

**LOGAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REORGANIZATION MEETING MINUTES  
FEBRUARY 23, 2016-OPEN SESSION**

The Executive Director Joseph Weber opened the February 23, 2016, Reorganization meeting of the Logan Township Municipal Utilities Authority at 7:00 pm stating that the meeting is being conducted in accordance with the requirements of the Open Public Meetings Act, with notices of all regularly scheduled meeting dates and place of meetings from February 1, 2016 to January 31, 2017 published in the Gloucester County Times and the Courier Post and submitted to the Logan Township Clerk for posting in the municipal building.

Pledge of Allegiance and a moment of silence

**Roll Call/Attendance:**

The Executive Director-Joseph Weber requested a roll call, which revealed the following Members present: Russell Burke, Edward Hill, Art Smith, and William Drew.

Other meeting attendees included: Joseph Slachetka-Solicitor, Timothy Bradley-Engineer, Christopher Whalen-Superintendent, Carly Schultz- Business Manager, and Donna Hughes-Administrative Assistant.

Mr. Weber asked for a motion to suspend the regular order of business to elect officers and to administer the Oath of Office to Russell Burke.

On motion by Mr. Smith, seconded by Mr. Drew, it was moved to suspend regular order of business to permit election of Officers and to administer the Oath of Office to Russell Burke.

RECORDED VOTE: Aye: Mr. Burke, Mr. Smith, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Nominations for Board positions:**

Mr. Weber requested a motion to open nominations for Chairperson.

RECORDED VOTE: Aye: Mr. Burke, Mr. Smith, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

Mr. Smith nominated Mr. Burke as Chairperson.

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to appoint Mr. Burke as the LTMUA Chairperson for the fiscal year February 1, 2016 through January 31, 2017. All were in favor of the vote except Russell Burke who abstained. The board members and other attendees congratulated Mr. Burke.

**Policy Committee:**

William Drew – Member  
Art Smith - Member  
Russell Burke – Ad Hoc Member

**Solar Committee:**

William Drew – Member  
Art Smith – Member  
Russell Burke – Ad Hoc Member

Mr. Burke called for a motion to resume regular order of business.

On motion by Mr. Burke, seconded by Mr. Drew it was moved to resume regular order of business.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Approval of Minutes:**

The minutes for the January 26, 2016 meeting were presented.  
There were no questions.

On motion by Mr. Hill, seconded by Mr. Drew, it was moved to approve the minutes for January 26, 2016

RECORDED VOTE: Aye: Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: Mr. Smith

MOTION CARRIED: 3-0-1

**Payment of Bills:**

The bills presented for payment of the February 23, 2016 Bill List were reviewed and discussed.

On motion by Mr. Smith, seconded by Mr. Drew it was moved to approve the February 23, 2016 bill list for all authorized bills.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Engineer's Report:**

Mr. Bradley reports:

The NJDOT Utility Coordination Project – Mr. Bradley says just a reminder when the Bridge over 130 is replaced this affects the force main and that factors into the design of the force main.

Mr. Bradley explains briefly the alternative discharge locations and the costs associated to replace the existing 12-inch diameter force main.

The Board would like to review Kleinfelder's proposal to determine the best option and will make a decision or give an approval by next meeting.

**Solicitor's Report:**

Mr. Slachetka presented the following resolutions:

RESOLUTION 01-16: Appointing Solicitor

On motion by Mr. Smith, seconded by Mr. Drew it was moved to approve Resolution 01-16 Appointing Solicitor

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 02-16: Establishing Date, Time & Locations for Regular Meetings

On motion by Mr. Smith, seconded by Mr. Drew it was moved to approve Resolution 02-16 Establishing Date, Time & Locations for Regular Meetings.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 03-16: Appointing Official Newspapers

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 03-16 Appointing Official Newspapers

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 04-16: Authorizing the Executive Director to act as the Authorized Representative

On motion by Mr. Smith, seconded by Mr. Drew, it was moved to approve Resolution 04-16 authorizing the Executive Director to act as the Authorized Representative

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None

Abstain: None  
MOTION CARRIED: 4-0-0

RESOLUTION 05-16: Establishing the agenda of the regular board meeting

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 05-16 establishing the agenda of the regular board meeting

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 06-16: Establishing fees for copies of reports and documents

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 06-16 Establishing fees for copies of reports and documents

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 07-16: Appointing Depository and Operating Account Bank

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 07-16 appointing Depository and Operating Account Bank

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 08-16: Appointing Auditor

On motion by Mr. Smith, seconded by Mr. Drew, it was moved to approve Resolution 08-16 appointing Auditor

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 09-16: Appointing Engineer

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 09-16 appointing Engineer

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 10-16: Authorizing various purchases under state contract

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 10-16 authorizing various purchases under state contract

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 11-16: Appointing Fulton Bank as its escrow agent

On motion by Mr. Hill, seconded by Mr. Smith, it was moved to approve Resolution 11-16 appointing Fulton Bank as its escrow agent

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 12-16: Authorizing the Executive Director and Business Manager to execute checks

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 12-16 authorizing the Executive Director and Business Manager to execute checks

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 13-16: Authorizing Board Members to execute checks

On motion by Mr. Hill, seconded by Mr. Smith, it was moved to approve Resolution 13-16 authorizing Board Members to execute checks

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 14-16: Establishing a Cash Management Plan

On motion by Mr. Hill seconded by Mr. Smith, it was moved to approve Resolution 14-16 establishing a cash management plan

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None  
MOTION CARRIED: 4-0-0

RESOLUTION 15-16: Authorizing participation in the NJ Cooperative Purchasing Program

On motion by Mr. Drew, seconded by Mr. Hill, it was moved to approve Resolution 15-16 authorizing participation in the NJ Cooperative Purchasing Program

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None  
MOTION CARRIED: 4-0-0

RESOLUTION 16-16: Amending the 2016 Authority Budget

On motion by Mr. Drew, seconded by Mr. Hill, it was moved to approve Resolution 16-16 amending the 2016 Authority Budget

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None  
MOTION CARRIED: 4-0-0

RESOLUTION 17-16: Adopting the 2016 Authority Budget

On motion by Mr. Hill, seconded by Mr. Smith, it was moved to approve Resolution 17-16 adopting the 2016 Authority Budget

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None  
MOTION CARRIED: 4-0-0

RESOLUTION 18-16: Authorizing Wage Increases for the LTMUA Employees

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 18-16 authorizing wage increases for the LTMUA Employees with the provision that paragraph 2 is removed.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 19-16: Authorizing Escrow Closeouts

On motion by Mr. Smith, seconded by Mr. Hill, it was moved to approve Resolution 19-16 authorizing escrow closeouts

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 20-16: Amending the 2016 Capital Budget

On motion by Mr. Hill, seconded by Mr. Smith, it was moved to approve Resolution 20-16 amending the 2016 Capital Budget

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 21-16: NJEIT Financing Authorization

On motion by Mr. Hill, seconded by Mr. Smith, it was moved to approve Resolution 21-16 – NJEIT Financing Authorization.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Executive Director's Report:**

Mr. Weber asks if there are any questions on his report. Mr. Weber reports Valtris is coming to the MUA again about discharging the effluent continuously. Mr. Weber suggested Valtris possibly purchase the VFDs for the MUA's new effluent pumps. Valtris is going to run some Bio-assay tests on the MUA's effluent to see if it helps their issue. They may contribute to our project if it will benefit them.

Mr. Weber asks the Board if the MUA is going to advertise for RFQ for Bond Counsel. The Board agrees the MUA should advertise the RFQ for Bond Counsel and the Board will approve at the April meeting.

**Business Manager's Report:**

Mrs. Schultz asks if there are any questions on her report. The Board has no questions.

**Superintendent's Report:**

Mr. Whalen reports the Safety Committee has reconvened for the year and are working on a Mission Statement as recommended by the insurance company. Mr. Whalen says this statement should be ready by next meeting and will be implemented.

**Correspondence:**

None

**Personnel Committee Report:**

None

**Committee Reports:**

Mr. Smith reports on the following:

The Advancement and Rate Pay Schedule that Mr. Weber created is being reviewed by Mr. Smith and Mr. Hill. After reviewing they will have more questions.

Two employees will be hired, one to fill the position that was vacated last year and one to fill a new position.

Annina Hogan of Remington and Vernick presented numbers to the Solar Committee. Mr. Smith says the numbers do not look attractive for the MUA to do on its own. Annina will go out and get an RFI (request for interest) to dictate our energy rate and come up with a number and have a PPE come in and do it. Mr. Burke says if we can do it our own, it should pay for itself in the long run.

On motion by Mr. Hill seconded by Mr. Drew it was approved for Annina Hogan to prepare a request for information based on the direction of the Solar Committee

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None  
MOTION CARRIED: 4-0-0

**Old Business:**

None

**New Business:**

None

On motion by Mr. Drew, seconded by Mr. Burke, it was moved to open the meeting to the public.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None



MOTION CARRIED: 4-0-0

On motion by Mr. Drew, seconded by Mr. Burke, it was moved to close the meeting to the public.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

On motion by Mr. Hill seconded by Mr. Smith, it was moved to adjourn the meeting at 7:55 p.m.

RECORDED VOTE: Aye: Mr. Smith, Mr. Drew, Mr. Hill and Mr. Burke  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0



**Russell Burke, Chairperson**



**William Drew, Secretary/Treasurer**

**Respectfully Submitted,**



**Donna Hughes, Administrative Recorder**

