

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REORGANIZATION MEETING

OF

TUESDAY, FEBRUARY 6, 2018 MINUTES

A Reorganization Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, February 6, 2018, 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
	Kara C. Schnure	Alternate
ABSENT:	Donna Lefebvre	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. Mr. Bailey 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. Chairperson Kemp nominated Robert L. Bailey. Mr. Allen seconded. There were no other nominations.

AYES: All
NAYES: None

Robert L. Bailey was named Secretary.

Nominations were asked for Treasurer. Chairperson Kemp 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. Chairperson Kemp nominated Tonya Costley-Stilts. Mr. Allen seconded. There were no other nominations.

AYES: All
NAYES: None

Tonya Costley-Stilts was named Assistant Secretary.

RESOLUTION #05-2018 – 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 #05-2018 – Designation of Officials approved.

Chairperson Kemp asked for any additions, corrections and for approval of the minutes of the Regular Meeting of January 2, 2018. Ms. Stilts moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the minutes of the Regular Meeting of January 2, 2018 approved.

RESOLUTION OF CLAIMS #04-2018 – Operating Fund - \$289,213.44. The Board reviewed the bill list.

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 of Claims #04-2018 – Operating Fund - \$289,213.44 approved.

Chairperson Kemp informed the Board that RESOLUTION #06-2018 – Holidays for 2018; #07-2018 – Designation of Depository; #08-2018 – Annual Meeting Schedule; #09-2018 – Authorization of Investments; #10-2018 – Designation of Newspapers for 2018; #11-2018 – Authorization of Signatures; #12-2018 – Appointing Consultant for Insurance are consent agenda and will be enacted by one motion.

Mr. Bailey moved. Mr. Allen seconded to approve the consent agenda.

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

Chairperson Kemp declared the consent agenda – RESOLUTION #06-2018 – Holidays for 2018; #07-2018 – Designation of Depository; #08-2018 – Annual Meeting Schedule; #09-2018 – Authorization of Investments; #10-2018 – Designation of Newspapers for 2018; #11-2018 – Authorization of Signatures; #12-2018 – Appointing Consultant for Insurance approved. RESOLUTION #13-2018 – Appointing the Auditor for 2018. 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 #13-2018 approved naming Brent Lee, representative of Mercadien, P.C. as the Auditor.

RESOLUTION #14-2018 – Appointing the Solicitor for 2018. Mr. Allen moved to appoint Elizabeth Garcia and Katelyn McElmoyl of Parker McCay as the Solicitor. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #14-2018 approved naming Elizabeth Garcia and Katelyn McElmoyl of Parker McCay as the Solicitor.

RESOLUTION #15-2018 – Appointing the Engineer for 2018. Mr. Bailey moved to name Michael McClelland and Keith Chiaravallo of CME Associates as the Engineer. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #15-2018 approved appointing Michael McClelland and Keith Chiaravallo of CME Associates as the Engineer.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler informed the Board of a sewer main that collapsed behind Deborah Hospital (in the woods). The sewer line is a 16-inch trunk line that carries the sewer from the area to Pump Station #10. Root 24 along with the MUA sewer jet truck were on site. Root 24's hose got stuck and had to be cut and left in the sewer main before they could leave. It was discovered that there was a large sinkhole between the two manholes in the wooded area. The MUA set up a by-pass pump to keep the sewer flow moving. Mac-Rose Contractor was called out to give an estimate for the repair. The worst-case scenario price for the repair is estimated at \$261,000.00. NJDEP, Deborah Hospital, and the Pinelands Commission are aware of the repair. Mr. Butler said that he met with the Mayor to discuss the Township's interest in running a new sewer line from Marcus Newcomb and Helen Fort Middle School within the railroad right of way and the MUA farm fields along with a new sewer main that would run to Pointville Road. Mr. Butler said that a meeting is scheduled on February 13, 2018 with the Pinelands Commission to discuss whether or not it is possible to do so. Mr. Doyle stated that the area was looked into years ago and was determined that running sewer lines in that area was not cost effective. Mr. Butler told the Board that he called Belaire Mobile Park to discuss an easement

for the MUA's sewer main on Rancocas Road. He said he left a message for the owner to contact him back. He has not received a call back from Belaire. Mr. Butler asked for approval to purchase a new plant utility vehicle for maintenance purposes. The vehicle is estimated to cost \$49,529.00 under State Contract. Also, Mr. Butler asked for approval to advertise for bid for the purchase of a new dump truck. The budgeted amount for the dump truck is \$110,000.00. The new plant utility vehicle and the new dump truck were both approved at the 2018 Budget meeting. Chairperson Kemp asked for approval to purchase a new plant utility vehicle and for approval to advertise for bid for the purchase of a new dump truck. Ms. Stilts moved. Mr. Allen seconded.

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

Chairperson Kemp declared the motion approved.

Resolution #16-2018 – Update Bank Signatures for Accounts & CDs. 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 Resolution #16-2018 – Update Bank Signatures for Accounts & CDs 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 March.

ENGINEER'S REPORT – Mr. Chiaravallo thanked the Board for their reappointment.

SOLICITOR'S REPORT – Ms. McElmoyl thanked the Board for their reappointment. She said on behalf of herself and Parker McCay firm, they are looking forward to another successful and productive year. Ms. McElmoyl referenced her letter dated January 15th to the Township Attorney asking the Township to keep the MUA up to date with any developments on the Rancocas Road issue. The letter also included the concerns of the future viability of the MUA and offered any assistance or information needed from the Staff and Board Members of the Authority.

OLD BUSINESS – None.

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

Resolution # 17-2018 – To Close Meeting to the Public to Discuss Contract Negotiations - No formal action will be taken. Ms. Stilts moved. Mr. Bailey seconded.

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved.

Ms. Leonard moved to open the meeting to the public. Mr. Bailey seconded.

AYES: All
NAYES: None

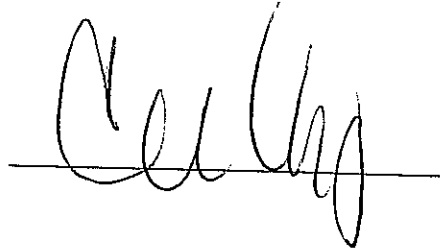
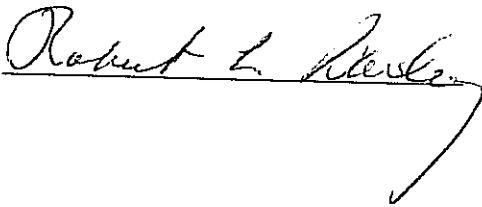
Chairperson Kemp declared the motion approved and opened the meeting to the public.

COMMENTS FROM THE BOARD MEMBERS – The Board Members congratulated the Professionals on their appointments.

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

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 7:40 P.M.

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