Willingboro Municipal Utilities Authority
Regular Meeting Minutes
June 17, 2026

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, June 17, 2026, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:02 pm. The Board Secretary led the pledge of allegiance to the flag. Roll Call was taken.

Roll Call

Title, Name	Present	Absent	Late
Commissioner James Boyer	x		
Commissioner Kevin McIntosh		x	6:12 pm
Commissioner William Weston	x		
Vice-Chair Diallyo Diggs	x		
Chairwoman Patricia Lindsay-Harvey	x		
Commissioner Martin Nock, Alternate #1	x		
Commissioner Kimbrali Davis, Alternate #2	x		

Commissioners Boyer, McIntosh and Weston were not in attendance at the time the roll was called. Chair Lindsay-Harvey called upon First Alternate, Martin Nock to stand in.

Cmmr. McIntosh arrived at 6:12 pm.

Others Attending as Panelists

Bernadette Green, Board Secretary
Rhonda Gigliotti, Director of Finance
Aisha Manners, Treasurer
Jason Holt, CSG Law, Solicitor
Lionel Galipot, Alaimo Engineering
Katherine Villacis, Environmental Resolutions, Inc.
Bill Lake, WMUA

Open Public Meetings Act Reading

The Acting Secretary read:

This meeting which conforms with the provisions of the Senator Byron M. Baer Open Public Meetings Act, P.L. 1975, Chapter 231, adequate notice having been given to the public, is an official regular meeting of the Willingboro Municipal Utilities Authority. Notices of this meeting have been filed, posted and published in excess of forty-eight hours prior to the meeting in the following manner:

A. Notice was posted on the official bulletin board of the Authority building.
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.
D. Notice of the meeting was posted on the WMUA website.

The Acting Board Secretary is directed to enter this public announcement into the minutes of this meeting.

The public may participate in this meeting. Formal action may be taken by the WMUA.

Executive Director's Resolution Summary

None. Executive Director Stuppard was not in attendance.

Public Comment - Agenda Items Only

None

Consent Agenda

May 20, 2026, Board Minutes
Res. 2026-06-17-01: Authorizing Payment of Bill List
Res. 2026-06-17-02: Authorizing Adjustment of Sewer Service Charges
Treasurer's Report
Executive Director's Report
Monthly Grant Research Report

Motion to include items in the Consent Agenda
Moved: Cmmr. Boyer Seconded: Cmmr. Weston
Discussion: None
Roll Call: Cmmr. Boyer-Yes; Cmmr. Nock- Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Motion to Approve Consent Agenda
Moved: Cmmr. Boyer Seconded: Cmmr. Weston
Discussion: None
Roll Call: Cmmr. Boyer-Yes; Cmmr. Nock- Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Executive Oversight and Informational Reports

Finance Director Report

Written report provided. Director Gigliotti advised the board that they just received notice that one of the credit card portals will begin charging them $495 p/month effective August 1st and they have the ability to terminate. She stated that only 2% of online payments are made through that portal so it shouldn't have a huge effect on the residents. A decision was made to terminate the service.

Motion to Terminate the agreement with ACI SpeedPay effective tomorrow

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: Cmmr. Boyer asked how customers would be notified of the cancellation. Director Gigliotti advised that she would speak with customer service to come up with a notification. She also advised the Board that there is currently another site they use that offers credit card payments.

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Human Resources Report

Written report provided. Director Hall advised the Board that they interviewed 9 students for the Summer Intern Program. They have a few more to interview then they will make their selection.

Engineering Report

Alaimo Engineering - Written report provided. Mr. Galipot advised that earlier today they received the conditional approval to advertise from the OSC for Well 6.

ERI - Written report provided. Katherine Villacis filled in for Mr. Weller. No questions from the Board.

Personnel Committee Report

Written report provided. Cmmr. Weston advised the Board that it is time to evaluate the Executive Director. Cmmr. Boyer asked if the form could be sent to his non-MUA email because he did not receive it. The return date is June 25, 2026.

Operations Committee

Written report provided. Cmmr. Boyer stated that they may need to contract a backup T4 operator by the end of the month if the person taking the test is not successful. There is an estimated $30,550 emergency manhole repair at Windsor Station. Red Zone problems are still there. Cmmr. Davis advised that they took a tour of the Water Treatment Plant and a whole team welcomed them and took them on the tour. She encouraged the Board to take a tour again if they haven't done so in a while. Cmmr. Boyer mentioned some names Nick Mangrum, Daryl Jones, Brandon Moor, Anthony Allen and Bill Lake, Nick Renee. He stated that the Jetvac facility is a sight to see. Cmmr. Davis gave a shout out to Darryl James for going over the details on the daily pH tests. Being able to interface with the rank and file that operate the business on a daily basis she came away with an understanding that they are in great hands. Cmmr. Davis asked who passed the S1 and T1? Director Hall advised that it was Nicholas Mangrum and Dow James.

Lateral Committee

Written report provided. Cmmr. Weston advised that they turned over their plan for the committee. He asked that the commissioners give feedback. They are still waiting for an estimate of how much the repairs would be for the 94 properties. Cmmr. Boyer asked if they had any initial costs? Vice-Chair Diggs advised that they put out an RFP that gave them estimates based on the linear foot for repairs of that type. A discussion was then held with regards to the length the lateral extends into adjacent properties to be eligible, the insurance requirements, etc. Discussion moved to Executive Session.

Unfinished Business

Organizational Chart – Director Hall advised that he did not feel comfortable discussing in the absence of the Executive Director. Cmmr. Boyer asked for a larger printing of the chart so it would be easier to read. Treasurer Manners asked when the chart would be finalized and was advised that the ED needs to take one more look at it. Vice-Chair Diggs expressed the importance of having management's plan for 2027 for budgetary purposes.

New Business

Chair Lindsay-Harvey advised the Board that this was the Board Secretary's last meeting. She is leaving at the end of next week. She thanked her for her service, for her time and for the work that she has done.

Motion to un-table - Res. 2026-05-20-04 – Award Professional Contract – Rate and Energy Counsel

Moved: Cmmr. Boyer Seconded: Vice-Chair Diggs

Discussion: None

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Res. 2026-05-20-04 – Award Professional Contract – Rate and Energy Counsel

Moved: Cmmr. Boyer Seconded: Cmmr. Weston

Discussion: Chair Lindsay-Harvey asked if there was a recommendation. Hearing none she nominated McManimon Scotland & Bowman.

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Motion to un-table - Res. 2026-05-20-05 – Adopting the Amended Budget for 2026

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer

Discussion: None

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Res. 2026-05-20-05 – Adopting the Amended Budget for 2026

Moved: Cmmr. Weston Seconded: Cmmr. Boyer

Discussion: Director Gigliotti advised that the amendment is only for the municipal appropriation increase.

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Res. 2026-06-17-03 – Authorizing RFP for T4 Licensed Water Operator

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: None

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed.

Res. 2026-06-17-04 – Authorizing Competitive Contracting for Consulting Search Firm Services

Moved: ~~Vice-Chair Diggs~~ Seconded: ~~Cmmr. Weston~~

Discussion: Chair Lindsay-Harvey stated she had serious reservations about this. She indicated that for as long as this is going to take, they may not hire anyone until the end of the year. She has concerns about the ED doing 3 jobs until then. Vice-Chair Diggs stated that this was a follow-up from April, and he was a little disappointed that this is just now getting out. He asked if they discussed it in April, why it's coming up again. He was told that the recommendation at the time was to wait and put the advertisement out to see if they could get more applicants.

Held for Executive Session – Motions Rescinded

Comments From the Public

None

Commissioner Comments

Cmmr. Weston: Greetings. It's an honor to sit on the Board. It's great to hear what the employees are doing, and he is looking forward to taking a tour of the water treatment plant and the PCP plant. It's good to see everything that done to get the water ready to be released into the environment and everything that done before it come out of the faucet.

Cmmr. Nock: Appreciate the opportunity that the public is coming and needs to speak out for those things that may be a little different. Just want to say I believe we are progressing and want to thank everyone for coming out.

Cmmr. Boyer: Recognized the excellent work being done by individuals that work in the WMUA. They were impressive and were able to help us understand what was going on with the sewage treatment plant and I am looking forward to the water treatment plant tour.

Cmmr. McIntosh: it's great to see the work being done with all the issues going on with the municipal authorities. I welcome all the help, and I really appreciate all the hard work that's been done.

Vice-Chair Diggs: Thanked the employees for all the hard work they have done. Everything continues on a 24-hour basis to maintain the water and sewer infrastructure. It's an amazing thing as a community to have the rights to our own water. The good people that work at the WMUA help maintain that daily and we appreciate that. Thanked the secretary for all her hard work. She has done an amazing job in wrangling the commissioners. It's extremely difficult and I really appreciate it. It was helpful in making everything flow smoothly during your time here. Thanked fellow Board members for their hard work.

Chair Lindsay-Harvey: We have a phenomenal team between commissioners and staff. Everybody works hard and are so committed. Those who have not gone to tour the plant are really missing something phenomenal. Want to thank all who over the past 14 months have made phone calls and text messages during my sons' illness. Thank all who came out to his memorial service. It was very much appreciated.

Res. 2026-06-17-05: Authorizing Executive Session

Moved: Cmmr. Boyer Seconded: Cmmr. McIntosh

Discussion: For the purpose of discussing litigation and contractual matters and the following Resolutions:

- Res. 2026-06-17-04 – Authorizing Competitive Contracting for Consulting Search Firm Services

Roll Call: Cmmr. Boyer-Yes; Cmmr. McIntosh-Yes; Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed

Executive Session: approximately 7:22 pm

Motion to Exit Executive Session

Moved: Cmmr. ? Seconded: Cmmr. Boyer

Discussion: None

Roll Call: Cmmr. Boyer-Yes; Cmmr. Nock: Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 5 affirmative, 0 negative. Motion passed

Chair Lindsay-Harvey advised the Board that they need to come up with answers to the Strategic Priority Plan and rank them as far as priority. The Board Secretary pulled up a form with questions and these were the answers that the Board came up with while discussing same.

STRATEGIC PRIORITY #4 ENVIRONMENTAL STEWARDSHIP

1.

- Water Quality and protecting the Source
- Removal of Contaminants
- Environmental Education & Community Stewardship (webinars)

2.

- Reducing the Carbon Footprint
- Using more modern technology to reduce the amount of chemicals used

3.

- Regular reporting from the operations committee

4.

- Making Environmental Stewardship a core organizational framework
- Promote staff engagement on sustainability
- Optimizing maintenance schedules

STRATEGIC PRIORITY #5 CUSTOMER SERVICE AND COMMUNITY ENGAGEMENT

1.

- Develop WMUA branding – templates for social media, etc.
- Customer Service Scripting for clear communication
- Schedule releases of information. FAQ library for customers
- Internal communication scheduled

2.

- Investigate technological advances to assist with customer communication (Citibot)
- Customer service tracking for customer complaints and compliments (salesforce)

3.

- Prepare informational videos on platform such as YouTube (A Day in the life of …)
- Encourage Plant tours

4.

- Customer service feedback to the Board
- Improve outreach in the community

STRATEGIC PRIORITY #6 WORKFORCE DEVELOPMENT AND TALENT SUSTAINABILITY

1.

- Personnel demand vs. available qualified candidates – encourage certification
- Succession planning – knowledge capture to minimize workforce brain drain
- Data acquisition
- Address training gaps – Management training, commissioner training (training modules)
- Explore employee retention incentives

2.

- Answered in prior questions.

3.

- Bridging the gap between apprenticeship and entry level employment opportunities
- Coordination of digitizing the program and grant acquisition and administration
- Employee recognition and appreciation program (employee of the month)
- Training in culture building (personality type & generational training)
- Promote wellness and work life balance
- Encourage employee innovation (healthy competition among employees)
- Finding ways for employee participation in the direction of the WMUA without repercussion

Res. 2026-06-17-04 – Authorizing Competitive Contracting for Consulting Search Firm Services

Moved: Cmmr. Weston Seconded: Vice-Chair Diggs

Discussion: None

Roll Call: Cmmr. Boyer-Abstain; Cmmr. Nock-Yes: Cmmr. Weston-Yes; Vice-Chair. Diggs- Yes; Chair Lindsay-Harvey-Yes. 4 affirmative, 1 abstained, 0 negative. Motion passed

Motion to Adjourn

Moved: Cmmr. Weston Seconded: Cmmr. Nock

Voice vote: Unanimous.

Meeting Adjourned 10:39 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the June 17, 2026, Regular Meeting of the Willingboro Municipal Utilities Authority. These minutes are of necessity condensed and abridged and do not purport to contain the full contents of the matters discussed.

Sonya Butler

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Sonya Butler
Acting Board Secretary

Approved By the Board: August 19, 2026