property. Her lateral insurance only covered her own property; the cost of repair on neighboring property was not covered. 94 laterals have been identified as having extreme off-site conditions.

The committee proposed a Phase 1 inspection initiative: management will use camera equipment (through cleanouts where available) to inspect the 94 identified extreme laterals, gather information from property owners about repair history and difficulties, and identify adjacent properties affected. Properties lacking cleanouts will be noted as a separate category, as their condition can be presumed to be more deteriorated.

Extensive discussion followed regarding inspection methodology, access issues, potential liability, and the scope of the problem. Commissioner Boyer requested that any property without a cleanout be documented as part of the inventory. Commissioner Davis noted that her own property is an example of a worst-case scenario with no cleanout and original Orangeburg pipe still in place. Commissioner Boyer suggested rotating commissioners in and out of committee

meetings to bring additional engineering expertise to bear. Chair Lindsay-Harvey and Vice Chair-Diggs agreed to add laterals as a standing topic for the Operations Committee to develop an overall lateral operations strategy.

**Motion: To authorize management to develop an inspection plan and proceed with camera inspection of the 94 identified off-site laterals (where cleanouts are accessible), gather information about repair difficulties encountered by owners, and identify adjacent properties affected by the laterals.**

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

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

### **New Business – Conference Attendance**

Chair Lindsay-Harvey asked commissioners to respond to Board Secretary Green’s previously distributed email regarding attendance at the November AEA Conference and the NJ League of Municipalities Conference. Commissioners were asked to respond by Friday of the current week. The Board Secretary was directed to circulate additional information on the League conference. Vice-Chair Diggs invited the Board Secretary to call him directly if he did not respond to email.

### **Resolution 2025-08-20-08: Authorizing Revisions to Resolution 2024-06-10-08 Treasurer Position – As Amended**

Solicitor Holt advised that this resolution does not address an individual’s performance deficiencies or make material changes to duties and therefore does not require executive session; it should be discussed in open session. The resolution clarifies the Treasurer’s reporting structure.

Discussion – The existing Resolution 2024-06-10-08 created the Treasurer position but stated that the Treasurer reported to the Director of Finance, which conflicted with the bylaws and created operational confusion. The resolution revises reporting so that the Treasurer’s day-to-day management falls under the Executive Director. Vice-Chair Diggs emphasized the importance of preserving the Treasurer’s direct reporting to the Board for financial reporting purposes. Commissioner Davis agreed, noting that the Treasurer should not report to the Director of Finance. Solicitor Holt proposed adding language: “the Treasurer shall make the Treasurer’s report directly to the Board of Commissioners.” The board agreed to approve the resolution as amended with this addition.

**Moved:** Commr Boyer **Seconded:** Commr Davis

Motion as amended to include: “Whereas the Treasurer shall make the Treasurer’s report directly to the Board of Commissioners.”

**Roll Call Vote – Commr. Boyer – yes; Commr Davis – yes; Commr Weston – yes; Vice-Chair Diggs – yes; Chair Lindsay-Harvey – yes**

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

**Resolution 2025-08-20-18: Authorizing Executive Session**

**Moved:** Vice-Chair Diggs **Seconded:** Commr Boyer

Discussion per Solicitor Holt – Executive Session to address: (1) retainer of Pecker and Abramson and potential ESEP/PFAS litigation, to receive legal advice under attorney-client privilege; (2) Solicitor Holt noted that attorneys from the Napoli law firm (PFAS litigation) would also join executive session to address commissioner questions. RICE notices have not been issued.

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

### **Public Comment**

**Martin Nock - Windsor Lane** - Noted that the schematics at the WMUA office may be inaccurate based on personal experience, where his actual lateral was nearly double the mapped length and extended into his neighbor's yard. Sought confirmation that funds have been set aside for the anticipated debt service jump from approximately \$2 million to \$6 million by 2029. Inquired about the Well 6 construction management cost (noted as approximately \$1.369 million). Expressed concern about the cost of Pecker and Abramson, noting that \$150,000 NTE may not go far for a high-cost firm. Urged the WMUA to post resolutions on its website for public transparency. Asked the WMUA to ensure rates remain affordable given the projected cost increases. Repeated concern about the solar SREC recovery and asked that a concrete plan be brought forward.

Executive Director Stuppard responded to each question: schematics accuracy will be checked and updated; the WMUA has approximately \$27 million in net position and has been building reserves in accordance with the 2022 rate study; the Well 6 NTE for construction management is \$1,369,132 for a \$22 million total project replacing a 1974 treatment plant; Pecker and Abramson details will emerge from executive session; resolutions will be posted on the website going forward; the Authority is committed to keeping rates affordable; and the SREC recovery effort is advancing – the BPU site visit is the first step and the ED is moving as quickly as possible given state constraints.

### **Commissioner Comment**

**Commr Davis** – Thanked the public and staff; congratulated employees who earned licenses; thanked fellow commissioners for their commitment to the WMUA.

**Commr Weston** – Congratulated Christian Stuppard, Julian Piedra, Eli, and Cyrus on their licenses/CDLs; agreed resolutions should be posted publicly; suggested the billing tier structure be publicized on social media; mentioned the NJ Shares Program and the Beloved Project as resources for residents with bill payment difficulties.

**Commr Boyer** – Thanked staff for the meeting; congratulated all four employees on their licenses and CDLs; appreciated the diversity of experience on the board.

**Vice-Chair Diggs** – Congratulated licensed employees; commended the finance department and management for the clean audit; noted conversations with Commissioner Boyer about expanding training support to help all employees pursue licensing goals; expressed excitement about the pre-apprenticeship program getting broader attention.

**Chair Lindsay-Harvey** – Echoed all commissioner comments on employee certifications. Announced that the H2Opportunity Pre-Apprenticeship Program is gaining significant traction nationally; she and Vice-Chair Diggs have been invited to present at the AEA Conference; she has submitted an abstract to the American Water Works Association national conference. A training retreat is scheduled for Sunday to plan the second cohort launch. The program is the first of its kind and will put the WMUA on the national map.

Executive Session:

**Motion to Exit Executive Session**

**Moved:** Commr Davis      **Seconded:** Vice-Chair Diggs      **Discussion:** None

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

**Resolution 2025-08-20-17: Authorizing Agreement Between WMUA and Pecker and Abramson**

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

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

Motion to Adjourn

**Moved:** Commr Davis    **Seconded:** Vice-Chair Diggs

Voice vote: Unanimous.

Meeting Adjourned 10:08 PM

**Certification of Minutes**

I hereby certify the above to be a true and correct copy of the approved Minutes of August 20, 2025, Regular Meeting of the Willingboro Municipal Utilities Authority.

*Bernadette Green*

Bernadette Green  
Secretary to the Board

**Approved By The Board:** April 15, 2026