

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY JUNE 12, 2018 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, June 12, 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
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

ABSENT:

ALSO PRESENT: Jennifer Rivera	Administrator
Bill Butler	Administrator
Bud Doyle	System Advisor
Katelyn McElmoyl	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 May 1, 2018.

Ms. Stilts moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

Chairperson Kemp asked if there were any additions, corrections and for approval of the minutes of the Closed Meeting of May 1, 2018.

Ms. Stilts moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #25-2018 – Operating Fund – \$469,626.28.

The Board reviewed the bill list. Mr. Allen asked Mr. Butler about the payment for New Jersey DEP. Mr. Butler explained that it covers the Annual Discharge Fee for the Sewer Plant. Mr. Allen asked what the difference between last year's fee and this year's fee and Mr. Butler said he would provide him with that number at the next meeting.

Chairperson Kemp asked for a motion to approve Resolution #25-2018 – Operating Fund – \$469,626.28.

Mr. Bailey moved. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution of Claims #25-2018 – Operating Fund – \$469,626.28 approved.

ADMINISTRATION & OPERATIONS REPORT – Ms. Rivera presented the Board with copies of the amended Employee Policy Manual. Ms. Stilts asked if the Resolution to amend the changes could be tabled for further review.

Chairperson Kemp asked for a motion to table Resolution #26-2018 - To Amend the Employee Policy Manual for further review.

Ms. Stilts moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera told the Board that the MUA received another successful year of a “No Recommendation” Audit. Chairperson Kemp commended the MUA staff for doing a great job throughout the year. Mr. Allen asked for clarification of a statement in the General Comments of the audit which states, “It is pointed out that the Members of the Authority have the responsibility of determining whether the expenditures in any category will exceed the statutory minimum within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the

solicitor's opinion should be sought before a commitment is made." Ms. McElmoyl explained that it is a general statement that is put in all of the audit reports regarding the Division of the Local Public Contracts Law, which the MUA complies. Chairperson Kemp asked for a motion to approve Resolution # 27-2018 – To Accept & Receive the Audit for 2017. Mr. Bailey moved. Ms. Stilts seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera told the Board that the Chemical Bid opening was held of June 7, 2018. She stated that the lowest bid for Liquid Aluminum Sulfate was received by Chemtrade Chemical at a rate of \$245.00 per dry ton. The lowest bid for Hydrated Lime was received by Reed & Perrine at a rate of \$8.20 per 50-pound bag. She stated that the Resolution to award the bids will occur at the next meeting once she receives the signed contracts from the vendors. Mr. Butler informed the Board that a new employee was hired as a Truck Driver/Laborer on May 7, 2018 to replace an employee that recently resigned. He said that the New Sewer Jet Truck finally arrived. The Plant staff was trained on the operation of the vehicle. He added that the purchase of the truck was included in the 2017 Budget but the supplier took longer than expected to deliver the truck. Mr. Butler reported that the sidewalk that was damaged in February due to heavy rains and a sinking manhole has been repaired. He also reported that the Digester Boiler

at the Plant malfunctioned on Memorial Day. It was suspected to be a stuck gas valve. A company was called in to diagnose, clean, and repair as an emergency. The boiler controls the temperature of the Anaerobic Digester, which is vital to plant operations.

ENGINEER'S REPORT – Mr. Chiaravallo stated that they continued with the design for replacing the existing generators at Pump Station No. 15 & 16. Chairperson Kemp asked Mr. Chiaravallo about the estimated time of completion. He said he hopes to have the design ready by next meeting for advertisement.

SOLICITOR'S REPORT – Ms. McElmoyl asked that Ms. Rivera provide her with a copy of the Chemical Bids for review.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

Resolution #28-2018 – To Close the Meeting to the Public for Personnel Matters, Contracts Negotiations, & Attorney-Client-Privilege.

Ms. Stilts moved. Mr. Allen seconded.

AYES: All  
NAYES: None

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

Chairperson Kemp asked for a motion to open the meeting to the public. Ms. Stilts moved. Mr. Allen seconded.

AYES: All  
NAYES: None

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

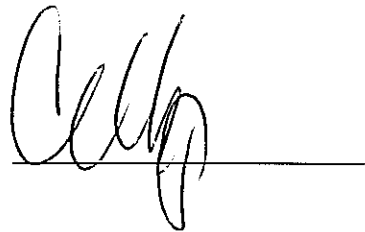
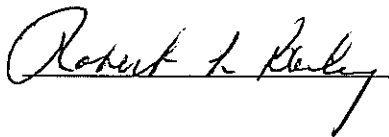
COMMENTS FROM THE BOARD MEMBERS – Ms. Stilts wished everyone a Happy Father’s Day! Mr. Bailey thanked and commended the MUA staff for another successful audit.

Chairperson Kemp asked for a motion to adjourn.

Ms. Stilts moved. Mr. Bailey seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 7:25 P.M.

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