

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY JANUARY 2, 2018 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, January 2, 2018, 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: Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary
Tonya Stilts	Assistant Secretary
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2 (Arrived at 6:37 P.M.)

ABSENT: Corine Kemp	Chairperson
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ALSO PRESENT: Jennifer Rivera	Administrator
Bill Butler	Administrator
Bud Doyle	Systems Advisor
Katelyn McElmoyl	Solicitor
Keith Chiaravallo	Engineer

Vice-Chairperson Allen 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.”

Vice-Chairperson Allen 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.

Vice-Chairperson Allen asked if there were any additions, corrections and for approval of the minutes of the Regular Meeting of December 5, 2017.

Mr. Bailey moved. Ms. Stilts seconded.

ROLL CALL: Mr. Bailey – yes  
Ms. Stilts – yes  
Ms. Leonard – Abstain (Absent from  
last meeting)  
Ms. Schnure – yes  
Vice-Chairperson Allen – yes

Vice-Chairperson Allen declared the motion approved.

RESOLUTION OF CLAIMS #01-2018 – Operating Fund - \$168,262.65.

The Board reviewed the bill list.

Ms. Stilts moved. Ms. Schnure seconded.

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

Vice-Chairperson Allen declared Resolution of Claims #01-2018 – Operating Fund – \$168,262.65 approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler informed the Board that Pump Station #15 was broken into again and someone tried to steal the new Hoist but was unsuccessful. The hoist cable was cut, but was repaired and the unit is operational. The police were contacted. Mr. Butler advised that Mac-Rose repaired and assessed the sinkhole at South Lakeshore & Filbert. After excavating, there was no evidence of a larger sinkhole underneath the asphalt.

RESOLUTION #02-2018 – Salary & Wage Schedule for 2018. Ms. Stilts moved. Mr. Bailey seconded.

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

Vice-Chairperson Allen declared RESOLUTION #02-2018 – Salary & Wage Schedule for 2018 approved.

Ms. Rivera informed the Board that the Connection Fee calculation was completed by the MUA auditor and the new suggested connection fee is \$3,129. The current rate is \$3,034. Based on the lack of new connections the Board agreed to wait until 2018 connection fee recalculation to increase the connection fee. Ms. McElmoyl

recommended adding a Resolution to decline an increase to the Connection fee schedule.

Mr. Allen asked for a motion to Add to the agenda and Approve RESOLUTION #03-2018 – Declining an Increase to the Authority’s Connection Fee Schedule. Ms. Leonard moved. Mr. Bailey seconded.

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

Vice-Chairperson Allen declared to Add to the Agenda and Approve RESOLUTION #03-2018 – Declining an Increase to the Authority’s Connection Fee Schedule.

Ms. Rivera informed the Board that the RFP/RFQ submittal for Professionals were included in their packets for review and would be voted on at the Reorganization meeting on February 6, 2018. She said if the Board had any questions to contact the office.

ENGINEER’S REPORT – None.

SOLICITOR'S REPORT – Ms. McElmoyl updated the Board on Rancocas Road. She stated that she talked to the Township Solicitor and he updated her on road ownership issues they are having with Belaire Trailer Park. It is the attorney's opinion that the matter is destined for litigation. Ms. McElmoyl recommended that the MUA reach out to the owner of Belaire Trailer Park to see if a utility access easement agreement would be possible for the portion of the road where the MUA sewer lines are located. Ms. McElmoyl informed the Board that herself, Chairperson Kemp, Mr. Butler, and Ms. Rivera appeared as members of the public at the Pemberton Township Council Meeting on December 20, 2018. The Township Agenda listed a discussion of the "Future Viability" of the Pemberton Township MUA. There was no Council discussion, however, Mayor Patriarca, suggested as part of the State Best Practices Inventory Worksheet, that the Township create a subcommittee to communicate with MUA personnel to provide the State with the assessment information which it seeks from the Township.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

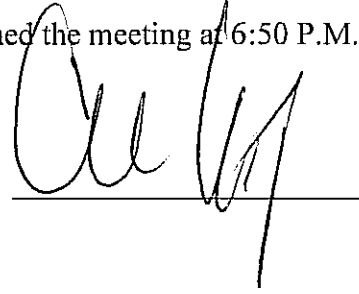
COMMENTS FROM THE BOARD MEMBERS – Mr. Bailey wished everyone a Happy New Year. Ms. Leonard wished everyone a Happy New Year and looks forward to another successful year and wishes everyone good health, wealth, and happiness in the New Year. Ms. Stilts wished everyone a Happy New Year. Ms. Lefebvre wished everyone a Happy New Year and apologized for being late to the meeting.

Vice-Chairperson Allen asked for a motion to adjourn.

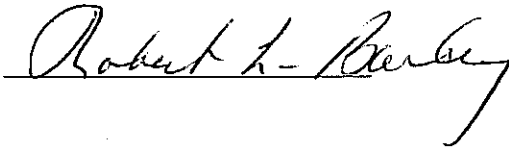
Ms. Stilts moved. Ms. Leonard seconded.

AYES: All  
NAYES: None

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



A handwritten signature in cursive script, appearing to read "Allen", is written above a horizontal line.



A handwritten signature in cursive script, appearing to read "Robert L. Berkeley", is written above a horizontal line.