

Willingboro Municipal Utilities Authority

Regular Meeting Minutes

August 19, 2026

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, August 19, 2026, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:04 pm. The Acting 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		
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 Weston, Davis and Vice-Chair Diggs were not in attendance at the time the roll was called. Chair Lindsay-Harvey called upon First Alternate, Martin Nock and Second Alternate, Kimbrali Davis to stand in.

Cmmr. Davis arrived at 6:12 pm and Cmmr. Weston arrived at 7:25 pm.

Others Attending as Panelists

Emmanuel Stuppard, Executive Director
Sonya Butler, Acting Board Secretary
Rhonda Gigliotti, Director of Finance
Aisha Manners, Treasurer
Jason Holt, CSG Law, Solicitor
Lionel Galipot, Alaimo Engineering
Stand in, Environmental Resolutions, Inc.

Michael Cragin, PKF O'Connor Davies, LLP
Bill Lake, WMUA
Chris Felthaus, WMUA
Heather Litzebauer, NW Financial
Roatan Alleyne, Intern
Junior Bonet, Intern

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.

Internship Program

Roatan Alleyne: Spoke to the Board about his experience with the WMUA. He advised that he is also a part of the pre-apprenticeship program with the WMUA. He spoke about some of the things he was able to do in the lab like check the PH of liquids, check the influent (water coming from the toilet to the plant) and effluent (water going into the creek).

Junior Bonet: Advised the Board that he started the 6-week intern program working in the wastewater lab for the first 4 weeks. He learned a lot about everything that is done to make sure the water that is pumped into the creeks are not damaging to the environment. The next 2 weeks he worked with the drinking water plant. They do similar testing but with iron, fluoride, chlorine, etc. He indicated that they test the drinking water constantly to make sure that everything is ok.

Audit

Michael Cragin presented the 2025 audit to the Board. He advised that there were no findings in this year's audit. He stated that anytime you can have an audit with no findings it is a testament to the dedication of the finance staff and the authority. He went over fund balance and advised that both the water and sewer utility are not in a deficit this year on the GAAP basis or the budgetary basis.

Rate Presentation

Heather Litzebauer presented two options for rate increases. 6% for water and 9% for sewer and then 7% for water and 10% for sewer. She went over some of the rising costs that are affecting the Board, what is being funded in cash and advised that connection fees are expected to decline over the next couple of years. She advised that with no increases they would start to see a deficit around 2029/2030 which would grow annually. She then went over both scenarios and the impact on customers with the Board. The Board then had the opportunity to ask questions.

DCA Communication

Michael Cragin advised that they became aware of an issue where the state denied the budget amendment because the Township didn't amend their budget to include the \$300,000. He advised that the Township did attempt to amend their budget, but it was denied because the authority hadn't amended their budget yet. He went on to explain the situation and advised that he requested that they look back into their decision to deny the amendment.

Executive Director's Resolution Summary

The Executive Director read the names of the resolutions and provided a summary for each.

Public Comment - Agenda Items Only

None

Consent Agenda # 1

June 17, 2026, Board Minutes

July 15, 2026, Board Minutes

Res. 2026-08-19-01: Authorizing Payment of Bill List for August 2026

Res. 2026-08-19-02: Authorizing Adjustment of Service Charges No Fault

Res. 2026-08-19-03: Acceptance of the FY 2025 Audit

Res. 2025-08-19-04: Rejecting Consulting Firm Search Services Bids CC# 26-20

Res. 2025-08-19-05: Awarding Holyoke Tank Rehabilitation Contract to Manda Corporation

Res. 2025-08-19-06: Resolution for Emergency Repairs for Well No. 10

Res. 2025-08-19-07: Resolution for Emergency Repairs for Well No. 1

Res. 2025-08-19-08: Resolution for Emergency Repairs for Aerial Lines

Res. 2025-08-19-09: Resolution for Emergency Mold Remediation

Res. 2025-08-19-10: Authorizing Lockout/Tagout Policy

Res. 2025-08-19-12: Adjusting the Salary for Certain Employees upon receipt of Applicable Licenses

Res. 2025-08-19-13: Authorizing Non-Fair and Open retainer for Peckar & Abramson

Res. 2025-08-19-15: Awarding Contract Extension for Ultra Flow Filters

Moved: Chair Lindsay-Harvey

Seconded: Cmmr. Boyer

Discussion: None

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

Consent Agenda #2

Res. 2026-07-15-17: Adopting Non-Union Water & Wastewater Professional Licensing Incentive Policy

Res. 2026-07-15-18: Adopting Water Leak & Sewer Bill Adjustment Policy

Moved: Chair Lindsay-Harvey

Seconded: Cmmr. Boyer

Discussion: None

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

Motion to approve Consent Agenda for July items

Moved: Cmmr: Davis

Seconded: Cmmr. Nock

Discussion: None

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

Executive Oversight and Informational Reports

Treasurer's Report

Motion to Approve Treasurer's Report

Moved: Cmmr. Davis

Seconded: Cmmr. McIntosh

Discussion: Cmmr. Nock asked for an explanation on why what was collected was more than what was billed? Treasurer Manners advised that the number was higher because some of the collections were from prior year.

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

Executive Director Report

Written report provided. Executive Director Stuppard pointed out that they are starting the next phase of the Emergency Mold Remediation and the Foundation (water proofing) Repair. He advised that the office will be closed for the next few weeks until the efforts are completed. He stated that many of them will be working remotely, and customer service will be working within the annex building.

Finance Director Report

Written report provided. No questions were asked of Director Gigliotti.

Operations Report

Written report provided. No questions were asked.

Human Resources Report

No written report provided.

Engineering Report

Alaimo Engineering - Written report provided. Mr. Galipot advised that Well 6 was advertised a few days ago.

ERI - Written report provided. Mr. Weller was not in attendance. Someone sat in for him. No questions asked.

Personnel Committee Report

Written report provided. Cmmr. Weston advised that they had something for Executive Session. Chair Lindsay-Harvey asked if the Board Secretary position was listed as full or part-time. Director Stuppard advised that he believes it indicates part-time on the WMUA website but full-time on the other platforms. Chair Lindsay-Harvey then asked if the Treasurer's evaluation was done by the Finance Committee. Executive Director Stuppard advised that it was done by him.

Policy, Procedures & Communications Committee

Chair Lindsay-Harvey stated that there were a number of policies discussed in committee that are resolutions for this evening. She stated that they talked about the Strategic Plan initiatives and that is in their packet tonight. They also talked about proposed amendments to the bylaws and looking at that once a year.

Operations Committee

Written report provided. Cmmr. Boyer advised that a lot of the issues have resolutions for them like Well 10 and Well 1 and Hawthorne Park. He stated they have challenges with the T4 compliance. They requested to have a T4 position either temporary or in-house by the end of September. He stated it is their recommendation to look into changing or replacing the distribution and collection system of approximately 1% per year. There are also other recommendations in the recommendation section. Chair Lindsay-Harvey asked how long the PFAS Water System Evaluation Treatment Study is going to take? Director Stuppard advised it would take 6 months.

Lateral Committee

Written report provided. Cmmr. Weston advised that they are getting closer to having a more solidified plan. They added all the suggestions from the last meeting to the report. Chair Lindsay-Harvey advised that potential funding options from other sources is not in the report. Cmmr. Weston stated that they have grants and potential advertisement listed but he will add antennas to the report. A discussion was held with regards to same.

Training Committee

Chair Lindsay-Harvey stated that they talked about the pre-apprenticeship program and spoke to Ms. Howard about the next cohort of students. She advised that right now they are only approved for wastewater. They are going to do a presentation to the students to find out which are interested in wastewater. They talked about hiring a training coordinator to be responsible for keeping up with the apprenticeship and pre-apprenticeship programs.

Finance Committee

No report submitted.

Unfinished Business

Organizational Chart – no questions.

Cmmr. Weston stated that the Finance Department should be congratulated on a clear audit.

Comments From the Public

None

Commissioner Comments

Cmmr. Davis: Good evening everyone. I apologize for being late. I caught the tail end of the comments from the inters but they were awesome. Want to thank the Finance Team for their hard work in making sure we had an audit with no findings. This was a Herculean effort, and it does not go unnoted. Thanked her fellow Commissioners who dedicate their time to support all the initiatives and infrastructure improvement. To the staff and area leaders we appreciate everything you do.

Cmmr. Nock: Agreed about the audit and appreciate the public that is listening in.

Cmmr. Weston: Thanked the public and encouraged the public to interact with the WMUA in case they have any questions. Thanked the commissioners, the finance team for the audit. Thanked all who worked with the internship program for making it a success.

Cmmr. Boyer: Agreed with everything mentioned earlier. Thanked Junior and Roatan for taking the time out to attend and provide some feedback on what they learned while here. Excellent job done by everyone within the WMUA that worked on the audit. Thanked the leadership team.

Cmmr. McIntosh: Congratulated the Finance Department for handling their business and providing us with no findings. Thanked the commissioners for putting in a lot of work. Advised the customers that they are doing their best to give them what they need.

Chair Lindsay-Harvey: Wants to echo everything that was said. Bravo to the Finance Department and everyone connected with the finance department. This is the 2nd year in a row that we didn't have any findings. I was over at the Annex Office when the students were there and saw firsthand what was going on. Thanked Ms. Manners and Ms. Walker. It was a pleasure just to watch for a few minutes. I look forward to tomorrow. It is just amazing what these students have come up with. We have some very bright and smart students in this town, and we should be very proud of them.

Res. 2026-08-19-14: Authorizing Executive Session

Moved: Cmmr. McIntosh Seconded: Cmmr. Boyer

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

- Res. 2026-07-15-16: Amending the By-Laws & Delegating Authority
- Res. 2026-08-19-11: Adjusting the Salary by Stipend
- Res. 2026-08-19-16: Rejecting Consulting Firm Search Service Bids

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

Executive Session: approximately 8:13 pm to 9:02 pm

Treasurer Manners had a question with regards to her annual evaluation and what has changed since the ED informed her that he did her evaluation and not the Finance Committee. Solicitor Holt advised that any detailed discussion should be had in Executive Session of through the Personnel Committee.

Motion to Exit Executive Session

Moved: Cmmr. Nock Seconded: Cmmr. McIntosh

Discussion: None

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

Motion to Table Res. 2026-07-15-16: Amending the By-Laws & Delegating Authority

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: None

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

Res. 2026-08-19-11: Adjusting the Salary by Stipend

Moved: Cmmr. Nock Seconded: Cmmr. McIntosh

Discussion: None

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

Res. 2026-08-19-16: Rejecting Consulting Firm Search Service Bids (as amended)

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: None

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

Motion to Adjourn

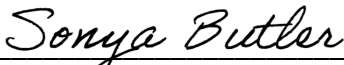
Moved: Cmmr. Nock Seconded: Cmmr. McIntosh

Voice vote: Unanimous.

Meeting Adjourned 9:15 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the August 19, 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
Acting Board Secretary

Approved By the Board: _____