

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, March 19, 2014 at 7:30 PM at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

Mr. Buscher called the meeting to order with the Pledge of Allegiance to the Flag and the reading of the Open Public Meeting Act.

Roll Call:

Present: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer, Mr. Odenath

Absent: None

Also in attendance Mr. Hassett, Executive Director, Mr. Toal, Operations Manager, Mr. Wade, Solicitor and Mr. Dougherty, Engineer.

Mr. Costantino made a motion to open the floor to the public, seconded by Mr. Garvey. On voice vote, motion carried.

There was no one in the audience to address the Board.

Mr. Knott made a motion to close the floor to the public, seconded by Mr. Costantino. On voice vote, motion carried.

Minutes:

Minutes of the February meeting.

Mr. Garvey made a motion to accept the minutes of the meeting, seconded by Mr. Costantino. On voice vote, motion carried. Mr. Hartman abstained.

Correspondence:

1. From Howard Long re: Litigation Report
2. From NJEIT re: Authorization to Award
3. From Horizon BC/BS re: Dental Renewal
4. From A T & T re: Lease Agreement
5. From Pennoni re: Mt. Clement Water Storage Tank Rehab
6. From Pennoni re: Atlantic Avenue Pump Station
7. From Mayor Green re: Thank you
8. From Dave Patterson re: Minor Subdivision Application
9. From Pennoni re: Award Submission
10. To Nicole Scott re: Turn On Fee

The Board reviewed the correspondence.

Mr. Costantino made a motion to accept the correspondence, seconded by Mr. Garvey. On voice vote, motion carried unanimously.

Engineer's Report:

I. Active Projects

1. Mt. Clement Well Tank
 - a. Awarded to Worldwide Industries ("WWI") for low bid amount of \$240,400.
 - b. Work scheduled for September start.
 - c. Site coordination meeting held with WWI and cell equipment contractor for relocation of antennas.
2. Water Booster Station (PHMU 0911)
 - a. System timer adjustments for "weekend" peaks.
3. Greenwood Avenue Pump Station (PHMU 0504)
 - a. PHBMUA to proceed with improvements.
 - b. Easement from Pine Valley being negotiated by MUA.
 - c. Additional sewer improvements to eliminate redirect flow to Pine Hill.
 - d. Cost estimate for improvements: \$360,000.
 - e. Force main work by MUA staff.
 - f. 2014 construction anticipated.
4. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Awarded to Level-1 Construction for low bid amount of \$627,000.
 - b. Planning Board approved market rate town homes.
 - c. Attorney preparing Developer's Agreement with pro-rata share exhibit.

5. Tank Antenna Issues (PHMU 1300)
 - a. ATT and Verizon looking to locate on tanks.
6. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
 - a. CCMUA work started: Downstream manhole has been constructed.
 - b. Anticipated completion schedule: December 2013/March 2014.
 - c. Pennoni to bid Force Main based on CCMUA schedule (Spring 2014).
 - d. Estimated Project Cost: \$350,000.
7. Fieldstone/Glen Eyre Phase 1, Phase 2, Phase 3(PHMU 0606)
 - a. Recommend Bond release for Phase 1.
 - b. Phase 2 under construction.
 - c. Phase 3 submitted to Planning Board.
8. Castle/Karley Homes Sewer
 - a. Bank looking to finish development.

II. Other Projects

1. Third Fairway (PHMU 0708)
 - a. TWA Permits approved by NJDEP.
 - b. Water permit approved by NJDEP.
2. Pine Hill Partners (Apartments)
 - a. No recent action.
3. Possible Long Term Capital Projects for 2012/2013
 - a. Lining projects.
 - b. Valve replacements.
 - c. Fire hydrant replacements.
 - d. Eliminate Dead-end loops.
 - e. Meter replacements: investigate programs for funding.
 - f. Solar.
 - g. Odor Control at Branch Avenue.
4. Identify Funding Sources for 2012/2013
 - a. NJEITF (Loans).
 - b. Federal Sources (Loans).
 - c. Private Financing (other utilities).
 - d. Municipal Acquisitions, McLean, Virginia.
 - e. USDA grant program.

Mr. Dougherty reviewed his report with the Board.

Mr. Hartman made a motion to accept the Engineer's Report, seconded by Mr. Garvey.

On voice vote, motion carried.

Solicitor's Report:

Mr. Wade stated that he had no report.

Mr. Garvey made a motion to accept the Solicitor's Report, seconded by Mr. Knott. On voice vote, motion carried.

Operations Manager's Report:

The Board reviewed Mr. Toal's Report.

Mr. Hartman made a motion to accept the Operations Manager's Report, seconded by Mr. Garvey. On voice vote, motion carried.

Executive Director's Report:

Mr. Hassett stated that Mount Construction came back with the invoice for the emergency repair at Erial Road at a cost of \$30,000.00. After a discussion with Mount, they lowered the cost by \$3,000.00 bringing the final cost to \$27,000.00. The Board discussed the work that was involved. Mr. Hassett stated that we had a new counter and bullet proof glass installed in the office.

Mr. Knott made a motion to accept the Executive Director's Report, seconded by Mr. Garvey. On voice vote, motion carried.

New Business:

None

Old Business:

None

Resolutions:

Resolution #14-36

WHEREAS, the Pine Hill Borough Municipal Utilities Authority has determined the water main breaks had to be repaired on an emergency basis; and

WHEREAS, it will be necessary to appropriate the funds from the Water Renewal and Replacement Fund in order to fund the water main repairs.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$48,000.00 from the Water Renewal and Replacement Fund, which is required for the payment to vendors for the emergency water repairs, is hereby authorized; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and that certified copies of this resolution be forwarded without delay to the Authority Trustee, Secretary/Treasurer and Financial Clerk.

Mr. Costantino made a motion to accept the resolution, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, .Mr. Knott

Nays: None

Abstain: None

Resolution #14-37

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2013/2014 Authority Water Budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted.

NOW THEREFORE BE IT RESOLVED, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be effected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

APPROPRIATION TITLE	FROM	TO
Engineer Fees	\$8,000.00	
Legal Fees		\$8,000.00
Total	\$8,000.00	\$8,000.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Costantino made a motion to accept the resolution, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, .Mr. Knott

Nays: None

Abstain: None

Resolution #14-38

Whereas, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2013/2014 Authority Sewer Budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted.

NOW THEREFORE BE IT RESOLVED, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be effected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

APPROPRIATION TITLE	FROM	TO
Engineer Fees	\$8,000.00	
Legal Fees		\$8,000.00
Total	\$8,000.00	\$8,000.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Knot made a motion to accept the resolution, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, .Mr. Knott

Nays: None

Abstain: None

Resolution #14-39

CORRECTIVE ACTION PLAN

Pine Hill Municipal Sewer Utility Authority, County of Camden

Date of Audit Report: February 5, 2014

Date of Plan: March 12, 2014

Finding No. 2013-1

Condition

The computerized general ledger cash balances as of July 31, 2013 do not agree to the reconciled cash balances per the subsidiary bank reconciliations.

Analysis

The Executive Director and the Office Manager have reviewed this issue.

Corrective Action

The Authority will look at the general ledger and cross reference of the accounts to resolve this issue.

Implementation Date

The review of the accounts has taken place and adjustments to the cross reference accounts have been made to correct this issue.

Mr. Hartman made a motion to accept the resolution, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, .Mr. Knott

Nays: None

Abstain: None

Resolution #14-40

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

3920000-0 \$.18 11 Gristmill Lane Penalty Adjustment

Resolution #14-41

Sewer

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

3920000-0 \$.76 11 Gristmill Lane Penalty Adjustment

Mr. Costantino made a motion to accept the billing adjustments, seconded by Mr. Knott.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-42

Water Operating

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

MC 5134	91.57	Verizon	R/M - System
5135	8,349.14	Atlantic City Electric	Utilities - Operating
5135	298.61	Atlantic City Electric	Utilities - Office
5136	38.19	Alpha Message Center	R/M - Office
5137	11,930.00	AmeriHealth Insurance Co	Health Insurance
5138	147.20	Aramark Uniform Services	Supplies - Operating
5138	25.00	Aramark Uniform Services	Supplies - Office
5139	220.00	BEP Labs	Laboratory Testing
5140	20,450.00	Bowman & Company	Audit & Accounting Fees
5141	12.50	C & C Computer Designs	Supplies - Office
5142	417.19	CITGO Fleet	Automotive Expense
5145	58.20	Debbie Corson	Health Insurance
5146	441.41	Courier Post	Supplies - Office
5148	631.30	Coyne Chemical	Chemicals
5149	54.00	Central Security Services	R/M - Office
5149	60.00	Central Security Services	R/M - Building
5150	69.93	Fairlite Electric Supply	Supplies - Operating
5151	22.50	Flowers & Gifts	Supplies - Office
5152	37.35	Thomas Hassett-Admini	T/E Administrative

5153	9.00	Thomas Hassett	Health Insurance
5154	378.65	Horizon BC/BS	Health Insurance
5155	127.88	Intercounty Newspaper Group	Supplies - Office
5157	2,428.48	Wade,Long,Wood,Kennedy	Legal Fees
5158	1,366.06	Lou & Son Used Car Sales	Automotive Expense
5160	233.50	MGL Printing Solutions	Supplies - Office
5162	29.76	Elmerinda Narducci	Health Insurance
5163	80.26	Nextel/Sprint	Telephone - Operating
5164	19,695.93	New Jersey American Water	Water Agreements
5165	148.75	NJDMV	Automotive Expense
5166	74.88	Office Basics	Supplies - Office
5167	43.98	One Call Concepts	R/M - System
5168	1,137.75	Pennoni Engineers	Engineer Fees
5169	467.72	Public Employee Retire Sys	PERS
5170	35,122.20	Pine Hill MUA	PERS
5171	285.07	Pine Hill Hardware	Supplies - Operating
5173	27.00	ProGas	Chemicals
5174	262.50	Rio Supply	Supplies - Operating
5175	525.00	Rutgers, The State University	T/E Administrative
5176	92.21	Sam's Club	Supplies - Office
5176	36.77	Sam's Club	Supplies - Operating
5177	287.00	Sheraton	T/E Administrative
5178	852.37	South Jersey Gas Co	Utilities - Operating
5178	99.55	South Jersey Gas Co	Utilities - Office
5179	60.00	SNJ NIGP	T/E Administrative
5180	947.50	Vanver Remodeling	Supplies - Office
5181	91.42	Verizon	R/M - System
5182	38.84	Xerox Co	Supplies - Office
5183	375.88	Xtel Communications	Telephone - Office
5183	161.08	Xtel Communications	Telephone - Operating

Resolution #14-43

Water Renewal & Replacement

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

5161	26,146.91	Mount Construction	Water Main Repairs-Const
5168	4,679.29	Pennoni Engineers	Engineer Fees
5172	3,945.00	Pioneer Pipe Contractors	Water Main Repairs-Const

Mr. Costantino made a motion to accept the payment of all water bills to be found true and correct, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Resolution #14-44

Sewer Operating

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

MC 5134	149.35	Verizon	R/M - System
5135	4,228.41	Atlantic City Electric	Utilities - Operating
5136	38.19	Alpha Message Center	R/M - Office
5137	7,953.32	AmeriHealth Insurance Co	Health Insurance
5140	18,450.00	Bowman & Company	Audit & Accounting Fees
5141	12.50	C & C Computer Designs	Supplies - Office
5142	417.18	CITGO Fleet	Automotive Expense
5143	21,780.00	Clementon Sewer Utility	Transmittal Agreements

5144	125.77	Comcast	Supplies - Office
5145	38.80	Debbie Corson	Health Insurance
5146	441.40	Courier Post	Supplies - Office
5147	160.00	CoverAll of Philadelphia	R/M - Office
5149	54.00	Central Security Services	R/M - Office
5149	60.00	Central Security Services	R/M - Building
5150	69.92	Fairlite Electric Supply	Supplies - Operating
5151	22.50	Flowers & Gifts	Supplies - Office
5152	37.35	Thomas Hassett-Admini	T/E Administrative
5153	6.00	Thomas Hassett	Health Insurance
5153	100.00	Thomas Hassett	Miscellaneous - Office
5154	252.43	Horizon BC/BS	Health Insurance
5155	127.88	Intercounty Newspaper Group	Supplies - Office
5156	9,786.00	Lindenwold Sewer Utility	Transmittal Agreements
5157	1,481.87	Wade,Long,Wood,Kenedy	Legal Fees
5158	1,366.05	Lou & Son Used Car Sales	Automotive Expense
5159	28.00	Lethal Pest Solutions	R/M - Office
5160	233.50	MGL Printing Solutions	Supplies - Office
5162	19.84	Elmerinda Narducci	Health Insurance
5163	80.25	Nextel/Sprint	Telephone - Operating
5165	148.75	NJDMV	Automotive Expense
5166	74.87	Office Basics	Supplies - Office
5167	43.98	One Call Concepts	R/M - System
5168	358.00	Pennoni Engineers	Engineer Fees
5169	467.72	Public Employee Retire Sys	PERS
5170	23,414.80	Pine Hill MUA	PERS
5171	285.07	Pine Hill Hardware	Supplies - Operating
5175	525.00	Rutgers, The State University	T/E Administrative
5176	92.20	Sam's Club	Supplies - Office
5176	36.76	Sam's Club	Supplies - Operating
5177	143.50	Sheraton	T/E Administrative
5178	47.11	South Jersey Gas Co	Utilities - Operating
5178	105.29	South Jersey Gas Co	Utilities - Office
5179	60.00	SNJ NIGP	T/E Administrative
5180	947.50	Vanver Remodeling	Supplies - Office
5181	149.21	Verizon	R/M - System

Resolution #14-45

Sewer General

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

5168 9,394.22 Pennoni Engineers Engineer Fees

Mr. Costantino made a motion to accept the payment of all sewer bills to be found true and correct, seconded by Mr. Garvey.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Mr. Garvey made a motion to adjourn the meeting, seconded by Mr. Knott.

On voice vote, motion carried unanimously. Meeting adjourned at 8:00 PM.

Respectfully submitted,

Debra Corson
Recording Secretary