
PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY OCTOBER 3, 2017 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, October 3, 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
Tonya Stilts	Assistant Secretary
Adrienne B. Leonard	Treasurer
Kara C. Schnure	Alternate #1
Donna Lefebvre	Alternate #2

ABSENT: Jason Allen	Vice-Chairperson
Robert L. Bailey	Secretary

ALSO PRESENT: Bill Butler	Administrator
Jennifer Rivera	Administrator
Katelyn McElmoyle	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 September 5, 2017.

Ms. Stilts moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

Chairperson Kemp asked if there were any additions, corrections and for approval of the minutes of the Special Meeting of September 12, 2017.

Ms. Leonard moved. Ms. Schnure seconded.

ROLL CALL: Ms. Leonard – yes
Ms. Schnure – yes
Ms. Stilts – Abstain (Absent from
meeting)
Ms. Lefebvre – Abstain (Absent from
meeting)
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #33-2017 – Operating Fund - \$176,300.14.

The Board reviewed the bill list.

Ms. Schnure moved. Ms. Stilts seconded.

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

Chairperson Kemp declared Resolution of Claims #33-2017 – Operating Fund – \$176,300.14 approved.

ADMINISTRATION & OPERATIONS REPORT – Mr. Butler explained that the MUA received one bid for the purchase of surplus equipment and the bid did not meet the minimum bid requirements. Ms. McElmoyl said that a Resolution to reject all bids received and reauthorize to rebid the equipment is needed.

RESOLUTION # 34-2017 – To Reject All Bids Received and Reauthorize the Sale of Surplus Property/Equipment No Longer Needed for Public Use.

Ms. Lefebvre moved. Ms. Schnure seconded.

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

Chairperson Kemp declared Resolution # ~~34~~³⁵-2017 – To Reject All Bids Received and Reauthorize the Sale of Surplus Property/Equipment No Longer Needed for Public Use approved.

RESOLUTION #35-2017 – To Approve the Budget of 2018. Ms. Rivera explained to the Board that the figures that were approved at the Budget meeting were put into the Budget format to submit to the Division of Local Government Services. Ms. Rivera recapped the Budget figures stating that there was no increase to the Operating budget and a \$100,000.00 increase to the Capital Budget.

Ms. Schnure moved. Ms. Leonard seconded.

ROLL CALL: Ms. Schnure – yes
Ms. Leonard – yes
Ms. Stilts – yes
Ms. Lefebvre – Abstain
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

Mr. Butler informed the Board that a DEP inspection was performed at the Sewer Plant on July 28, 2017 and a copy of the report was in their packets. He said that there was theft at Pump Station #5, on Noteboom Avenue. The mechanical hoist was removed sometime during the weekend of September 16 & 17th. The police were called to investigate and the MUA has installed some cameras and signage to help reduce these occurrences in the future. The cost to replace the hoist is around \$4,000.00. Chairperson Kemp asked if the Sewer Plant had any more issues with vandalism since they installed the cameras. Mr. Butler replied that they had not. Ms. Rivera said that herself and Mr. Butler met with the Insurance Broker to review next year's insurance policy. She stated that the premiums would increase about 2 to 4%.

ENGINEER'S REPORT – Mr. Chiaravallo reported they received bids for the Maintenance and Repair of the Sanitary Sewerage System contract and prepared a report for the Board. The contract is for one (1) year with two one (1) year extensions. The Authority will have the option of renewing the contract for year 2 and year 3. One bid was received by Mac-Rose Contractors, Inc. with a total price for all three years of \$400,566.90. After review and approval by the Authority Engineer and Solicitor, it was recommended to award the Contract to Mac-Rose Contractors, Inc. for the Maintenance and Repair of the Sanitary Sewerage System.

Chairperson Kemp asked for approval to Add & Approve RESOLUTION #36-2017 – Award of Contract for the Maintenance and Repair of the Sanitary Sewerage System bid to Mac-Rose Contractors, Inc.

Ms. Stilts moved. Ms. Leonard seconded

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

Chairperson Kemp declared the motions approved.

SOLICITOR'S REPORT – None.

OLD BUSINESS – None.

NEW BUSINESS – None.

RECOGNITION OF VISITORS – None.

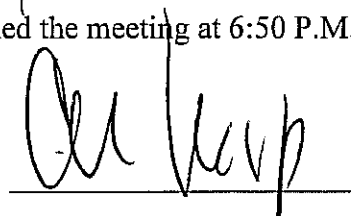
COMMENTS FROM THE BOARD MEMBERS – Ms. Lefebvre apologized for missing the Budget meeting as it conflicted with another obligation she had already scheduled. She said that she was disappointed because it would have been her first Budget meeting.

Chairperson Kemp asked for a motion to adjourn.

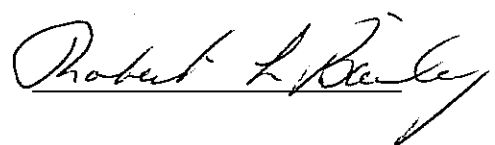
Ms. Lefebvre moved. Ms. Stilts seconded.

AYES: All
NAYES: None

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



A handwritten signature in black ink, appearing to read "A. Kemp", is written over a horizontal line.



A handwritten signature in black ink, appearing to read "Robert L. Bailey", is written over a horizontal line.