

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY JANUARY 3, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, January 3, 2017, 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	Secretary
Adrienne B. Leonard	Treasurer
Tonya Stilts	Board Member
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Corine Kemp	Chairperson
Jason Allen	Vice-Chairperson

ALSO PRESENT: Bill Butler	Administrator
Jennifer Rivera	Administrator
Katelyn McElmoyl	Solicitor
Keith Chiaravallo	Engineer

Mr. Bailey 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.”

Mr. Bailey 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.

Mr. Bailey asked if there were any additions, corrections and for approval of the minutes of the Regular Meeting of December 6, 2016.

Ms. Stilts moved. Ms. Leonard seconded.

ROLL CALL: Ms. Stilts – yes
Ms. Leonard – yes
Ms. Lefebvre – yes
Ms. Schnure – yes
Mr. Bailey – abstain (absent from
the meeting).

Mr. Bailey declared the motion approved.

RESOLUTION OF CLAIMS #01-2017 – Operating Fund - \$158,941.48.

The Board reviewed the bill list.

Ms. Stilts moved. Ms. Schnure seconded.

ROLL CALL: Ms. Stilts – yes
Ms. Schnure – yes
Ms. Lefebvre – yes
Ms. Leonard – yes
Mr. Bailey – yes

Mr. Bailey declared Resolution of Claims #01-2017 – Operating Fund –
\$158,941.48 approved.

ADMINISTRATION & OPERATIONS REPORT –

RESOLUTION #02-2017 – Regarding the Position of Authority Auditor. Ms. McElmoyl explained to the Board that due to John J. Maley Jr.'s resignation of his position of Authority Auditor, Brent W. Lee would finish out the remainder of the 2016 Auditor's contract through January 31, 2017. She also stated that Mr. Lee has provided the Board with professional recommendations over the course of the last five (5) years, making him qualified and able to render accounting and auditing services to the Authority as Authority Auditor.

Ms. Stilts moved. Ms. Leonard seconded.

ROLL CALL: Ms. Stilts – yes
Ms. Leonard – yes
Ms. Lefebvre – yes
Ms. Schnure – yes
Mr. Bailey – yes

Mr. Bailey declared the motion approved.

RESOLUTION #03-2017 – Designating a Public Agency Compliance Officer. Ms. Rivera told the Board that she will be designated as the Public Agency Compliance Officer per Affirmative Action Regulations.

Ms. Leonard moved. Ms. Schnure seconded.

ROLL CALL: Ms. Leonard – yes
Ms. Schnure – yes
Ms. Lefebvre – yes
Ms. Stilts – yes
Mr. Bailey – yes

Mr. Bailey declared Resolution #03-2017 – Designating a Public Agency Compliance Officer approved.

RESOLUTION #04-2017 – Approval to Revise Policy Manual. Ms. Rivera informed the Board that the policy manual was updated to reflect the changes of the Teamsters Union Contract.

Ms. Stilts moved. Ms. Leonard seconded.

ROLL CALL: Ms. Stilts – yes
Ms. Leonard – yes
Ms. Lefebvre – yes
Ms. Schnure – yes
Mr. Bailey – yes

Mr. Bailey declared Resolution #04-2017 – Approval to Revise Policy Manual approved.

Ms. Rivera told the Board that we have received the approved signed budget back

from the State. She also informed the Board that we hired a new probationary employee on December 5, 2016 for the account clerk position at the office. Mr. Butler told the Board that the new phone systems were installed at the sewer treatment plant on December 14, 2016. He also informed the Board that he has hired a new probationary employee, truck driver/laborer, at the sewer treatment plant on December 27, 2016.

ENGINEER'S REPORT – None.

SOLICITOR'S REPORT – None.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

COMMENTS FROM THE BOARD MEMBERS – Mr. Bailey apologized for not being able to attend the last meeting. He said he had to attend something that was very important to him dealing with heroin recovery. Ms. Leonard said that Gina will be missed by all of us and she was a good teacher and we will all make her proud. Ms. Leonard said that she looks forward to another year.

Mr. Bailey asked for a motion to adjourn to meeting.

Ms. Stilts moved. Ms. Schnure seconded.

AYES: All
NAYES: None

Mr. Bailey declared the motion approved and adjourned the meeting at 6:41 P.M.

Corinne Kemp

Robert L. Wiley