

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REORGANIZATION MEETING

OF

TUESDAY, FEBRUARY 5, 2019 MINUTES

A Reorganization Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, February 5, 2019, 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:	Robert L. Bailey	Board Member
	Corine Kemp	Board Member
	Adrienne B. Leonard	Board Member
	Donna Lefebvre	Alternate
ABSENT:	Jason Allen	Board Member
	Tonya Costley-Stilts	Board Member
	Kara C. Schnure	Alternate
ALSO PRESENT:	Bill Butler	Administrator
	Jennifer Rivera	Administrator
	Bud Doyle	Systems Advisor
	John Gillespie	Parker McCay
	Katelyn McElmoyl	Parker McCay
	Keith Chiaravallo	CME Associates
	Brent Lee	Mercadien, P.C.

Ms. McElmoyl 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.”

Ms. McElmoyl 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.”

Ms. McElmoyl asked for nominations for the Chairperson. Ms. Lefebvre moved to nominate Corine Kemp. Mr. Bailey seconded. There were no other nominations.

AYES: All  
NAYES: None

Corine Kemp was named Chairperson.

Nominations were asked for Vice Chairperson. Mr. Bailey nominated Jason Allen. Ms. Lefebvre seconded. There were no other nominations.

AYES: All  
NAYES: None

Jason Allen was named Vice Chairperson.

Nominations were asked for Secretary. Ms. Leonard nominated Robert L. Bailey.

Ms. Lefebvre seconded. There were no other nominations.

AYES: All  
NAYES: None

Robert L. Bailey was named Secretary.

Nominations were asked for Treasurer. Mr. Bailey nominated Adrienne B. Leonard as Treasurer. Ms. Lefebvre seconded. There were no other nominations.

AYES: All  
NAYES: None

Adrienne B. Leonard was named Treasurer.

Nominations were asked for Assistant Secretary. Ms. Leonard nominated Tonya Costley-Stilts. Ms. Lefebvre seconded. There were no other nominations.

AYES: All  
NAYES: None

Tonya Costley-Stilts was named Assistant Secretary.

RESOLUTION #04-2019 – Designation of Officials – Mr. Bailey moved. Ms. Leonard seconded.

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

Chairperson Kemp declared Resolution #04-2019 – Designation of Officials approved.

Chairperson Kemp asked for any additions, corrections and for approval of the minutes of the Regular Meeting & Closed Meeting of January 8, 2019. Mr. Bailey moved. Ms. Leonard seconded.

ROLL CALL: Mr. Bailey – yes  
Ms. Leonard – yes  
Ms. Lefebvre – Abstain (Absent from last meeting)  
Chairperson Kemp – yes

Chairperson Kemp declared the minutes of the Regular Meeting & Closed Meeting of January 8, 2019 approved.

RESOLUTION OF CLAIMS #03-2019 – Operating Fund - \$238,070.64. The Board reviewed the bill list. Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared Resolution of Claims #03-2019 – Operating Fund - \$238,070.64 approved.

Chairperson Kemp informed the Board that RESOLUTION #05-2019 – Holidays for 2019; #06-2019 – Designation of Depository; #07-2019 – Annual Meeting Schedule; #08-2019 – Authorization of Investments; #09-2019 – Designation of Newspapers for 2019; #10-2019 –

Authorization of Signatures; #11-2019 – Appointing Consultant for Insurance are consent agenda and will be enacted by one motion.

Mr. Bailey moved. Ms. Lefebvre seconded to approve the consent agenda.

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

Chairperson Kemp declared the consent agenda – RESOLUTION #05-2019 – Holidays for 2019; #06-2019 – Designation of Depository; #07-2019 – Annual Meeting Schedule; #08-2019 – Authorization of Investments; #09-2019 – Designation of Newspapers for 2019; #10-2019 – Authorization of Signatures; #11-2019 Appointing Consultant for Insurance approved.

RESOLUTION #12-2019 – Appointing the Auditor for 2019. Mr. Bailey moved to appoint Brent Lee, representative of Mercadien, P.C. as Auditor. Ms. Lefebvre seconded.

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

Chairperson Kemp declared Resolution #12-2019 approved naming Brent Lee, representative of Mercadien, P.C. as the Auditor.

RESOLUTION #13-2019 – Appointing the Solicitor for 2019. Ms. Lefebvre moved to appoint John Gillespie, Esquire, of Parker McCay as the Solicitor. Mr. Bailey seconded.

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

Chairperson Kemp declared Resolution #13-2019 approved naming John Gillespie, Esquire, of Parker McCay as the Solicitor.

RESOLUTION #14-2019 – Appointing the Engineer for 2019. Mr. Bailey moved to name Michael McClelland and Keith Chiaravallo of CME Associates as the Engineer. Ms. Leonard seconded.

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

Chairperson Kemp declared Resolution #14-2019 approved appointing Michael McClelland and Keith Chiaravallo of CME Associates as the Engineer.

ADMINISTRATION & OPERATIONS REPORT – Resolution #15-2019 – Execute Union Contract for the Years 2019-2022. Mr. Butler stated that the final terms of Union Negotiations have been approved and prepared for execution. Chairperson Kemp asked for a motion to approve Resolution #15-2019 – Execute Union Contract for the Years 2019-2022. Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

Resolution #16-2019 – Award Contract for the Purchase of a Six-Inch By-Pass Pump. Mr. Butler stated that the Authority received one bid from Xylem Dewatering Solutions in the amount of \$78,220.00. He stated that the amount was approved at the budget meeting and the bid came below budget by \$2,000.00. Mr. Bailey asked if the pump comes with a warranty. Mr. Butler stated that the pump comes with a manufacture warranty. Chairperson Kemp asked for a motion

to approve Resolution #16-2019 – Award Contract for the Purchase of a Six-Inch By-Pass Pump.

Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

Mr. Butler asked for authorization to advertise for the purchase of a New 2019 Holland Tractor with Woods Batwing Mower attachment. Mr. Butler stated that the new tractor will be replacing the 30-year-old tractor that the Authority currently uses at the farm for cutting, and plowing the fields. Mr. Bailey asked what kind of tractor does the Authority currently have? Mr. Butler stated that the tractor is a 1988 Ford T5 tractor that is a 2-wheel drive and replacing with a T6 tractor with batwing mower that is a 4-wheel drive or equal. Chairperson Kemp asked for a motion to authorization to advertise for the purchase of a New 2019 Holland Tractor with Woods Batwing Mower attachment. Ms. Lefebvre moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera notified the Board that the office is continuing on working on the end of the year transition and billing and prepping for the annual audit.

ENGINEER'S REPORT – Mr. Chiaravallo thanked the Board for their reappointment. He noted that the Generator project is still ongoing. He stated that they are waiting for the generators to be delivered.

SOLICITOR'S REPORT – Ms. McElmoyl thanked the Board for their reappointment. She introduced John Gillespie to the Board and stated that they look forward to having an executive session to discuss matters concerning Pemberton Township.

OLD BUSINESS – None.

RECOGNITION OF VISITORS – Brent Lee of Mercadien P.C. thanked the Board for his reappointment as the Auditor and said he looks forward to working with everyone again.

Resolution # 17-2019 – To Close Meeting to the Public to Discuss Personnel and Attorney-Client Privilege. Mr. Bailey moved. Ms. Lefebvre seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved.

Ms. Leonard moved to open the meeting to the public. Ms. Lefebvre moved. Mr. Bailey seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and opened the meeting to the public.

Chairperson Kemp asked for a motion to direct staff to proceed to move forward with what was discussed in close session to prepare the Council and the Public. Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

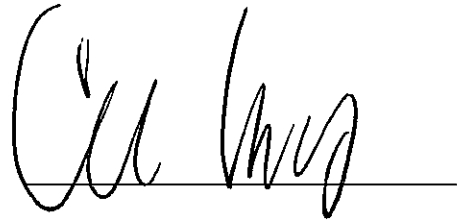
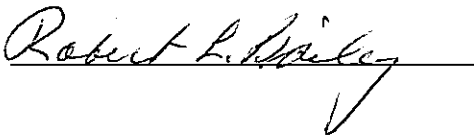


COMMENTS FROM THE BOARD MEMBERS – None.

Chairperson Kemp asked for a motion to adjourn the meeting. Ms. Lefebvre moved. Ms. Leonard seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 7:45 P.M.

A handwritten signature in cursive script, appearing to read "C. Kemp", written over a horizontal line.A handwritten signature in cursive script, appearing to read "Robert L. Wiley", written over a horizontal line.