

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY AUGUST 2, 2016 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, August 2, 2016, 6:30 P.M., at the Municipal Building, 500 Pemberton-Browns Mills Road, New Lisbon, New Jersey.

Pledge of Allegiance was recited.

A roll call was taken:

PRESENT: Corine Kemp	Chairperson
Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate #1
Thomas Cathers	Alternate #2

ABSENT: Tonya Stilts	Board Member
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ALSO PRESENT: Bill Butler	Administrator
Gina Scully	Administrator
Jennifer Rivera	Administrator
Bud Doyle	Systems Advisor
Elizabeth Garcia	Parker McCay
Michael McClelland	Engineer
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 July 5, 2016.

Mr. Allen moved. Mr. Bailey seconded.

ROLL CALL: Mr. Allen - yes  
Mr. Bailey – yes  
Ms. Leonard - yes  
Ms. Schnure - yes  
Chairperson Kemp – abstain (absent  
from meeting).

Chairperson Kemp declared the minutes of the Regular Meeting of  
July 5, 2016 approved.

RESOLUTION OF CLAIMS #31-2016 – Operating Fund - \$172,673.95.

The Board reviewed the bill list.

Ms. Leonard moved. Ms. Schnure seconded.

ROLL CALL: Ms. Leonard - yes  
Ms. Schnure - yes  
Mr. Allen – yes to Resolution with  
abstention to  
check #23015 to  
John Sitzler.  
Mr. Bailey - yes  
Chairperson Kemp – yes

Chairperson Kemp declared Resolution of Claims #31-2016 – Operating Fund -  
\$172,673.95 approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler asked the Board for  
approval to get the Secondary Sludge Storage Tank inspected for \$912.00 by CME  
Associates. He stated that the last time it was inspected was in 2011 and the inspection  
should be done annually.

Chairperson Kemp asked for a motion to approve the inspection of the Secondary Sludge  
Storage Tank for \$912.00 to be completed by CME Associates.

Mr. Bailey moved. Mr. Allen seconded.

ROLL CALL: Mr. Bailey – yes  
Mr. Allen – yes  
Ms. Leonard – yes  
Ms. Schnure – yes  
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

RESOLUTION #32-2016 – To Accept Form D, Release of Performance Bond and the Posting of a Two Year Maintenance Bond for the Pemberton Woods Pump Station.

Ms. Leonard moved. Ms. Schnure seconded.

ROLL CALL: Ms. Leonard – yes  
Ms. Schnure – yes  
Mr. Allen – yes  
Mr. Bailey – yes  
Chairperson Kemp – yes

Chairperson Kemp declared Resolution #32-2016 – To Accept Form D, Release of Performance Bond and the Posting of a Two Year Maintenance Bond for the Pemberton Woods Pump Station approved.

Mrs. Scully asked the Board to schedule a date for the Budget Workshop meeting For the 2017 Budget. The Board agreed to set the Budget Meeting for September 13, 2016 at 6:00 P.M. at the office.

Mrs. Scully asked the Board for approval to increase the Total Fees “Not To Exceed” amount for Parker McCay from \$30,000.00 to \$45,000.00. Mrs. Scully explained that the increase in fees are due to Union Negotiations, Township Lawsuit, Pemberton Borough Escrow matters, Employee matters, & Employment Contracts.

Chairperson Kemp asked for a motion to approve the increase of Total Fees “Not to Exceed” amount for Parker McCay from \$30,000.00 to \$45,000.00.

Mr. Allen moved. Ms. Schnure seconded.

ROLL CALL: Mr. Allen - yes  
Ms. Schnure - yes  
Mr. Bailey - yes  
Ms. Leonard  
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

ENGINEER'S REPORT – Mr. Chiaravallo informed the Board that they have received the executed contracts from the Contractor for the Maintenance and Repair of Mechanical and Electrical Apparatus. He stated that they are ready for signatures.

SOLICITOR'S REPORT – Ms. Garcia said the report was for closed session.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – The Board thanked Mrs. Trueblood for attending the meeting.

RESOLUTION OF CLAIMS #33-2016 – To Close the Meeting to the Public to Discuss Possible Litigation & Contract Negotiations.

Ms. Schnure moved. Mr. Bailey seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and closed the meeting to the public at 6:45 P.M.

Chairperson Kemp asked for a motion to open the meeting from closed session at 7:25 P.M.

Mr. Bailey moved. Ms. Schnure seconded.

AYES: All  
NAYES: None

Chairperson Kemp opened the meeting to the public.

Chairperson Kemp asked the solicitor to inform the Board of the status of the court appearance for the road opening permit. Ms. Garcia reported that it was resolved and dismissed.

Chairperson Kemp asked to Board to look at the copy of the draft of the newsletter. She explained that Mr. Butler, Ms. Rivera and Mrs. Scully attended a meeting at AEA where they suggested sending out a newsletter to the public. Mr. Butler drafted this copy.

Chairperson Kemp said she thought it was good but she felt it needed to be more direct for the public with items answering questions that we hear from the public. She said that the front of this draft was what we have had on our website for many years and it is redundant. She felt telling the public about things like our many years of excellent audits and our low rates, why sewer is not run down streets that are not cost effective, and why it is not the users job to run lines for the advantage of non users is of great importance to explain.

Chairperson Kemp asked for a motion to approve the settlement of the Pemberton Borough Escrow pay off that was proposed by Pemberton Borough at the meeting attended by Ms. McElmoyl, Mr. Butler, and the engineers. Ms. Leonard moved. Mr. Bailey seconded.

ROLL CALL: Ms. Leonard – yes  
Mr. Bailey – yes  
Mr. Allen – yes  
Ms. Schnure – yes  
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

COMMENTS FROM THE BOARD MEMBERS – Dr. Cathers said that the newsletter caught his eye and was very simple to read. He suggested having newsletters go out on a quarterly basis to keep the community informed and would get positive results.

Chairperson Kemp asked Mrs. Scully to research pricing on what it would cost to have a newsletter printed and mailed. She said she would then work to add ideas to it.

Chairperson Kemp asked for a motion to adjourn the meeting.

Ms. Schnure moved. Mr. Bailey seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting  
at 7:35 P.M.

Robert L. Bailey

Chairperson Kemp