

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY OCTOBER 2, 2018 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, October 2, 2018, 6:30 P.M., at the Municipal Building, 500 Pemberton-Browns Mills Road, Pemberton, New Jersey.

Pledge of Allegiance was recited.

A roll call was taken:

PRESENT: Corine Kemp	Chairperson
Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Tonya Stilts	Assistant Secretary
Adrienne B. Leonard	Treasurer

ALSO PRESENT: Jennifer Rivera	Administrator
Bill Butler	Administrator
Katelyn McElmoyl	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 & Closed Meeting of September 4, 2018.

Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

Chairperson Kemp noted that the special meeting minutes will be tabled until next meeting due to lack of quorum for approval.

RESOLUTION OF CLAIMS #36-2018 – Operating Fund – \$324,262.56.

The Board reviewed the bill list. Chairperson Kemp asked for a motion to approve

Resolution #36-2018 – Operating Fund – \$324,262.56. Mr. Bailey moved. Ms. Schnure seconded.

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

Chairperson Kemp declared the motion approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler informed the Board that the new Utility Truck and Dump Truck arrived. He noted that the vehicles were approved in the 2018 Budget for purchase. He stated that the payment for the vehicles are include in the Resolution of Claims for payment. Mr. Butler noted that Mac-Rose Contractors repaired a sewer main break on Johnson Court. He noted that the Township of Pemberton called in the break while they were installing a new water main. Mr. Butler informed the Board that the MUA received the new 5-year (2018-2023) Farm Permit for

land applying sludge to the fields.

Resolution #37-2018 – To Approve the Budget for 2019. Ms. Rivera stated that this contains the financial numbers discussed and approved at the Budget Meeting Workshop. She noted that the Board received copies prior to putting the numbers in the budget form for the Division of Local Government Services. Chairperson Kemp asked for a motion to approve Resolution #37-2018 – To Approve the Budget for 2019.

Mr. Bailey moved. Mr. Allen seconded.

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

Chairperson Kemp declared the motion approved.

Resolution #38-2018 – To Award Contract for Generator Replacement Project for Pump Station Nos. 15 and 16 to MJF Electrical Contracting, Inc. Mr. Chiaravallo stated that they received 5 bids and the apparent low bid was received by MJE Electrical Contracting, Inc. with a bid of \$165,100.00. He noted that they sent the bid for review to the Attorney and no irregularities were noted in the bid. The Engineer and Attorney recommend the PTMUA award the bid to MJF Electrical Contracting, Inc. Ms. Lefebvre asked if the bid amount allows for overages. Mr. Chiaravallo stated that the bid amount includes an allowance item for work not specified, in the amount of \$15,000.00.

Chairperson Kemp asked for a motion to approve Resolution #38-2018 – To Award Contract for Generator Replacement Project for Pump Station Nos. 15 and 16 to MJF Electrical Contracting, Inc. Ms. Schnure moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

ENGINEER'S REPORT – Mr. Chiaravallo stated again that they received and reviewed the bids for the Pump Station Nos. 15 & 16 Generator project and they will follow through with getting the contract together.

SOLICITOR'S REPORT – Ms. McElmoyl asked the Board if anyone had an update on Rancocas Lane and whether the transfer between Pemberton Township and Belaire Trailer Park has taken place. Mr. Allen said he can't recall whether the transfer has taken place but he remembers the topic being on the Township Agenda and pulled/delayed until further notice. He said he would look into it and notify the Board when he has an answer.

OLD BUSINESS – Chairperson Kemp asked if Administration could contact the Township for the status of the Feasibility Study.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

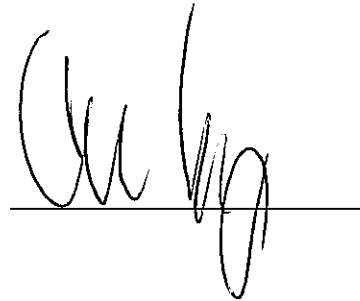
COMMENTS FROM THE BOARD MEMBERS – Mr. Allen apologized for his absence at the Budget Meeting Workshop but thanked Ms. Rivera for taking time out of her schedule to meet with him to review the Budget and answer any questions he had regarding the Budget.

Chairperson Kemp asked for a motion to adjourn the meeting.

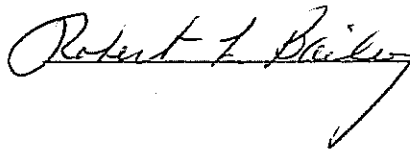
Ms. Stilts moved. Mr. Bailey seconded.

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", written over a horizontal line.



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