

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY APRIL 3, 2018 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, April 3, 2018, 6:30 P.M., at the Municipal Building, 500 Pemberton-Browns Mills Road, Pemberton, New Jersey.

Pledge of Allegiance was recited.

A roll call was taken:

PRESENT: Corine Kemp	Chairperson
Tonya Stilts	Assistant Secretary
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary

ALSO PRESENT: Jennifer Rivera	Administrator
Elizabeth Garcia	Solicitor
Keith Chiaravallo	Engineer

Chairperson Kemp announced and had entered into the minutes that "in accordance with the Open Public Meetings Act, adequate notice of this meeting has been made with the Burlington County Times, Central Record, filed with the Clerk of Pemberton Township and posted in the office of the MUA."

Chairperson Kemp announced and had entered into the minutes that "if awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Chairperson Kemp asked if there were any additions, corrections and for approval of the minutes of the Regular Meeting of March 6, 2018 and the Closed Meeting of March 6, 2018.

Ms. Schnure moved. Ms. Leonard seconded.

ROLL CALL: Ms. Schnure -yes  
Ms. Leonard -yes  
Ms. Stilts -Abstain (Absent from last meeting)  
Ms. Lefebvre – Abstain (Absent from last meeting)  
Chairperson Kemp -yes

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #20-2018 -Operating Fund - \$225,809.76.

The Board reviewed the bill list.

Ms. Stilts moved. Ms. Leonard seconded.

ROLL CALL: Ms. Stilts -yes  
Ms. Leonard -yes  
Ms. Schnure -yes  
Ms. Lefebvre -yes  
Chairperson Kemp -yes

Chairperson Kemp declared Resolution of Claims #20-2018 -Operating Fund - \$225,809.76 approved.

ADMINISTRATION & OPERATIONS REPORT - Ms. Rivera informed the Board that Mr. Butler is on vacation. She stated that she will go over Mr. Butler's report. Due to the snowstorm on March 7, 2018, the MUA experienced power outages at 12 Sewer Pump Stations along with the Sewer Treatment Plant. MUA personnel worked around the clock until all services were restored. On March 18, 2018 high winds caused a tree limb to fall causing a power outage at the Sewer Plant. When the power was restored, the plant's well was damaged and the plant lost all water. The emergency replacement of the well is estimated to cost \$9,740.00. Mr. Butler contacted the insurance carrier regarding the damages caused by the storms. There was a sanitary sewer overflow on Meadow

View Lane. While repairing the sewer main, the contractor's standby pump failed which caused the overflow. The NJDEP was contacted and MUA personnel cleaned the affected area. The sinkhole has been repaired by Mac-Rose Contractors. Mr. Butler received notification from the Mayor's office concerning a meeting with MUA personnel to discuss a feasibility study. The meeting will review the information needed to perform the study. Ms. Rivera stated that she is still working with the Auditor to complete the Annual Audit. Once the Audit is complete she will update the Board. Also, she stated that the Tax Sale was held on March 28<sup>11</sup> and the office is waiting for the final payment from the Tax Collector before the April billing is mailed to customers. She said that should occur within the next week.

Resolution #21-2018 -Authorization to Award Contract for One New 2018 Reg Cab Chassis Dump Truck to Brian Hoskins Ford in the amount of \$105,810.00. Ms. Leonard moved. Ms. Stilts seconded.

ROLL CALL: Ms. Leonard -yes  
Ms. Stilts -yes  
Ms. Schnure -yes  
Ms. Lefebvre -yes  
Chairperson Kemp -yes

Chairperson Kemp declared Resolution #21-2018 -Authorization to Award Contract for One New 2018 Reg Cab Chassis Dump to Brian Hoskins Ford in the amount of \$105,810.00

ENGINEER'S REPORT -Mr. Chiaravallo asked for the approval to begin engineering services for the replacement of Pump Station No. 15 and 16 – Generator Replacement.

The scope of services consists of the design, bid, and construction phase services

associated with the project. The total proposed estimated cost is \$53,247.00.

Chairperson Kemp asked for a motion to add to the agenda and approval to begin the engineering services for the replacement of Pump Station No. 15 and 16 – Generator Replacement. Ms. Lefebvre motioned. Ms. Schnure seconded.

ROLL CALL: Ms. Lefebvre -yes  
Ms. Schnure -yes  
Ms. Leonard -yes  
Ms. Stilts -yes  
Chairperson Kemp -yes

Chairperson Kemp declared the motion approved.

SOLICITOR'S REPORT -Ms. Garcia said she had nothing to report and that it was good to see everyone.

OLD BUSINESS -None.

NEW BUSINESS -None.

RECOGNITION OF VISITORS -None.

COMMENTS FROM THE BOARD MEMBERS -Ms. Stilts and Ms. Lefebvre thanked the PTMUA for the sympathy cards.

Chairperson Kemp asked for a motion to adjourn.

Ms. Stilts moved. Ms. Schnure seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:50 P.M.

Cauky

Adrienne B. Leonard