

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

WEDNESDAY NOVEMBER 8, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Wednesday, November 8, 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
Tonya Stilts	Assistant Secretary
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate #1

ABSENT: Donna Lefebvre	Alternate #2
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ALSO PRESENT: Jennifer Rivera	Administrator
Bud Doyle	Systems Advisor
Elizabeth Garcia	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 October 3, 2017.

Ms. Stilts moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #37-2017 – Operating Fund - \$450,988.79.

The Board reviewed the bill list.

Mr. Bailey moved. Mr. Allen seconded.

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

Chairperson Kemp declared Resolution of Claims #37-2017 – Operating Fund – \$450,988.79 approved.

ADMINISTRATION & OPERATIONS REPORT – Ms. Rivera asked the Board for Approval of Longevity for 2017. She stated that it is part of the Teamsters agreement and the total amount is \$18,026.68. Ms. Stilts asked how the percentages are determined. Ms. Rivera explained that the percentages are based on the number of years of employment starting at year 6 at 3% which increases overtime.

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 motion approved.

Ms. Rivera asked to Board for Approval to advertise for RFP/RFQ's for Auditor, Solicitor, and Engineer. She explained that this process is done annually.

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 the motion approved.

Ms. Rivera told the Board that Mr. Butler was unable to attend the meeting so she was going to go over his report. First, the Plant personnel repaired the number 1 secondary clarifier at the wastewater treatment plant saving the MUA money as opposed to an outside company coming in to do the repair. Second, NJDEP came in to conduct the Laboratory Audit. Mr. Butler is still awaiting results. Third, Mr. Butler met with the Mayor and Business Administrator to discuss the Easement issue with Rancocas Lane. He said that at the closure of the meeting the Township's Attorney would contact the MUA's Attorney to discuss the matter. Chairperson Kemp said that she was contacted by the Pemberton Township Mayor regarding Rancocas Lane stating that the Township has recently discovered that they do not own the Road but have been maintaining the Road for years. The Township questioned whether or not the MUA had an easement for sewer lines on Rancocas Lane. Ms. Garcia, MUA solicitor, explained that from her knowledge, the Township believes that there is no easement for sewer on Rancocas Lane but she is not sure if the Township has officially researched with the County to see if there is an

easement agreement, if so, who obtained the agreement, and so forth. Ms. Garcia said to date they have not heard from the Township's Attorney. She said that if there is no easement agreement for sewer, there would be several options that the MUA could consider. Ms. Garcia asked the Board if they would like to wait to hear from the Township or if the Board would like them to reach out to the Township. Chairperson Kemp asked Mr. Allen, the liaison between the MUA and Township, to check with the Township on the status of the Township's Attorney reaching out to the MUA's Attorney. The Board agreed to wait until we hear from the Township before moving forward with easement options. Lastly, the new sewer jet truck delivery has been delayed until March 2018. The letter from the company explaining the delay was included in the Board Member's packets for review. Mr. Allen asked roughly how much the MUA has saved by completing the number 1 secondary clarifier in house as opposed to having an outside company do the repair. Ms. Rivera said she would have Mr. Butler update the Board on that number at next month's meeting. Mr. Allen also asked if the delay with the Jetter will affect the MUA in any way. Ms. Rivera said that she believes that it will not because the current Jetter is still operable but she will confirm that with Mr. Butler and he will update the Board at next month's meeting as well.

ENGINEER'S REPORT – Mr. Chiaravallo reported that the Maintenance and Repair of the Sanitary Sewerage System contract with Mac Rose is being executed and once they receive the bonds and insurance, they will send the contact to the MUA.

SOLICITOR'S REPORT – None.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – Chairperson Kemp welcomed Mr. Hopkins.

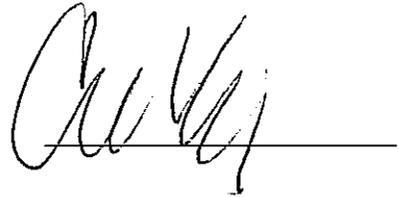
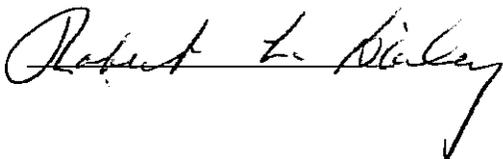
COMMENTS FROM THE BOARD MEMBERS – None.

Chairperson Kemp asked for a motion to adjourn.

Mr. Allen moved. Ms. Stilts seconded.

AYES: All  
NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:45 P.M.

A handwritten signature in cursive script, appearing to read "C. Kemp", is written over a horizontal line.A handwritten signature in cursive script, appearing to read "Robert L. Staley", is written over a horizontal line.