

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REORGANIZATION MEETING

OF

TUESDAY, FEBRUARY 7, 2017 MINUTES

A Reorganization Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, February 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:	Jason Allen	Board Member
	Robert L. Bailey	Board Member
	Tonya Costley-Stilts	Board Member
	Corine Kemp	Board Member
	Adrienne B. Leonard	Board Member
	Donna Lefebvre	Alternate
	Kara C. Schnure	Alternate
ALSO PRESENT:	Bill Butler	Administrator
	Jennifer Rivera	Administrator
	Bud Doyle	Systems Advisor
	Katelyn McElmoyl	Parker McCay
	Keith Chiaravallo	CME Associates
	Brent Lee	Mercadien, P.C.

Ms. McElmoyl 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.”

Ms. McElmoyl 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.”

Ms. McElmoyl asked for nominations for the Chairperson. Mr. Allen moved to nominate Corine Kemp. Ms. Stilts seconded. There were no other nominations.

AYES: All  
NAYES: None

Corine Kemp was named Chairperson.

Nominations were asked for Vice Chairperson. Mr. Bailey nominated Jason Allen. Ms. Stilts seconded. There were no other nominations.

AYES: All  
NAYES: None

Jason Allen was named Vice Chairperson.

Nominations were asked for Secretary. Mr. Allen nominated Robert L. Bailey. Ms. Leonard seconded. There were no other nominations.

AYES: All  
NAYES: None

Robert L. Bailey was named Secretary.

Nominations were asked for Treasurer. Mr. Allen nominated Adrienne B. Leonard as Treasurer. Ms. Stilts seconded. There were no other nominations.

AYES: All  
NAYES: None

Adrienne B. Leonard was named Treasurer.

Nominations were asked for Assistant Secretary. Mr. Allen nominated Tonya Costley-Stilts. Ms. Leonard seconded. There were no other nominations.

AYES: All  
NAYES: None

Tonya Costley-Stilts was named Assistant Secretary.

RESOLUTION #05-2017 – Designation of Officials – 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 #05-2017 – Designation of Officials approved.

Chairperson Kemp asked for any additions, corrections and for approval of the minutes of the Regular Meeting of January 3, 2017. Ms. Leonard moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the minutes of the Regular Meeting of January 3, 2017 approved.

RESOLUTION OF CLAIMS #17-2017 – Operating Fund - \$253,270.12. The Board reviewed the bill list.

Ms. Leonard moved. Mr. Bailey seconded.

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

Chairperson Kemp declared Resolution of Claims #17-2017 – Operating Fund - \$253,270.12 approved.

Chairperson Kemp informed the Board that RESOLUTION #06-2017 – Holidays for 2017; #07-2017 –Designation of Depository; #08-2017 – Annual Meeting Schedule; #09-2017 – Authorization of Investments; #10-2017 – Designation of Newspapers for 2017; #11–2017 – Authorization of Signatures; #12-2017– Appointing Consultant for Insurance are consent agenda and will be enacted by one motion.

Mr. Allen questioned Resolution #11-2017-Authorization of Signatures, he asked if the Board members have always been able to sign the checks. Ms. Rivera stated that there have to be at least

3 signatures on the checks so if one Board member is not able to sign, another Board member who is authorized can sign. Ms. Stilts moved. Mr. Allen seconded to approve the consent agenda.

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

Chairperson Kemp declared the consent agenda approved – RESOLUTION #06-2017 – Holidays for 2017; #07-2017 –Designation of Depository; #08-2017 – Annual Meeting Schedule; #09-2017 – Authorization of Investments; #10-2017 – Designation of Newspapers for 2017; #11–2017 – Authorization of Signatures; #12-2017– Appointing Consultant for Insurance approved.

RESOLUTION #14-2017 – Appointing the Auditor for 2017. Mr. Allen moved to appoint Brent Lee, representative of Mercadien, P.C. as auditor. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #14-2017 approved naming Brent Lee, representative of Mercadien, P.C. as the auditor.

RESOLUTION #15-2017 – Appointing the Solicitor for 2017. Mr. Bailey moved to appoint Elizabeth Garcia and Katelyn McElmoyl of Parker McCay as Solicitors. Mr. Allen seconded.

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

Chairperson Kemp declared Resolution #15-2017 approved naming Elizabeth Garcia and Katelyn McElmoyl of Parker McCay as Solicitors.

RESOLUTION #16-2017 – Appointing the Engineer for 2017. Mr. Allen moved to name Michael McClelland and Keith Chiaravallo of CME Associates as the Engineer. Mr. Bailey seconded.

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

Chairperson Kemp declared Resolution #17-2017 approved appointing Michael McClelland and Keith Chiaravallo of CME Associates as Engineer.

ADMINISTRATION & OPERATIONS REPORT – RESOLUTION #13-2017 – Salary and Wage

Schedule for 2017. Ms. Stilts asked if the part-time secretary positioned had been filled. Mr.

Butler said that the position is vacant at the sewer plant and may or may not be filled.

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 #13-2017– Salary and Wage

Schedule for 2017 approved. Ms. Rivera told the Board that the office has been working on the end of the year transition and billing. She also mentioned that they have been preparing for Tax Sale which will be held in April. Mr. Butler requested an approval for CME to prepare a five (5) year Capital Improvement Plan for the Authority's Collection System and Wastewater Treatment Plant. He said that the Board received an itemized breakdown of the anticipated improvements as well as the estimated engineering cost per improvement. Mr. Butler discussed the list of improvements with the Board and prioritized the items from most important to least.

Mr. Butler stated that these improvements aren't set in stone and can be modified as needed. Mr. Chiaravallo told the Board that the Capital Improvement Plan will look at each of the projects and prepare cost estimates for construction, engineering fees including design, bid and construction phase services for each of the projects. Mr. Chiaravallo said that once they complete the cost estimates the Authority can prioritize the projects and plan for budgeting those projects for the future.

Chairperson Kemp asked for a motion to approve CME to prepare a five (5) year Capital Improvement Plan. Ms. Leonard moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Mr. Butler told the Board that he had included the Sewerage treatment plant narrative for 2016 along with the farm report for 2016 in their packets for their review. Mr. Allen thanked Mr. Butler for the detailed reports and said that they are very informative. Mr. Bailey asked Mr. Butler if the Authority lost money on the farm. Mr. Butler said that the Authority profited \$1,129.72 and even if the Authority didn't profit from the farming, the Authority saves roughly \$300,000-\$400,000 by land applying the sludge to the farm.

ENGINEER'S REPORT – Mr. Chiaravallo thanked the Board for their reappointment. He said that he worked with the Authority to prepare a scope of work for the preparation of a Capital Improvement Plan.

SOLICITOR'S REPORT – Ms. McElmoyl thanked the Board for their reappointment. She said on behalf of herself and Ms. Garcia, they are looking forward to another successful year.

OLD BUSINESS – None

RECOGNITION OF VISITORS – Brent Lee of Mercadien P.C. thanked the Board for the appointment and said he looks forward to working with everyone.

COMMENTS FROM THE BOARD MEMBERS – Chairperson Kemp congratulated Ms. Schnure and Ms. Leonard for their reappointment to the Board. Ms. Schnure thanked everyone and congratulated the professionals on their appointments. Mr. Bailey said he is glad everyone can work together as we move forward through another year. Ms. Leonard thanked everyone for her reappointment to the Board. She said that she is happy to be a part of the Authority. Mr. Allen wished everyone a Happy Valentine's Day. Ms. Stilts congratulated everyone and said she looks forward to 2017.

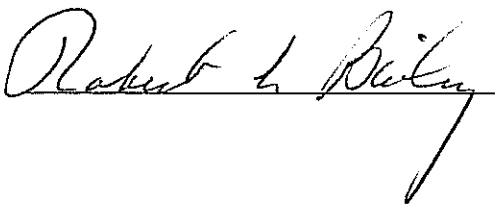
Chairperson Kemp asked for a motion to adjourn the meeting. Ms. Stilts moved. Ms. Leonard seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:57 P.M.



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



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