

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY MAY 2, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, May 2, 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
Tonya Stilts	Assistant Secretary (Arrived at 6:33 pm)
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Robert L. Bailey	Secretary
Adrienne B. Leonard	Treasurer

ALSO PRESENT: Bill Butler	Administrator
Jennifer Rivera	Administrator
Katelyn Metz	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 April 4, 2017.

Mr. Allen moved. Ms. Schnure seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #24-2017 – Operating Fund - \$537,473.14.

The Board reviewed the bill list.

Mr. Allen moved. Ms. Schnure seconded.

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

Chairperson Kemp declared Resolution of Claims #24-2017 – Operating Fund –
\$537,473.14 approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler asked for approval to
make Stephen McColligan, a Truck/Driver Laborer, a permanent employee. Mr. Allen
moved. Ms. Stilts seconded.

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

Chairperson Kemp declared the motion approved.

Mr. Butler informed the Board that the repair for the sinkhole on Pemberton Browns
Mills Road cost about \$60,000.00. He explained that \$20,000.00 was for pump rentals.
He said he would like to eventually purchase a pump for the MUA, which is included in
the Capital Improvement Plan. Mr. Butler told the Board that no one replied to the

advertisement for the sale of the 1983 & 1985 Dodge Pickup trucks that were advertised. The MUA reached out to a few vendors and Friendship Auto Parts had the highest offer of \$250.00 per vehicle. He also informed the Board that the new 2017 Ford F-350 snow plow truck arrived.

Ms. Rivera asked for authorization to advertise for Chemical Bids. Ms. Stilts moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION #25-2017 – To Accept & Review the Audit for 2016. Ms. Rivera informed the Board that the MUA had another successful audit with no recommendations. She commended the office and plant staff for their hard work and dedication. Ms. Schnure moved. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution #25-2017 – To Accept & Review the Audit for 2016. Ms. Rivera reminded the Board that the Financial Statements must be completed by the extended date of May 30, 2017.

ENGINEER'S REPORT – Mr. Chiaravallo reported that they contacted several vendors for estimates to be used in the preparation of the Capital Improvement Plan. Mr. Chiaravallo said that the report should be complete within the next couple of weeks.

SOLICITOR'S REPORT – None.

OLD BUSINESS -- None.

NEW BUSINESS – Chairperson Kemp said that she spoke with Mayor Dave Patriarca, about Rancocas Road which is located behind the Denbo/Crichton Schools. She mentioned the Mayor recently became aware that the road is not a Township road but is owned by the Trailer Park. The Mayor asked what the process is if the MUA has a sewer line that runs underneath the road. Mr. Doyle explained that the MUA had a blanket easement with the Township for any and all Township roads. Chairperson Kemp said that she would have the office look into possible easements.

RECOGNITION OF VISITORS – None.

COMMENTS FROM THE BOARD MEMBERS – Ms. Lefebvre asked Mr. Butler if there was new information about the Pemberton Pines development. Mr. Butler said that nothing new has come about.

Chairperson Kemp asked for a motion to adjourn.

Ms. Schnure moved. Ms. Stilts seconded.

AYES: All
NAYES: None

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

Acely

Robert F. Bailey