

PEMBERTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

REGULAR MEETING

OF

TUESDAY, JULY 2, 2019 MINUTES

A Regular Meeting of the Pemberton Township Municipal Utilities Authority was held on Tuesday, July 2, 2019, 6:30 P.M., at the Pemberton Township, 500 Pemberton-Browns Mills Rd., Pemberton, New Jersey.

Pledge of Allegiance was recited.

A roll call was taken:

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| PRESENT: Corine Kemp | Chairperson |
| Jason Allen | Vice-Chairperson |
| Robert L. Bailey | Secretary |
| Adrienne B. Leonard | Treasurer |
| Kara C. Schnure | Alternate # 1 |
| Dan Hullings | Alternate # 2 (arrived at 6:42pm) |

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| ABSENT: Donna Lefebvre | Assistant Secretary |
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| ALSO PRESENT: Jennifer Rivera | Administrator |
| Bud Doyle | Systems Advisor |
| John Gillespie | 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 June 4, 2019. Mr. Allen stated that he abstained from the State of New Jersey payment at the last meeting but did not abstain from the check for the mailer regarding the potential dissolution of the MUA. He stated he will

abstain from any future payments to mailers or postcards relating to the dissolution.

Chairperson Kemp asked for a motion to approve the minutes. Mr. Bailey moved. Ms. Leonard seconded.

ROLL CALL: Mr. Bailey – yes
Ms. Leonard – yes
Mr. Allen – yes (Abstain check for
postage)
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 Closed Meeting of June 4, 2019.

Mr. Bailey moved. Ms. Lefebvre seconded.

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

Chairperson Kemp declared the motion approved.

RESOLUTION OF CLAIMS #30-2019 – Operating Fund – \$177,029.20. The Board reviewed the list. Chairperson Kemp asked for a motion to approve Resolution of Claims #30-2019 – Operating Fund – \$177,029.20. Ms. Leonard moved. Mr. Bailey seconded.

ROLL CALL: Ms. Leonard – yes
Mr. Bailey – yes
Mr. Allen – yes (Abstain ck#23625
& 23642)
Ms. Schnure – yes
Chairperson Kemp – yes

Chairperson Kemp declared the motion approved.

ADMINISTRATION & OPERATIONS REPORT – Ms. Rivera stated that the Authority had a bid opening for Liquid Aluminum Sulfate and Hydrated Lime on June 19th. The lowest bid for Liquid Aluminum Sulfate was submitted by Usalco, LLC in the amount of \$275.77 per Dry Ton. The lowest bid for Hydrated Lime was submitted by George Coyne Chemical, Inc. in the amount of \$0.1807 per pound in 50-pound bags. The Board discussed the bid submissions. Ms. Rivera said that Mr. Butler can explain how much chemicals are used annually at the next meeting. Chairperson Kemp asked for a motion to approve Resolution #31-2019 - To Award Contract for Chemical Bid for Liquid Aluminum Sulfate to Usalco, LLC at \$275.77 per Dry Ton. Mr. Bailey moved. Ms. Schnure seconded.

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

Chairperson Kemp declared the motion approved.

Chairperson Kemp asked for a motion to approve Resolution #32-2019 - To Award Contract for Chemical Bid for Hydrated Lime to George Coyne Chemical, Inc. for \$0.1807 per pound in 50-pound bags. Ms. Leonard moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera read Mr. Butler's report to the Board. The report stated that the MUA

employees performed outstanding during the flooding June 19th through June 21st. All aspects of treatment and conveyance were maintained during this event. The report stated that the Primary Digester Cleaning project that was approved in the budget as a capital improvement project needs approval to start engineering services. Mr.

Chiaravallo stated that the scope of work generally includes preparation of specifications for the cleaning and rehabilitation of the primary anaerobic digester. The scope of work will include removal and disposal of the digester contents, cleaning and inspection. Mr. Chiaravallo stated that the estimated engineering services cost is \$64,618.00.

Chairperson Kemp asked for a motion to approve the engineering services for the Primary Digester Cleaning Project. Mr. Bailey moved. Ms. Schnure seconded.

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

Chairperson Kemp declared the motion approved.

Ms. Rivera stated that the Account Clerk at the office has resigned effective September 1st.

She stated that she will need to advertise to fill the vacant position.

ENGINEER'S REPORT – Mr. Chiaravallo stated during this period; CME monitored the on-site activities of MJF Electrical at Pump Station No. 15 and 16. The contractor provided start-up services for the generator at Pump Station 15. Punch lists have been prepared for each of the new generators. CME started preparation of the application for the renewal of the NJDEP permit to discharge from the treatment plant. Mr. Chiaravallo thoroughly reviewed the draft of the Asset Management Plan with the Board. He

explained that the plan consisted of site visits to look at all of the equipment at the plant and pump stations, took photos, and reviewed maintenance records for updated equipment. The report goes through all of the assets and assigns a life span for equipment and provides the cost to replace those items. Chairperson Kemp asked for a motion to add to the agenda and approval of the Asset Management Plan prepared by CME Associates for final form. Ms. Leonard moved. Mr. Bailey seconded.

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

Chairperson Kemp declared the motion approved.

SOLICITOR'S REPORT – Mr. Gillespie stated that he has some things for closed session but wanted to inform the Board that the Local Finance Board hearing for the dissolution is scheduled for Wednesday, July 10th at 10:00am. He said that he will submit the approved Asset Management Plan to the Local Finance Board.

OLD BUSINESS – None.

NEW BUSINESS – Mr. Allen read a statement that he prepared for clarification. “As we all are aware the Township is interested in possibly dissolving the MUA. Because I’m a Council Member for Pemberton Township as well a MUA Board Member, I believe that it is my best interest as well as the Township’s interest that I recuse myself from any voting and all discussions pertaining to the matter. I have and will continue to recuse myself to avoid a conflict of interest situation.”

RECOGNITION OF VISITORS – There was one visitor.

Chairperson Kemp asked for a motion to approve Resolution #33-2019 - To Close the Meeting to the Public to discuss Attorney-Client-Privilege. Ms. Schnure moved. Mr. Bailey seconded.

AYES: All
NAYES: None

Chairperson Kemp declared the motion approved and closed the meeting to the public.

Chairperson Kemp opened the meeting to the public.

Chairperson Kemp asked for a motion to authorize an expenditure not to exceed \$6,000.00 for the mailer and postage to advertise for the August meeting at the High School. Mr. Bailey moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

Chairperson Kemp asked for a motion to authorize all professional staff to attend the Local Finance Hearing on July 10, 2019 on behalf of the MUA to contest and oppose the dissolution application by Pemberton Township. Mr. Bailey moved. Ms. Leonard seconded.

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

Chairperson Kemp declared the motion approved.

COMMENTS FROM THE BOARD MEMBERS – The Board had no comments.

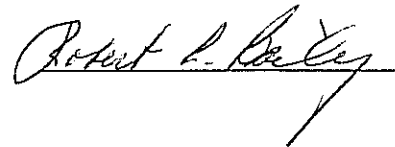
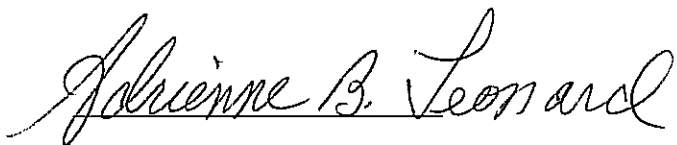
Chairperson Kemp asked for a motion to adjourn the meeting.

Ms. Schnure moved. Mr. Bailey seconded.

AYES: All

NAYES: None

Chairperson Kemp declared the motion approved and adjourned the meeting at 8:08 P.M.

Handwritten signature of Robert L. Bailey in cursive script.Handwritten signature of Adrienne B. Leonard in cursive script.