

**LOGAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
JANUARY 23, 2018 - OPEN SESSION**

Russell Burke, Chairman opened the January 23, 2018 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, 2017 to January 31, 2018 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:

Chairman Burke, requested a roll call which revealed the following Members present:

Ray Guy, Brian Toliver, William Drew, Edward Hill and Russell Burke

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

Approval of Minutes:

The minutes for the December 19, 2017 meeting were presented.
There were no questions.

On motion by Mr. Drew seconded by Mr. Toliver, it was moved to approve the minutes for the December 19, 2017 meeting.

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

MOTION CARRIED: 4-0-1

Payment of Bills:

The bills presented for payment of the January 23, 2018 meeting were reviewed and discussed.

On motion by Mr. Drew seconded by Mr. Hill, it was moved to approve the January 23, 2018 bill list for all authorized bills.

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

MOTION CARRIED: 5-0-0

Engineer's Report:

Mr. Bradley summarizes and highlights the key action items:

Mr. Bradley states: Kleinfelder reviewed various contractor submittals and participated in the preconstruction meeting for the DP Partner's Chelton House Lot A project located at 100 Progress Court.

Mr. Bradley attended a meet and greet meeting with Woolwich Township initiated by Chris Whalen to discuss requirements previously discussed and to ensure Woolwich Township and Logan Township MUA are on the same page.

Mr. Bradley coordinated with R&V on the upcoming pre-construction meeting for the SBR Expansion Project.

Solicitor's Report:

Mr. DiMuzio presented the following Resolutions:

RESOLUTION 75-17: INCREASING WAGES FOR EMPLOYEES OF THE AUTHORITY

On motion by Mr. Drew seconded by Mr. Hill, it was moved to increase wages for employees of the LTMUA up to 2% but not to exceed 2% determined by a performance appraisal and employee is meeting job requirements.

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

MOTION CARRIED: 5-0-0

The Board approved a "Stipend Raise" for employees who went above and beyond their job descriptions. The Superintendent is to send the Personnel Committee an email with the names of the employees who will receive the stipend and why they are deserving of this. The stipend will be distributed accordingly amongst these employees. All raises are to be determined by the Superintendent up to 2% based on the Employee Performance Appraisal.

RESOLUTION 81-17: 2018 ADOPTED BUDGET RESOLUTION – LOGAN TOWNSHIP MUA FISCAL YEAR FROM: FEBRUARY 1, 2018 TO JANUARY 31, 2019

On motion by Mr. Drew seconded by Mr. Hill, it was moved to adopt 2018 Budget for the fiscal year from: February 1, 2018 – January 31, 2019

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

MOTION CARRIED: 5-0-0

RESOLUTION 82-17: OF THE LOGAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY AUTHORIZING CLOSURE OF ESCROW ACCOUNTS AND THE RETURN
OF ANY REMAINING BALANCES TO THE DEPOSITORS

On motion by Mr. Drew seconded by Mr. Guy, it was moved to authorize closure of escrow accounts and return any remaining balances to the depositors

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

MOTION CARRIED: 5-0-0

RESOLUTION 83-17: OF THE LOGAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY END OF THE YEAR BUDGET TRANSFERS

On motion by Mr. Drew seconded by Mr. Toliver, it was authorized to do end of the year budget transfers

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

MOTION CARRIED: 5-0-0

RESOLUTION 84-17: DESIGNATING CARLY SCHULTZ, BUSINESS MANAGER, AS
PUBLIC AGENCY COMPLIANCE OFFICER FOR THE YEAR 2018

On motion by Mr. Guy seconded by Mr. Drew, it was moved to designate Carly Schultz, Business Manager as Public Agency Compliance Officer (P.A.C.O.) for the year 2018.

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

MOTION CARRIED: 5-0-0

RESOLUTION 85-17: OF THE LOGAN TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY AUTHORIZING A MEETING CLOSED TO THE PUBLIC

On motion by Mr. Drew seconded by Mr. Hill, it was moved to authorize a meeting closed to the public

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

MOTION CARRIED: 5-0-0

On motion by Mr. Drew seconded by Mr. Hill it was moved to go into closed session at 7:42 p.m.

RECORDED VOTE: Aye: Mr. Guy, Mr. Toliver, Mr. Drew, Mr. Hill and Mr. Burke
Nay: None
Abstain: None
MOTION CARRIED: 5-0-0

On motion by Mr. Drew seconded by Mr. Hill, it was moved to go out of closed session at 8:12 p.m.

RECORDED VOTE: Aye: Mr. Guy, Mr. Toliver, Mr. Drew, Mr. Hill and Mr. Burke
Nay: None
Abstain: None
MOTION CARRIED: 5-0-0

Executive Director's Report:

Mr. Whalen reports:

He, Carly Schultz, Donna Hughes and Katie Dell met with the Website Company to discuss the proposal for new website design.

Reviewed a letter to a Woolwich resident who purchased a sewer unit in 2011 who has not tied into the force main. The Solicitor is researching if the LTMUA can mandate them to tie into the forcemain.

Mr. Whalen emailed the Logan Township Administrator regarding the 322 projects. The projects are 2 years out and will discuss when the time gets closer.

Mr. Whalen is meeting with EMEX to discuss Electric Cost via reverse auction for the electric supplier. The Auction is scheduled for February 27, 2018.

Business Manager's Report:

Mrs. Schultz asks if there are any questions on her report. There were no questions.

Mrs. Schultz says John Norvilla accepted the Utility Worker position and he will be starting January 29, 2018.

Superintendent's Report:

Mr. Whalen reports:

All LTMUA employees are scheduled for CPR/AED/First Aid training at the end of February, 2018. Training on the new crane truck has been completed.

Personnel Committee Report:

None

Committee Report:

None

Old Business:

None

New Business:

None

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

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

MOTION CARRIED: 5-0-0

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

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

MOTION CARRIED: 5-0-0

On motion by Mr. Drew seconded by Mr. Hill, it was moved to adjourn the meeting at 8:13 p.m.

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

MOTION CARRIED: 5-0-0



Russell Burke, Chairman



William Drew, Secretary/Treasurer

Respectfully Submitted,



Donna Hughes, Administrative Recorder

