

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY, MAY 7, 2013 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, May 7, 2013, 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	Vice-Chairperson
Corine Kemp	Secretary
Adrienne B. Leonard	Treasurer
Elmer D'Imperio	Assistant Secretary
Kara C. Schnure	Alternate
Owen Martindale	Alternate

ABSENT: Sherry L. Scull	Chairperson
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ALSO PRESENT: Charles Vester	Administrator
Gina Scully	Administrator
Bud Doyle	Systems Advisor
Brian M. Guest	Solicitor
Keith Chiaravallo	Engineer

Vice-Chairperson 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."

Vice-Chairperson 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." approved.

Vice-Chairperson Bailey asked for any additions, corrections, etc. and for approval of the minutes of the Regular Meeting of April 2, 2013. Mr. D'Imperio moved. Ms. Leonard seconded.

ROLL CALL: Mr. D'Imperio – yes
Ms. Leonard - yes
Ms. Kemp – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the minutes of the Regular Meeting of April 2, 2013 approved.

RESOLUTION OF CLAIMS #-20-2013 – Operating Fund - \$461,372.26.

Mr. D'Imperio moved. Ms. Kemp seconded.

ROLL CALL: Mr. D'Imperio moved – yes
Ms. Kemp – yes
Ms. Leonard – yes
Ms. Schnure - yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared Resolution of Claims #20-2013 – Operating Fund - \$461,372.26 approved.

ADMINISTRATION & OPERATIONS REPORT – RESOLUTION #21-2013 – To Award the Electrical & Mechanical Maintenance Bid. Mr. Guest explained that after reviewing the bids the recommendation is to award the bid to the second lowest bidder Municipal Maintenance Company in the amount of \$58,950.00. He explained that the low bidder did not comply with the bid specifications. Ms. Kemp moved to award the bid to Municipal Maintenance Company. Mr. D'Imperio seconded.

ROLL CALL: Ms. Kemp – yes
Mr. D'Imperio – yes
Ms. Leonard – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the motion approved.

RESOLUTION #22-2013 – To Award the Portable Generator Bid. Mr. Guest told the Board that the recommendation is to award this bid to the second lowest bidder which is Cummins Power Systems in the amount of \$47,762.00. The low bidder did not comply with the bid specifications. Ms. Kemp moved. Ms. Leonard seconded.

ROLL CALL: Ms. Kemp – yes
Ms. Leonard – yes
Mr. D’Imperio – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the motion approved.

Mrs. Scully asked for a motion to accept the Audit for 2012. She informed the Board that we have another audit with “no recommendations.” Ms. Leonard moved to accept the Audit for 2012. Mr. D’Imperio seconded.

ROLL CALL: Ms. Leonard – yes
Mr. D’Imperio – yes
Ms. Kemp – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the motion approved.

Mrs. Scully also informed the Board that the office has been busy with the two different cycle billings so close together. She also reminded the Board that our next meeting is June 11, 2013 the second Tuesday because of the primary election.

Mr. Vester informed the Board that Mac Rose has gotten down to the pipe on Lakehurst Road and should be repairing it this week. They also found another break in the pipe so they are going to have to dig down to repair that area as well.

Ms. Kemp asked about the homeowner in that area. Mr. Vester said it appears

that the home is vacant but after the work we always restore the area.

He also informed the Board that we received our farm permit and it allows us to apply more sludge to the farm so we are in good shape for the next five years.

Mr. Vester also informed the Board that he gave them an update on what needs to be done to complete the punch list for the Preserve at Rancocas Creek. He said there are still items that need to be completed on that punch list.

Mr. Vester recommended to the Board that Doug Green be promoted to Senior Repairperson/Operator. He said Doug has been an outstanding employee. He recommended an increase of \$10,000 a year bringing his salary to \$55,244.80 yearly and an hourly rate of \$26.56 effective May 1, 2013.

Mr. D'Imperio moved. Ms. Leonard seconded.

ROLL CALL: Mr. D'Imperio – yes
Ms. Leonard – yes
Ms. Kemp – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the motion approved.

Mr. Vester informed the Board that they hired two Truck/Driver Laborers at the plant. Dashawn Warner-Scott and Joshua Gailey are both probationary employees. Their hourly rate is \$11.91 per hour.

ENGINEER'S REPORT – Mr. Chiaravallo told the Board they are working on coordinating the two contractors on the Lakehurst Road Project. They want D & D to finish the videoing and cleaning and then prepare to do the lining when MacRose is done with the repairs. He said D&D has not been on site and are now beyond their 60 day time line. He said they are holding a meeting with D & D on Friday. Ms. Kemp asked how much work D & D completed. Mr. Chiaravallo replied that they have done about 8,000 feet and have approximately another 2,000 feet to complete. She added that she was concerned with the time.

Mr. Chiaravallo said they are working to push him to complete the work.

Mr. D'Imperio asked how many breaks have been in that area. Mr. Vester replied that there have been three. One about six or seven years ago and one last year and now the ones just found. He added that the good news is that the 8,000 feet that have been televised and cleaned show no real problems.

Mr. Chiaravallo also told the Board on both the Electrical & Mechanical Maintenance and Repair Bid and the Portable Generator Bid awarding of those bids had to go to the second lowest bidders.

He told the Board he is working on the Digester Cleaning specifications to go to bid.

Mr. Chiaravallo informed the Board that CME attended a meeting with the county and township and Mr. Vester on the Wastewater Management Plan.

SOLICITOR'S REPORT – Mr. Guest informed the Board that we did not receive any bids for the 1991 Jeep that we advertised to sell. He asked the Board for a motion to lower the minimum bid to \$250.00. Ms. Leonard moved.

Ms. Kemp seconded.

ROLL CALL: Ms. Leonard – yes
Ms. Kemp – yes
Mr. D’Imperio – yes
Ms. Schnure – yes
Vice-Chairperson Bailey – yes

Vice-Chairperson Bailey declared the motion approved.

OLD BUSINESS – None.

NEW BUSINESS – Ms. Kemp said she did think she would be able to attend the July 2, 2013 meeting.

RECOGNITION OF VISITORS – No comments.

COMMENTS FROM THE BOARD MEMBERS – Ms. Leonard complimented the staff on another “no comments” audit. She added that it is truly great that the MUA has had so many years of perfect audits. Ms. Kemp said she also felt the staff should be congratulated and added that through the years of these audits we have had several different auditing firms which makes it an even more difficult task and deserves much congratulations. Mr. Martindale complimented the audit and also congratulated finding the errors on the bids.

Vice-Chairperson Bailey asked for a motion to adjourn the meeting. Ms. Leonard moved. Mr. D’Imperio seconded.

AYES: All
NAYES: None

Vice-Chairperson Bailey declared the motion approved and adjourned the meeting at 6:55 P.M.

Robert L. Bailey

Adrienne B. Leonard