

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY DECEMBER 5, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, December 5, 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 (Arrived at 6:32 P.M.)
Tonya Stilts	Assistant Secretary
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Adrienne B. Leonard	Treasurer
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ALSO PRESENT: Jennifer Rivera	Administrator
Bill Butler	Administrator
Bud Doyle	Systems 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 November 8, 2017.

Ms. Stilts moved. Mr. Allen seconded.

ROLL CALL: Ms. Stilts – yes
Mr. Allen – yes
Ms. Schnure – yes
Ms. Lefebvre – (Absent from last
meeting)
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #38-2017 – Operating Fund - \$180,692.65.

The Board reviewed the bill list.

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 Resolution of Claims #38-2017 – Operating Fund –
\$180,692.65 approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler reported that the MUA received one bid for one piece of equipment (out of three) that was advertised for sale. The sale was for the John Deere 1209 Hay Cutter which was advertised for \$1,000.00. The bid that was received in the amount of \$1,801.00. Mr. Butler informed the Board of a sanitary sewer overflow on Magnolia Road, grassy area, in which sewer was released to the ground. MUA personnel were dispatched and the blockage was cleared. The sewer main contained large amounts of grease. The contaminated area was cleaned and lime was applied to the area. NJDEP was notified about the spill. The location was added to the MUA's "Hot Spot" list for routine jetting. Mr. Butler stated that there was a

sinkhole on South Lakeshore and Filbert Street. The sinkhole was near a previous job that had been done in the past by the MUA. Root 24 was contacted to televise the line to see if it were broken. They were unable to televise due to the water covering the camera. The sewer main was flowing. Mr. Butler said there were several different options that could be done to area. 1. A patch repair could be done to the sinkhole area which would cost around \$10,000. 2. A replacement of a large section of the pipe could be done for around \$40,000. 3. A replacement of the manhole and two sections of the pipe for around \$100,000. Further investigation on the sinkhole will determine which option is best to repair the area. Lastly, Mr. Butler informed the Board that the MUA Laboratory Proficiency Test study performed acceptable on all parameters. A letter from the New Jersey Department of Environmental Protection was put in the Board member's packet for review. Mr. Butler thanked the lab personnel for the hard work they put in to achieve this goal.

RESOLUTION #39-2017 – To Adopt the Budget for 2018. Mr. Allen moved. Ms. Stilts seconded.

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

Chairperson Kemp declared RESOLUTION #39-2017 – To Adopt the Budget for 2018 approved.

Ms. Rivera asked for approval to seek temporary employment through a temp agency for an office clerk position at the office to cover a maternity leave. She stated that the rate

would be \$10 per hour with a minimum of 4 hours per day, 5 days a week. She said that the temp agency will charge the hourly rate plus an additional fee for using the service.

Ms. Stilts moved to approve the MUA to seek employment through a temp agency. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera asked the Board for Approval to add to the agenda and approval to have the Auditor recalculate the annual connection fee rate in accordance with N.J.S.A. 40: 14B-22. Mr. Allen moved to add to the agenda and approval for the Auditor to recalculate the connection fee. Ms. Stilts seconded.

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

Chairperson Kemp declared the motion approved.

ENGINEER'S REPORT – None.

SOLICITOR'S REPORT – None.

OLD BUSINESS – Mr. Butler informed the Board that MUA saved between \$4,000.00 – \$5,000.00 by repairing the number 1 secondary clarifier at the Wastewater Treatment Plant in house as opposed to having an outside company do the repair. Ms. Stilts asked

what the status is regarding Rancocas Road. Chairperson Kemp gave an overview of the issue with Rancocas Road. The Board agreed at last meeting to wait until the Township contacted the MUA solicitor to move forward with further investigation. Ms. McElmoyl, (MUA Solicitor) stated that she did not receive any calls or voicemail messages from the Township Solicitor regarding Rancocas Road or any other matter. Ms. McElmoyl stated to the Board that issues regarding road ownership would have to be resolved by the Township. Once the Township is able to resolve the ownership dispute with the party who is also asserting ownership of the road, the MUA would need to execute an easement agreement with the owner of the road in order to have access to the MUA's infrastructure beneath the roadway. She further explained that it was likely that the Township does have ownership rights to the portions of Rancocas Road that it been repairing, paving, and plowing over the last several years, but that information would need to be confirmed and asserted by the Township, not the MUA. The Board directed Ms. McElmoyl to contact the Township Solicitor to see if the MUA can assist in resolving the ownership dispute.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – Gina and Mike Scully of Medford, NJ attended the Board's meeting, stated that it was great to see everyone, and wished everyone a happy and safe holiday season.

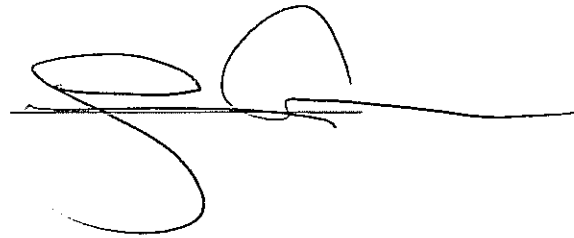
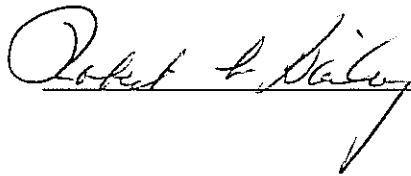
COMMENTS FROM THE BOARD MEMBERS – The Board wished everyone a happy holiday!

Chairperson Kemp asked for a motion to adjourn.

Ms. Stilts moved. Ms. Schnure seconded.

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:55 P.M.

A handwritten signature in black ink, appearing to be "S. Schnure", written in a cursive style with a long horizontal line extending to the right.A handwritten signature in black ink, appearing to be "Robert L. Staley", written in a cursive style with a long horizontal line extending to the right.