Willingboro Municipal Utilities Authority
Regular Meeting Minutes
September 16, 2026

The meeting of the Willingboro Municipal Utilities Authority was held on Wednesday, September 16, 2026, via Zoom Webinar. Chair Lindsay-Harvey called the meeting to order at 6:07 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 6:22 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
Ben Weller, Environmental Resolutions, Inc.
Bob Mellohusky, Pennoni
Bill Lake, WMUA
Chris Felthaus, 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

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

Public Comment - Agenda Items Only

None

Introduction of Budget

CFO Gigliotti gave a brief presentation/overview of the proposed budget.

Cmmr. Weston asked if there were any funds set aside for the lateral committee and how this would impact the budget? He was told that there was $200,000 set aside a year for 4 years. Also, the rate increase projection is for 6% water and 9% sewer. Cmmr. Nock asked what a revenue neutral model would like where you charge people for their usage? Director Gigliotti explained that you need some type of service fee for budgeting purposes as you would not know what usage will be.

Consent Agenda

Motion for Consent Agenda

Moved: Chair Lindsay-Harvey Seconded: Cmmr. Nock Discussion: None

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

August 19, 2026, Board Minutes

Res. 2026-09-16-01: Authorizing Payment of Bill List for August 2026

Res. 2026-09-16-03: Adjust Sewer Service Charges

Motion to approve Consent Agenda

Moved: Cmmr. Nock Seconded: Cmmr. Weston Discussion: None

Roll Call: Cmmr. Weston-Yes; Cmmr. Nock- Yes; Cmmr. Davis-Yes; Vice-Chair; Diggs-Yes to Resolutions 1 and 3; Abstain for Minutes; Chair Lindsay-Harvey-Yes.

5 affirmative, 0 negative. Motion passed.

Res. 2026-09-16-02: Adjust Sewer Service Charges No Fault

Moved: Cmmr. Weston Seconded: Cmmr. Nock

Discussion: Vice-Chair Diggs asked for clarity about the necessity of this resolution. Ex Director Stuppard advised that since it is a past practice it was recommended to do the resolution.

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

Executive Oversight and Informational Reports

Treasurer's Report

Motion to Accept Treasurer's Report

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: Cmmr. Nock asked if there was anything that the Board needed to be aware of? Treasurer Manners advised that she did not have anything additional to share.

Vice-Chair Diggs asked what is the current debt service? Treasurer Manners stated that she would have to defer that question to the Finance Director.

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

Executive Director Report

Written report provided. Executive Director Stuppard congratulated Mr. Mangreum, Mr. Pean and Mr. DeSantos and invited them to say a few words about their experience. He then advised that emergency repairs to Well #10 have been substantially completed. Mold renovation at the office has been substantially completed. They are looking to get back into the office next week. Well# 9A is completed and back in service. Holyoke Tank is advancing into implementation and planning. The water system evaluation treatment is still being reviewed.

Cmmr. Weston asked how does it look for getting Solar RACS for the PCP Plant? ED Stuppard advised that he is working with 2 companies to provide an updated scope of services and an estimate/quote.

Finance Director Report

Written report provided.

Operations Report

Written report provided. No questions were asked.

Human Resources Report

Written report provided. ED Stuppard pointed out that there is a sheet in the report that highlights how many resumes received, how many reach pre-screening, round 1, etc. A discussion was then held with regards to the Recruiting Firm RFP and how vendors are rated. After some discussion, Vice-Chair Diggs requested the first submission, the evaluations of the second submission and why it was determined that they did not meet the criteria.

Operations and Maintenance

No questions asked.

Engineering Report

Alaimo Engineering - Written report provided. Mr. Galipot advised that TM1 is 75% complete. As far as Well 6 they are still filling in questions. The bid date was moved to October 2nd because of the complexity of the job. No questions asked.

ERI - Written report provided. Mr. Weller pointed out that with respect to Red Zone repairs, Montana was the low bidder. They are already looking to do a pre-construction meeting. Parkside Sanitary Sewer repair work is ongoing. No questions asked.

Pennoni – Bob Mellohusky advised that the Water Plant Number 1 building rehab project they investigated and coordinated the remediation of foundation leaks into the pump room. They are also looking for approval to authorize Phase 2. Well #11 site reviews were made. Options are being investigated to bypass a section of piping to disinfect prior to Plant 1. They may need to perform test pitting to locate piping and valving in the field. Vice-Chair Diggs asked if they needed approval via a motion or a resolution for T1. Mr. Mellohusky advised he would get back to him as he was not sure.

Personnel Committee Report

Written report provided. Cmmr. Weston commended whoever put together the HR Insights. He advised that they did interview a candidate for Director of Operations and is looking forward to hammering out the procedure at the retreat. A discussion was had with regards to the interview process.

Policy, Procedures & Communications Committee

No meeting.

Operations Committee

Cmmr. Davis advised that she did send over a report this afternoon. She then went over some highlights with the Board. They held an interview. A participant from the personnel committee and operations committee participated. There are additional interviews scheduled. They had a candidate testing for the T4. Well 9A is in full operation and the old well 9 has been decommissioned. Well 11 remains offline and they are waiting for Pennoni's recommendation before returning that well to service.

Vice-Chair Diggs asked if they had a chance to look at the 10-year capital plan. Cmmr. Davis advised that they had not received it but it on the agenda for the October meeting.

Lateral Committee

Written report provided. Cmmr. Weston advised that the ED was able to provide a more in-depth layout of how the program would go which is in their report. He asked that the Commissioner look it over and provide their input. A discussion was held with regards to same. Treasurer Manners advised that she shared some information about the USDA 504 home repair loans and grants that residents could possibly use for laterals.

Training Committee

No report provided.

Finance Committee

Vice-Chair Diggs advised that the biggest things were the 10-year capital plan. He stated they need the staffing plan for 2027. He then spoke about the amount of emergencies. They end up paying more for emergencies and because they do not go through the competitive bidding process, they are ripe for issues. Chair Lindsay-Harvey asked for a comparison of what was spent on professional services for 2025 and 2026.

New Business

Res. 2026-09-16-04: Award Bid 26-25 Auto Repair and Maintenance

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: Vice-Chair Diggs asked if this was the situation where they had an evaluation. He was told it did not require a rating committee.

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

Res. 2026-09-16-05: Award Contract for 2026 Sanitary Sewer Excavated Point Repair Project

Moved: Cmmr. Weston Seconded: Cmmr. Nock

Discussion: Vice-Chair Diggs asked if this was the same situation with the lowest responsible bidder. He was told it was.

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

Res. 2026-09-16-07: Authorizing NJUA JIF Membership Renewal

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: Vice-Chair Diggs asked if there were any changes from the previous year? Ex Director Stuppard advised that he didn't have that information. He sent it to the CFO to review and she is absent. He will get the answer and forward it to the Board.

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

Res. 2026-09-16-08: Authorizing Emergency Remediation 433 JFK Way

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: Cmmr. Nock asked for an explanation from the ED as it has gone from $30,000 to almost $200,000. ED Stuppard explained the reason for the rising costs to the Board.

Vice-Chair Diggs asked if he could be sent the reports regarding this emergency and if in the future, they can be given the information that it is escalating 10 times the anticipated cost prior to making the decisions.

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

Res. 2026-09-16-09: Adopting Cashless Payment and Check Scanning Policy

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: Cmmr. Weston voiced concern over the cashless payments and asked if they could explain how checks would be processed. Treasurer Manners advised that nothing would change as far as check payments are received. A discussion was held regarding same.

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

Chair Lindsay-Harvey advised that her and the ED attended a meeting in July hosted by the Willingboro Community Development Corporation to try to get the township, school board, WMUA and the library to work more cohesively together. The follow up meeting was today, and a lot of the conversation centered around shared services. She advised that what was discussed will go out to the Commissioners.

Comments From the Public

None

Commissioner Comments

Cmmr. Davis: Good evening, everyone. I want to acknowledge the employees who were recognized for their certification achievements. I want to give my condolences to our Finance Director for her loss. I want to thank every one of my fellow Commissioners. We work diligently to bring forward the best that we have within us to support the growth and expansion of the WMUA. I think, bar none, we have a very strong structure and business. We all recognize and respect each other's opinions and contributions to this Board, and I think it is being viewed and acknowledged in the work that we are all getting done collectively. I want to thank all of the employees, all of our leadership, in understanding everything you do, nothing is going unnoticed. It is duly noticed, and it is greatly appreciated.

Cmmr. Nock: The meetings are always interesting. We just want to be the best fiduciary responsible individuals for rate payers. I really want to look into the rate structure because I have a moral dilemma with some things on that. At the end of the day, we are all going to try to do our best for the residents of Willingboro.

Cmmr. Weston: Thanked his fellow Commissioners. We may not always agree, but I know that we all want the best for the WMUA. I do want to commend the employees that got their licenses, and I encourage all our employees to keep moving forward and be on an upward trajectory. I know that I try to do, or we as a board, try to do our best to encourage forward thinking and moving up and being promoted, etc. So, thank you for the community that are on the meeting, and thank you to our employees.

Vice-Chair Diggs: Agreed with everyone. We recognize it's very difficult to work in situations where, you know, you must fill multiple roles. We appreciate all the people that have stepped up. We're hoping to kind of bring the situation to a close so that employees aren't in a situation where they're not sure how long it's going to take for us to fill a position for them. So, I hope the employees recognize we appreciate their hard work. They're keeping the WMUA running. Every day, people can turn on water, and it works. Every day, you know, the sewage gets processed. Our community is continuing to thrive and grow, and that's all because of the day-to-day workers at the WMUA, so we appreciate that.

Chair Lindsay-Harvey: Echoed everything that was said. Employees keep this place running, and we really do appreciate everything that you do. All your efforts, all your good work, is very much appreciated. Thank you to my fellow commissioners for all your work, and for the public that comes out and listens to all that we do.

Res. 2026-09-16-11: Authorizing Executive Session

Moved: Cmmr. Weston Seconded: Vice-Chair Diggs

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

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

Executive Session: approximately 9:17 pm to 10:21 pm

Motion to Exit Executive Session

Moved: Cmmr. Nock Seconded: Cmmr. Davis

Discussion: None

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

Res. 2026-09-16-06: Adjusting the Salary for Certain Employees Upon Receipt of Applicable Licenses 4933-2917-6523 v2

Moved: Cmmr. Nock Seconded: Cmmr. Diggs

Discussion: Vice-Chair Diggs asked if it just applied to the 3 people. Ex Director Stuppard advised that last month the Board approved a stipend for them instead of providing retro back to January. A discussion was held with regards to the Boards intention regarding the stipend being added to their base pay.

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

Motion to make an offer to the Candidate?

Moved: Cmmr. Nock Seconded: Cmmr. Weston

Discussion: None

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

Motion to Adjourn

Moved: Cmmr. Weston Seconded: Cmmr. Davis

Voice vote: Unanimous.

Meeting Adjourned 10:23 pm

Certification of Minutes

I hereby certify the above to be a true and correct copy of the approved Minutes of the September 16, 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

Sonya Butler
Acting Board Secretary

Approved By the Board: 10/21/2026