

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, May 21, 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. Christopher Long, Solicitor and Mr. DeLizza, Engineer.

Mr. Michael Welding, Bowman and Company, reviewed the 2015 Water and Sewer Budgets with the Board.

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

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

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

Minutes:

Minutes of the April and Executive Session meeting.

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

Correspondence:

1. From Pat Garvey re: Fire Hydrant Quotes
2. From Pat Garvey re: Generator Services
3. From Edmunds re: Guts and Glory 5K Run
4. From Pennoni re: Atlantic Avenue Pump Station Professional Services
5. From Pennoni re: Mt Clement Standpipe Professional Services
6. From Pennoni re: Greenwood Avenue Pump Station Professional Services
7. To Jim Mallon re: Atlantic Ave Pump Station Construction Fees
8. From Pennoni re: Lake Avenue Glen Eyre Phases
9. From NJDEP re: Compliance Inspection ID#0428002
10. From NJDEP re: Compliance Inspection ID#5335

The Board reviewed the correspondence.

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

Resolution #14-58

Mr. Costantino made a motion to advertise in the Guts and Glory 5K Run Program, seconded by Mr. Knott

Roll Call:

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

Nays: None

Abstain: None

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. Magness & Sons coordinating with WWI for relocation of cell equipment for all carriers except T-Mobile/Metro. T-Mobile/Metro contractor unknown at this time.
2. Greenwood Avenue Pump Station (PHMU 0504)

- a. Pennoni designing 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.
3. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
    - a. Preconstruction meeting held April 14, 2014.
    - b. Notice to Proceed effective April 29.
    - c. Level 1 obtaining building permits.
    - d. Attorney preparing Developer's Agreement with pro-rata share exhibit.
  4. Water Booster Station (PHMU 0911)
    - a. System timer adjustments for "weekend" peaks.
  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 CCMUA completion schedule: December 2013/March 2014.
    - c. Project anticipated for 2015 construction.
    - 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. DeLizza reviewed his report with the Board.

Mr. Knott made a motion to accept the Engineer's Report, seconded by Mr. Costantino.

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. Costantino. On voice vote, motion carried.

Executive Director's Report:

Third Fairway, which was supposed for the ground next to Mansions, has been sold to Trump.

The area off Osborne Avenue, which was supposed to be Abbie Glen, has been sold to Pine Valley. St. Edwards was sold to Seventh Day Adventist Church.

Mr. Hartman 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 #14-59

WHEREAS, the Annual Budget and Capital Budget for the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2014 and ending, July 31, 2015 has been presented before the governing body of the Pine Hill Water Utility Authority at its open public meeting of May 21, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,371,350.00, Total Appropriations, including any Accumulated Deficit if any, of \$1,471,350.00 and Total Unrestricted Net Assets utilized of \$100,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$42,000.00 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$42,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pine Hill Municipal Utilities Authority, at an open public meeting held on May 21, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Pine Hill Water Utility Authority for the fiscal year beginning, August 01, 2014 and ending, July 31, 2015 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Water Utility Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 16, 2014.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-60

WHEREAS, the Annual Budget and Capital Budget for the Pine Hill Sewer Utility Authority for the fiscal year beginning, August 1, 2014 and ending, July 31, 2015 has been presented before the governing body of the Pine Hill Sewer Utility Authority at its open public meeting of May 21, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 920,0000.00, Total Appropriations, including any Accumulated Deficit if any, of \$ 980,165.00 and Total Unrestricted Net Assets utilized of \$60,165.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$145,000.00 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$145,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of

bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pine Hill Sewer Utility Authority, at an open public meeting held on May 21, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Pine Hill Sewer utility Authority for the fiscal year beginning, August 1, 2014 and ending, July 31, 2015 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Sewer Utility Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 16, 2014.

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 #14-61

WHEREAS, the Pine Hill Borough Utilities Authority has requested quotes for fire hydrants to replace existing hydrants in the system; and

WHEREAS, the lowest quote submitted in accordance with the specifications for the fire hydrants was by Water Works Supply in the amount of Thirteen Thousand Four Hundred Thirty Five Dollars and Seventy Five Cents (13, 435.75); and

WHEREAS, funds are available for the award of this quote as set forth on the Certification 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 fire hydrants to Water Works Supply in accordance with the proposals submitted.

BE IT FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute the purchase with Water Works Supply for this purpose.

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

Roll Call:

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

Nays: None

Abstain: None

#### Resolution #14-62

WHEREAS, Atlantic Switch & Generator has provided the lowest bid for maintenance services to the Pine Hill Municipal Borough Utilities Authority ("PHBMUA") on various identified equipment; and

WHEREAS, a two (2) year Contract beginning June 1, 2014, has been provided to the Authority to provide these services, at a cost of \$1,900.00 per year, unless additional services are required; and

WHEREAS, the Commissioners for the Authority have reviewed said Proposal and have determined that same should be approved in order to continue the maintenance on its identified necessary equipment, said Proposal attached hereto and incorporated by reference herein; and

WHEREAS, funds are available in the Authority budget for the payment of these services as set forth on the Certification of Funds attached hereto and incorporated by reference herein..

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby agree to award the Maintenance Contract with Atlantic Switch & Generator, in the amount of \$1,900.00 to provide maintenance service on the identified equipment set forth in the Proposal attached hereto.

BE IT FURTHER RESOLVED that the appropriate Authority Official is authorized to sign the Contract for this maintenance work.

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-63

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 5228	532.28	CITGO Fleet	Automotive
MC 5229	229.77	Deptford BMEU Postmaster	Supplies - Office
5230	291.13	Atlantic City Electric	Utilities - Office
5230	6,808.55	Atlantic City Electric	Utilities - Operating
5231	59.16	Acme Uniforms	Supplies - Operating
5231	18.50	Acme Uniforms	Supplies - Office
5232	45.61	Alpha Message Center	R/M - Office
5233	11,256.65	AmeriHealth Insurance	Health Insurance
5234	412.24	Aramark Uniform Services	Supplies - Operating
5234	25.00	Aramark Uniform Services	Supplies - Office
5235	2,372.98	The Bank of New York	Trustee
5236	220.00	BEP Labs	Laboratory Testing
5237	125.00	Crohn's & Colitis Foundation	Miscellaneous - Office
5238	382.86	CITGO Fleet	Automotive
5240	27.00	Debbie Corson	Health Insurance
5241	16.86	Courier Post	Supplies - Office
5242	11.03	Debbie Corson Petty Cash	Supplies - Office
5242	11.03	Debbie Corson Petty Cash	Supplies - Operating
5244	110.00	Deptford BMEU Postmaster	Supplies - Office
5245	111.00	Joseph Donohue	Health Insurance
5246	177.00	Patricia Garvey	Health Insurance
5247	111.00	Michael Grogan	Health Insurance
5248	111.00	Dave Harris	Health Insurance
5249	71.38	Thomas Hassett-Admin	T/E - Administrative
5250	27.00	Thomas Hassett	Health Insurance
5250	170.11	Thomas Hassett	Supplies - Operating
5251	180.04	HD Supply Waterworks	Supplies - Operating
5252	378.65	Horizon BC/BS	Health Insurance
5253	484.35	Kennedy Marketing Co	Hydrant Maintenance
5255	136.00	Max Graphics	Supplies - Operating
5256	27.42	Elmerinda Narducci	Health Insurance
5257	80.22	Nextel/Sprint	Telephone - Operating
5258	19,695.93	New Jersey American Water	Water Agreements
5259	38.00	One Call Concepts	R/M - System
5260	877.50	Pennoni Associates	Engineer Fees
5261	670.00	Pine Hill Printing	Supplies - Office
5262	129.06	Pine Hill Hardware	Supplies - Operating
5263	27.00	ProGas Inc	Chemicals
5264	157.50	Quality Landscaping	R/M - Office
5264	145.00	Quality Landscaping	R/M - Building

5266	25.00	Rio Supply	Supplies - Operating
5267	7.49	Sam's Club	Supplies - Office
5267	13.45	Sam's Club	Supplies - Operating
5268	66.66	South Jersey Gas Co	Utilities - Office
5268	209.84	South Jersey Gas Co	Utilities - Operating
5269	50.00	George Smith	Health Insurance
5270	30.00	Treasurer, New Jersey	Supplies - Operating
5271	99.30	Verizon	R/M - System
5272	161.00	Deborah Warrington	Health Insurance
5273	180.00	West and The Thomson Corp	Supplies - Office
5274	38.84	Xerox Corp	Supplies - Office
5275	481.14	Xtel Communications	Telephone - Office
5275	65.61	Xtel Communications	Telephone - Operating

Resolution #14-64

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.

5260	1,974.94	Pennoni Associates	Mt. Clement Rehab/Eng
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Mr. Costantino made a motion to accept the payment of all water bills to be found true and correct, seconded by Mr. Hartman.

Roll Call:

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

Nays: None

Abstain: Mr. Hartman, Mr. Garvey

Resolution #14-65

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 5228	532.27	CITGO Fleet	Automotive
MC 5229	229.77	Deptford BMEU Postmaster	Supplies - Office
5230	3,637.95	Atlantic City Electric	Utilities - Operating
5231	59.14	Acme Uniforms	Supplies - Operating
5231	18.50	Acme Uniforms	Supplies - Office
5232	45.61	Alpha Message Center	R/M - Office
5233	7,504.42	AmeriHealth Insurance	Health Insurance
5234	292.34	Aramark Uniform Services	Supplies - Operating
5237	125.00	Crohn's & Colitis Foundation	Miscellaneous - Office
5238	382.86	CITGO Fleet	Automotive
5239	119.90	Comcast	Supplies - Office
5240	68.00	Debbie Corson	Health Insurance
5241	16.85	Courier Post	Supplies - Office
5242	11.03	Debbie Corson PettyCash	Supplies - Office
5242	11.02	Debbie Corson PettyCash	Supplies - Operating
5243	318.40	Deltronics Corporation	R/M - System
5244	110.00	Deptford BMEU Postmaster	Supplies - Office
5245	74.00	Joseph Donohue	Health Insurance
5246	168.00	Patricia Garvey	Health Insurance
5247	74.00	Michael Grogan	Health Insurance
5248	74.00	Dave Harris	Health Insurance
5249	71.38	Thomas Hassett-Admin	T/E - Administrative
5250	18.00	Thomas Hassett	Health Insurance
5250	100.00	Thomas Hassett	Miscellaneous - Office

5252	252.43	Horizon BC/BS	Health Insurance
5254	28.00	Lethal Pest Solutions	R/M - Office
5255	136.00	Max Graphics	Supplies - Operating
5256	18.27	Elmerinda Narducci	Health Insurance
5257	80.22	Nextel/Sprint	Telephone - Operating
5259	38.00	One Call Concepts	R/M - System
5260	270.00	Pennoni Associates	Engineer Fees
5262	129.06	Pine Hill Hardware	Supplies - Operating
5264	157.50	Quality Landscaping	R/M - Office
5264	370.00	Quality Landscaping	R/M - Building
5266	25.00	Rio Supply	Supplies - Operating
5267	7.49	Sam's Club	Supplies - Office
5267	13.44	Sam's Club	Supplies - Operating
5268	23.01	South Jersey Gas Co	Utilities - Operating
5271	151.28	Verizon	R/M - System
5272	74.00	Deborah Warrington	Health Insurance
5273	180.00	West and The Thomson Corp	Supplies - Office

Resolution #14-66

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.

5260	516.50	Pennoni Associates	Greenwood Ave P/S Eng
5260	2,836.25	Pennoni Associates	Atlantic Ave P/S Eng
5265	966.75	Remington & Vernick	Atlantic Ave P/S Eng

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

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

On voice vote, motion carried unanimously. Meeting adjourned at 7:55 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary







