

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, April 16, 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. Greer, Mr. Odenath

Absent: Mr. Knott

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

Mr. Costantino made a motion to excuse Mr. Knott, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Hartman made a motion to seat Mr. Greer, seconded by Mr. Costantino. On voice vote, motion carried.

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

Minutes:

Minutes of the March meeting.

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

Correspondence:

1. From Dave Patterson re: PHMUA Planning Board Application
2. From Audubon Savings re: Account Relationship
3. From Bank of NY Mellon re: Trustee Fees
4. To Curtis Cascarino re: Water Shut Off
5. From Pat Garvey re: Office Cleaning Service
6. From Pat Garvey re: Uniform Service
7. From NJDEP re: Capacity to Supply Future Development
8. FYI - Planning Board Notice
9. From Remington & Vernick re: Atlantic Avenue Pump Station
10. To Dave Parks re: 80 Little Mill Road – Sewer Connection
11. From Pennoni re: The Greens at Pine Hill
12. To Jim Mallon re: Residential Real Estate Off-Site Conditions

The Board reviewed the correspondence. Mr. Costantino commented on the letter from Audubon Savings Bank; Mrs. Corson is reviewing the future cost and will provide the Board with more information.

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. Preconstruction meeting on April 14, 2014.
 - b. Awarded to Level-1 Construction for low bid amount of \$627,000.
 - c. Planning Board approved market rate town homes.
 - d. 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. The Board discussed solar energy for the Authority. Mr. Long stated that Gloucester Township Municipal, Schools and Municipal Utilities partnered for their solar panels.

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

Solicitor's Report:

Mr. Long stated that his report is for Executive Session.

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 he wanted to thank John and the Maintenance guys for doing a great job installing a hydrant in Bromley; which they are paying the Authority for doing the work. The Planning Board approved the minor subdivision for the Atlantic Avenue pump station. A T & T also received approval for installation of their cell antenna on Mt. Clement Tower. May 5th our

men will start flushing the fire hydrant. Also on May 5th, I will be away for a week, Mrs. Corson will be away for 3 weeks and Pat will be in charge of the office.

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

New Business:

None

Old Business:

None

Resolutions:

Resolution #14-46

WHEREAS, the Pine Hill Municipal Borough Utilities Authority ("PHMUA") requested Quotes to provide Uniform Service and Floor Mats for its Maintenance Department for a period of two (2) years; and

WHEREAS, the lowest quote submitted was by Acme Uniforms, 420 Howell Street, Bristol, PA, in the amount of \$2,500.00; and

WHEREAS, funds are available for the award of this quote as set forth in the Certification of Funds attached hereto and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby awards the Quote for Uniform Rental Service for the Authority Maintenance Department to ACME Uniforms, in the amount of \$2,500.00.

BE IF FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute any and all documents to effectuate the commencement of this Contract for these services.

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. Greer

Nays: None

Abstain: None

Resolution #14-47

WHEREAS, the Pine Hill Municipal Borough Utilities Authority ("PHMUA") requested Quotes to provide cleaning services for its Administrative Building for a twelve month period; and

WHEREAS, the lowest quote submitted was by CNS Cleaning Company, 501 Cambria Avenue, Suite 131, Bensalem, PA, in the amount of \$1,800.00; and

WHEREAS, funds are available for the award of this quote as set forth in the Certification of Funds attached hereto and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby awards the Quote for office cleaning services at the Authority Administration Building to CNS Cleaning Company, in the amount of \$1,800.00.

BE IF FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute any and all documents to effectuate the commencement of this Contract for these services.

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. Greer

Nays: None

Abstain: None

Resolution #14-48

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

3336000-0	\$	111.60	25 Richards Ave	Reverse Double Bill- 36T Gals
4130000-6	\$	17.50	621 Renaissance Drive	Remove fee- No meter installed
4130000-7	\$	17.50	622 Renaissance Drive	Remove fee- No meter installed
4130000-8	\$	17.50	623 Renaissance Drive	Remove fee- No meter installed
4130000-12	\$	17.50	627 Renaissance Drive	Remove fee- No meter installed
4130000-13	\$	17.50	628 Renaissance Drive	Remove fee- No meter installed
4130000-14	\$	17.50	629 Renaissance Drive	Remove fee- No meter installed

4130000-15	\$	17.50	631 Renaissance Drive	Remove fee- No meter installed
4130000-16	\$	17.50	632 Renaissance Drive	Remove fee- No meter installed
4130000-17	\$	17.50	633 Renaissance Drive	Remove fee- No meter installed
4130000-18	\$	17.50	634 Renaissance Drive	Remove fee- No meter installed
4130000-19	\$	17.50	635 Renaissance Drive	Remove fee- No meter installed
4130000-20	\$	17.50	636 Renaissance Drive	Remove fee- No meter installed
4130000-21	\$	17.50	637 Renaissance Drive	Remove fee- No meter installed
4130000-22	\$	17.50	638 Renaissance Drive	Remove fee- No meter installed
4130000-23	\$	17.50	639 Renaissance Drive	Remove fee- No meter installed
879000-0	\$	17.50	73 W Hickstown Rd	Inactive 3/28/14- Off/Demolished

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-49

Sewer

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

879000-0	\$	51.01	73 W Hickstown Rd	Inactive 3/28/14- Bill Adjustment
879000-0	\$.04	73 W Hickstown Rd	Inactive 3/28/14- Balance Adjustment

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-50

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 5184	730.02	Deptford BMEU Postmaster	Supplies - Office
5185	8,846.03	Atlantic City Electric	Utilities - Operating
5186	127.56	All Industrial Safety Products	Supplies - Operating
5187	54.75	Alpha Message Center	R/M - Office
5188	12,603.34	AmeriHealth Insurance Co	Health Insurance
5190	20.00	Authenticom Services	Supplies - Office
5191	52.37	Barton Supply	Supplies - Operating
5192	1,420.00	BEP Labs	Laboratory Testing
5193	1,712.50	Berlin Glass & Mirror	Supplies - Office
5194	1,587.00	C & C Computer Designs	Supplies - Office
5194	443.00	C & C Computer Designs	Supplies - Operating
5196	195.98	Citgo Fleet	Automotive Expense
5197	119.90	Comcast	Supplies - Office
5199	36.00	Debbie Corson	Health Insurance
5200	160.00	CoverAll of Philadelphia	R/M - Office
5201	502.90	Coyne Chemical	Chemicals
5202	42.84	Thomas Hassett-Administ	Miscellaneous - Operating
5202	37.35	Thomas Hassett-Administ	T/E Administrative
5203	100.00	Thomas Hassett	Miscellaneous - Office
5203	48.00	Thomas Hassett	Health Insurance
5204	378.65	Horizon BC/BS	Health Insurance
5205	34.57	John Toal (Petty Cash)	Supplies - Operating
5205	2.25	John Toal (Petty Cash)	Supplies - Office
5206	993.70	Wade,Long,Wood,Kennedy	Legal Fees
5207	28.00	Lethal Pest Solutions	R/M - Office

5208	18.00	Elmerinda Narducci	Health Insurance
5209	80.26	Nextel/Sprint	Telephone - Operating
5210	19,089.11	New Jersey American Water	Water Agreements
5211	437.00	NJ PWT	State Water Tax
5212	10,038.73	NJ Utilities Authority JIF	Insurance
5213	127.33	Office Basics	Supplies - Office
5214	81.92	One Call Concepts	R/M - System
5215	13.21	Pine Hill MUA	PERS
5216	115.50	Pine Hill Hardware	Supplies - Operating
5219	8,622.00	Rio Supply	Meters/Connections
5219	80.00	Rio Supply	Supplies - Operating
5220	368.49	South Jersey Gas Co	Utilities - Operating
5221	130.20	George Smith	Health Insurance
5222	45.00	SNJ NIGP	T/E Administrative
5223	174.50	Terminix	R/M - Building
5224	67.50	John Toal	Supplies - Operating
5225	91.42	Verizon	R/M - System
5226	62.21	Xerox Corp	Supplies - Office

Resolution #14-51

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.

5217	1,985.00	Pioneer Pipe Contractors	Water Main Repairs-Construct
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Mr. Hartman made a motion to accept the payment of all water bills to be found true and correct, seconded by Mr. Costantino.

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-52

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 5184	730.02	Deptford BMEU Postmaster	Supplies - Office
5185	3,892.90	Atlantic City Electric	Utilities - Operating
5185	282.58	Atlantic City Electric	Utilities - Office
5186	85.04	All Industrial Safety Products	Supplies - Operating
5187	54.74	Alpha Message Center	R/M - Office
5188	8,402.23	AmeriHealth Insurance Co	Health Insurance
5189	119.90	Aramark Uniforms	Supplies - Operating
5189	25.00	Aramark Uniforms	Supplies - Office
5190	20.00	Authenticom Services	Supplies - Office
5193	1,712.50	Berlin Glass & Mirror	Supplies - Office
5194	1,443.00	C & C Computer Designs	Supplies - Office
5194	347.00	C & C Computer Designs	Supplies - Operating
5195	85.50	Camden County MUA	Supplies - Office
5195	85.50	Camden County MUA	Supplies - Operating
5196	195.98	Citgo Fleet	Automotive
5198	2,568.63	Consolidated Rail Corp	Railroad Rental
5199	24.00	Debbie Corson	Health Insurance
5202	42.84	Thomas Hassett-Administ	Miscellaneous - Operating
5202	37.35	Thomas Hassett-Administ	T/E Administrative
5203	32.00	Thomas Hassett	Health Insurance
5204	252.43	Horizon BC/BS	Health Insurance

5205	34.57	John Toal (Petty Cash)	Supplies - Operating
5205	2.24	John Toal (Petty Cash)	Supplies - Office
5206	1,057.40	Wade,Long,Wood,Kennedy	Legal Fees
5208	12.00	Elmerinda Narducci	Health Insurance
5209	80.25	Nextel/Sprint	Telephone - Operating
5212	10,038.73	NJ Utilities Authority JIF	Insurance
5213	127.32	Office Basics	Supplies - Office
5214	81.92	One Call Concepts	R/M - System
5215	13.20	Pine Hill MUA	PERS
5216	115.49	Pine Hill Hardware	Supplies - Operating
5218	27.00	ProGas	Chemicals
5220	23.81	South Jersey Gas Co	Utilities - Operating
5220	90.72	South Jersey Gas Co	Utilities - Office
5221	86.80	George Smith	Health Insurance
5222	45.00	SNJ NIGP	T/E Administrative
5223	174.50	Terminix	R/M - Building
5224	67.50	John Toal	Supplies - Operating
5225	151.22	Verizon	R/M - System
5226	38.84	Xerox Corp	Supplies - Office
5227	476.04	Xtel Communications	Telephone - Office
5227	64.91	Xtel Communications	Telephone - Operating

Mr. Greer 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. Greer

Nays: None

Abstain: None

Resolution #14-53

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHBMUA”) is subject to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq. (“Act”) which requires that its meetings be open to the general public; and

WHEREAS, Section 10:4-12 of the Act permits the Authority to go into closed session, which is not open to the general public, for certain limited purposes enumerated in that Section; and

WHEREAS, the Authority hereby desires to adopt this Resolution to go into closed session at this time in order to: [*Check all that apply*]

_____ Discuss matters deemed confidential by express provision of Federal or State Law or Rule of Court;

_____ Discuss matters in which release of the information would impair a right to receive funds from the United States Government;

_____ Discuss matters the disclosure of which constitutes an unwarranted invasion of individual privacy, including but not limited to, information relative to an individual’s personal or family circumstances and any material relating to medical, rehabilitation, custodial, or child protection issues;

_____ Discuss Collective Bargaining Agreements;

_____ Discuss any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if disclosed;

_____ Discuss any tactics and techniques utilized in protecting the safety and property of the public if disclosure would impair such protection and/or any investigations or violations or possible violations of the law;

_____ Discuss any pending or anticipated litigation or contract negotiation (other than collective bargaining) in which the Authority is or may become a party and/or any matters falling within the attorney-client privilege; and/or

_____ Discuss any matter involving the appointment, termination, terms and conditions of employment, evaluation of performance of, any specific prospective or current public officer or employee of the Authority;

Related to: [*Must Fill in Specifics*] _____;

WHEREAS, the Authority believes that the matters discussed in closed session will be disclosed to the general public if and when the Board of Commissioners of the Authority will need to adopt a further resolution taking action on such matters as may be required under the County Improvement Authority Act, N.J.S.A. 40:37A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby resolves to go into closed session for the reasons articulated above immediately after passage of this Resolution. This Resolution shall be kept on file for public inspection in accordance with statutory provisions.

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

Mr. Hartman and Mr. Garvey had reclude themselves from Union Contract discussion and Closed Session.

Mr. Greer made a motion to come out of Executive Session, seconded by Mr. Costantino. On voice vote, motion carried. Mr. Odenath was seated for Mr. Hartman.

Second Recall:

Present: Mr. Buscher, Mr. Costantino, Mr. Greer, Mr. Odenath

Excused: Mr. Hartman, Mr. Garvey

Mr. Hassett stated that he had spoken to Mrs. Warrington concerning an addition to the contract; that we currently give an additional \$.50 per hour for each license but if for some reason they fail to keep that license up; we want that \$.50 back.

Resolution #14-54

Mr. Costantino made a motion to approve the Memorandum of Understanding with the addition of requiring that all license be kept current, seconded by Mr. Buscher.

Roll Call:

Ayes: Mr. Buscher, Mr. Costantino, Mr. Greer, Mr. Odenath

Nays: None

Abstain: None

Resolution #14-55

Mr. Costantino made a motion authorize to incorporate the changes in the Memorandum of Understanding in a Collective Bargaining Agreement and to ratify the Collective Bargaining Agreement between the Pine Hill Borough MUA and AFSCME/AFL-CIO District Council 71, Local 3303E from August 1, 2013 to July 31, 2017, seconded by Mr. Odenath.

Roll Call:

Ayes: Mr. Buscher, Mr. Costantino, Mr. Greer, Mr. Odenath

Nays: None

Abstain: None

Mr. Costantino made a motion to adjourn the meeting, seconded by Mr. Odenath.
On voice vote, motion carried unanimously. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Debra Corson
Recording Secretary