

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY, SEPTEMBER 6, 2016 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, September 6, 2016, 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
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate

ABSENT: Tonya Costley-Stilts	Board Member
Thomas Cathers	Alternate

ALSO PRESENT: Gina Scully	Administrator
Jennifer Rivera	Administrator
Billy D. Butler	Administrator
Bud Doyle	System Advisor
Katelyn McElmoyl	Parker McCay
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 August 2, 2016 and the Closed Meeting of August 2, 2016.

Mr. Bailey moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #36-2016 – Operating Fund - \$213,584.24.

The Board reviewed the bill list. Mr. Butler told the Board that there are two large payments on the Resolution of Claims. The first payment to McDal Corporation was for a repair to the over-head crane. The crane is used to pull out the UV disinfection units. The second payment to Walker Process was to purchase parts to replace the gear drive box and assembly for the primary clarifier drive. This unit operates 24 hours per day, and has been operating since plant started operation 42 years ago. The majority of the repairs will be made by plant personnel.

Ms. Leonard moved. Ms. Schnure seconded.

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

Chairperson Kemp declared Resolution of Claims #23-2016 – Operating Fund – \$213,584.24 approved.

ADMINISTRATION & OPERATIONS REPORT – Mrs. Scully reminded the Board of the Budget Workshop which will be held at the PTMUA Office, Tuesday, September 13, 2016 at 6:00 P.M. She also asked for a motion to approve Resolution #34-2016 and

Resolution # 35-2016 to update Bank Signatures for the Accounts and CDs for the MUA.

Mr. Bailey moved. Ms. Leonard seconded.

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

Chairperson Kemp declared Resolution #34-2016 – Bank Signatures for the Accounts and Resolution #35-2016 – Bank Signatures for the CDs approved.

Mrs. Scully also asked for a motion to update the Rates, Rules & Regulations wording. She informed the Board that if a property for insistance was issued a Certificate of Occupancy and the Authority was never notified we would back bill for billing charges of up to 3 years and would waive interest for a set amount of days. Katelyn McElmoyl informed the Board that Mrs. Scully had done some research with other Authorities and it is common practice.

Chairperson Kemp asked for a motion to approve Resolution #37-2016 – Update to the Rates, Rules & Regulations wording.

Mr. Allen moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Mrs. Scully stated that after several phone calls from herself and Chairperson Kemp to

Pemberton Borough, the MUA has received a check in the amount of \$1,781.00 for the Hanover Street project that was agreed upon after a meeting with Ms. McElmoyl, Mr. Butler, Mr. McClelland, Mr. Chiaravallo and Board approval. Chairperson Kemp stated that there was a misunderstanding with the amount to be paid by the Borough and after some discussion with the Mayor, payment was sent.

Mr. Butler thanked Mrs. Scully and Chairperson Kemp for their calls to the Borough to resolve the payment issue.

Mr. Butler asked the Board for approval to update the sewer plant phone systems. He stated that the last time there was a storm the phones were down for several days.

Mr. Butler went out for 3 quotes and "All Systems Go" was the lowest quote for \$7,695.00. Chairperson Kemp asked for the Board for approval to upgrade the sewer plant phone systems. The Board concurred. Chairperson Kemp asked for a motion to approve the purchase. Mr. Bailey moved. Ms. Leonard seconded.

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved.

Mr. Butler stated that he has made a probationary employee John Espenschied a full time employee effective August 8, 2016. He has also hired on September 6, 2016 a new probationary employee Thomas Curzio at \$11.91 per hour. Chairperson Kemp asked if the new employee has a CDL license. Mr. Butler stated that the new employee is working on obtaining a CDL license.

Mr. Butler informed the Board that MacRose repaired a sinkhole, (South Lakeshore & Filbert) from previous sewer work that was done in 2011.

ENGINEER'S REPORT – Mr. Chiaravallo informed the board that they have completed the Sludge Storage Tank inspection and all forms are ready to be submitted to DEP.

SOLICITOR'S REPORT – Ms. McElmoyl stated that a mediator has been assigned for contract negotiations and Ms. Garcia will notify the MUA once she is given a date for mediation.

OLD BUSINESS – None

NEW BUSINESS – None

RECOGNITION OF VISITORS – None

COMMENTS FROM THE BOARD MEMBERS – None

Chairperson Kemp asked for a motion to adjourn the meeting.

Mr. Bailey moved. Ms. Schnure seconded.

AYES: All

NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 6:50 P.M.




