

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY, JUNE 12, 2012 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, June 12, 2012, 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: Sherry L. Scull	Chairperson
Robert L. Bailey	Vice-Chairperson (arrived 6:35 P.M.)
Corine Kemp	Secretary
Adrienne B. Leonard	Treasurer
James Pickett	Alternate

ABSENT: Elmer D'Imperio	Board Member
Kara C. Schnure	Asst. Secretary

ALSO PRESENT: Charles Vester	Administrator
Gina Scully	Administrator
Bud Doyle	Systems Advisor
Elizabeth Garcia	Parker, McCay
Keith Chiaravallo	Engineer

Chairperson Scull 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 Scull 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 Scull asked for any additions, corrections, etc. and for approval of the minutes of the Regular Meeting of May 1, 2012 and Closed Meeting of May 1, 2012.

Ms. Kemp moved. Mr. Bailey seconded.

ROLL CALL: Ms. Kemp – yes
Mr. Bailey – yes
Ms. Leonard – yes
Mr. Pickett - yes
Chairperson Scull – yes

Chairperson Scull declared the minutes of the Regular Meeting & Closed Meeting of May 1, 2012 approved.

RESOLUTION OF CLAIMS - #26-2012 – Operating Fund - \$459,540.61. Mrs. Scully informed the Board the Resolution of Claims total was corrected from \$430,465.14 to \$459,540.61 due to an addition of a payroll. Ms. Kemp moved. Ms. Leonard seconded.

ROLL CALL: Ms. Kemp – yes
Ms. Leonard – yes
Mr. Bailey – yes
Mr. Pickett – yes
Chairperson Scull – yes

Chairperson Scull declared Resolution of Claims - #26-2012 – Operating Fund – \$459,540.61 approved.

ADMINISTRATION & OPERATIONS REPORT – RESOLUTION #25-2012 – To Approve Audit of 2011. Ms. Kemp moved. Ms. Leonard seconded.

ROLL CALL: Ms. Kemp – yes
Ms. Leonard – yes
Mr. Bailey – yes
Mr. Pickett – yes
Chairperson Scull – yes

Chairperson Scull declared Resolution #25-2012 approved.

Mrs. Scully informed the Board that that Jennifer McArthur, Administrative Assistant accepted another position and is leaving June 15, 2012. She added that the other Account Clerk, Jennifer Rivera is due to deliver her baby any day so that presents a problem.

The recommendation to the Board is to move Jennifer Rivera, the Principal Account Clerk to the position of Administrative Assistant. It is a promotion. Jennifer Rivera has been here for eight years. Mrs. Scully said she is deserving of the position. Her rate would increase to \$21.42 effective with the first payroll in July, 2012. The plant receptionist Brynn Lopez would then be promoted to the position of Principal Account Clerk. Her rate would increase to \$17.82 per hour also effective with the first payroll in July, 2012. Also, because of the time constraints, while Jennifer is on maternity leave, Maria Rivera would be able to fill in part time as needed. Mrs. Scully said the rate would be \$10.00 per hour. Ms. Kemp said she had reservations and was concerned about nepotism. Ms. Garcia said it would only be a problem if there was a nepotism policy stating relatives of employees could not be hired. She said she would review our policy manual. Chairperson Scull asked if Maria Rivera lived in the township. Mrs. Scully replied that she did. Chairperson Scull asked for a motion to promote Jennifer Rivera and Brynn Lopez as recommended and to hire Maria Rivera for part time hours to fill in for maternity leave contingent upon the nepotism policy. Mr. Bailey moved. Ms. Leonard seconded.

ROLL CALL: Mr. Bailey – yes
Ms. Leonard – yes
Ms. Kemp – no
Mr. Pickett – yes
Chairperson Scull – yes

Chairperson Scull declared the motion approved.

Mrs. Scully also told the Board that for purposes of training and transition.

Jennifer McArthur will be providing time, with compensation, to help as well. Chairperson Scull said she appreciated Ms. McArthur doing that for us.

Mrs. Scully asked the Board for authorization to advertise for the Chemical Bids for Liquid Aluminum Sulfate and Hydrated Lime. Ms. Leonard moved.

Ms. Kemp seconded.

ROLL CALL: Ms. Leonard – yes
Ms. Kemp – yes
Mr. Bailey – yes
Mr. Pickett – yes
Chairperson Scull – yes

Chairperson Scull declared the motion approved.

Mrs. Scully also told the Board that Frank, Charlie and she met to discuss the financial posture due to the costly expenditures this year. She said that it appears we should be in decent financial shape and it is largely due to the Board raising the service fees this year.

Mrs. Scully suggested we change the July 3, 2012 meeting to July 10, 2012.

Chairperson Scull asked for a motion. Ms. Kemp moved. Mr. Bailey seconded.

ROLL CALL: Ms. Kemp – yes
Mr. Bailey – yes
Ms. Leonard – yes
Mr. Pickett – yes
Chairperson Scull – yes

Chairperson Scull declared the motion approved.

Chairperson Scull asked if the Association of Environmental Authorities was holding their meeting at Deerwood. Mrs. Scully replied that they were not.

Mr. Vester informed the Board that they are still gathering information to video

televise, clean, joint repair and line if needed the sewer pipe on Lakehurst Road.

He said he has been working with the engineer and the engineer should have an estimate for the next meeting.

ENGINEER'S REPORT – Mr. Chiaravallo also told the Board he is working on an estimate for the video inspection and lining specifications on Lakehurst Road and will have it prepared for the next meeting.

SOLCITOR'S REPORT – Ms. Garcia said she had no report.

OLD BUSINESS – Ms. Kemp asked if our work with Alaimo Engineers was complete. Mr. Vester replied there was still a couple of small projects.

Ms. Scull asked if the school district was still pursuing their project. Mr. Vester replied that he thinks they are still interested in running the force main to eliminate their small sewer plant but is having some difficulty with the project.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

COMMENTS FROM THE BOARD MEMBERS – Ms. Leonard said she was glad to be back and glad to see everyone. Mr. Bailey asked if we received any bills on the Lakehurst Road project. Mr. Vester replied that we have paid several bills to Mac Rose Contractors Incorporated totaling approximately \$258,000.00.

Ms. Kemp suggested a letter of appreciation be sent to Jennifer McArthur.

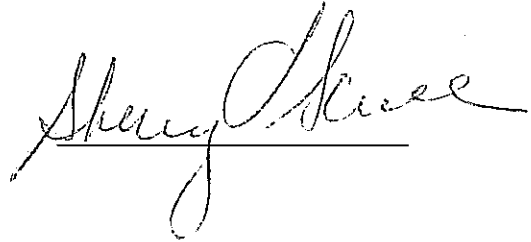
Ms. Scull thanked everyone for attending the meeting.

Chairperson Scull asked for a motion to adjourn the meeting.

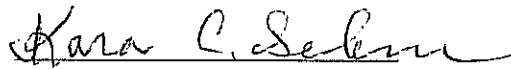
Ms. Kemp moved. Ms. Leonard seconded.

AYES: All
NAYES: None

Chairperson Scull declared the motion approved and adjourned the meeting at 7:05 P.M.



Sherry Scull



Kara C. Sebn