

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY MARCH 7, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, March 7, 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: Corine Kemp	Chairperson
Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary
Tonya Stilts	Assistant Secretary
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Adrienne B. Leonard	Treasurer
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ALSO PRESENT: Bill Butler	Administrator
Jennifer Rivera	Administrator
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 Reorganization Meeting of February 7, 2017.

Mr. Bailey moved. Ms. Stilts seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #18-2017 – Operating Fund - \$292,978.23.

The Board reviewed the bill list.

Mr. Allen moved. Mr. Bailey seconded.

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

Chairperson Kemp declared Resolution of Claims #18-2017 – Operating Fund –
\$292,978.23 approved.

ADMINISTRATION & OPERATIONS REPORT –

RESOLUTION #19-2017 – Updating Bank Signatures for the Accounts and Cds.

Mr. Allen moved. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #19-2017 – Updating Bank Signatures for the
Accounts and Cds approved.

Resolution #20-2017 – Advertise the Sale of 1983 Dodge Pickup. Mr. Bailey moved.

Ms. Schnure seconded.

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

Chairperson Kemp declared Resolution #20-2017 – Advertise the Sale of 1983 Dodge Pickup approved.

Resolution #21-2017 – Advertise the Sale of 1985 Dodge Pickup. Mr. Allen moved.
Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #21-2017 – Advertise the Sale of 1985 Dodge Pickup approved.

Ms. Rivera told the Board that the office will have to delay the April billing until after the Tax Sale process is complete. The Tax Sale date is April 12, 2017. She explained that if the office printed the normal billing, all of the Tax Sale figures would be included in the billing so to avoid billing confusion, the office will delay the billing. Mr. Butler informed the Board that the MUA was called on February 13, 2017 about a sinkhole on Pemberton Browns Mills Road. The sinkhole was caused by a 36-inch sewer main that collapsed. The Authority contacted Mac-Rose Contractors to make the repair. Mac-Rose is waiting on a specially designed repair clamp to make the repair. Once the clamp arrives, the repairs can begin. Mr. Allen asked what it would cost for the repair. Mr. Butler said that he did not know what the actual cost would be but the cost would

follow the Maintenance & Repair contract that MUA has with Mac-Rose.

ENGINEER'S REPORT – Mr. Chiaravallo reported that he met with Mr. Butler & Mr. Anderson to start the preparation for the Capital Improvement Plan.

SOLICITOR'S REPORT – Ms. McElmoyl said that she is open to looking over the Maintenance and Repair contract which would be up for bid later this year.

OLD BUSINESS – None.

NEW BUSINESS – Ms. Lefebvre asked if the narrative could have softer language when referring to home owner's responsibility. She also asked if it was normal to have multiple signatures on the accounts and if multiple people sign the checks. Ms. Rivera stated that the MUA requires 3 signatures on all of the checks so it is normal procedure to have the number of signers on the accounts.

RECOGNITION OF VISITORS – None.

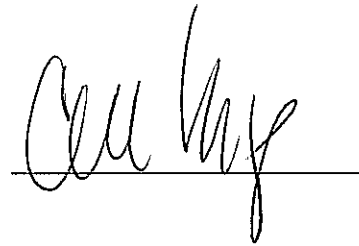
COMMENTS FROM THE BOARD MEMBERS – Mr. Bailey said that he appreciates the MUA for keeping things as transparent as possible so that the Board is aware of things that go on with the public as well as the Authority. Ms. Stilts wished Chairperson Kemp a Happy Birthday! Chairperson Kemp thanked everyone and said everything is going really smoothly with the MUA. She mentioned that she received an AEA newsletter and she noticed that Gina Scully is going to be a guest speaker and that she is very proud of her.

Chairperson Kemp asked for a motion to adjourn.

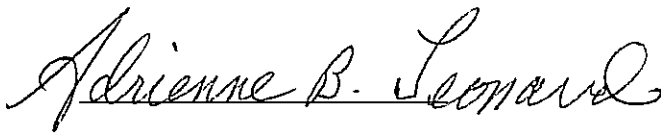
Mr. Allen moved. Ms. Stilts seconded.

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:46 P.M.



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



A handwritten signature in cursive script, reading "Adrienne B. Leonard", is written above a horizontal line.