

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

Absent: None

Also in attendance Mr. Hassett, Executive Director, Mr. Long, 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 June meeting.

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

Correspondence:

1. Pine Hill Redevelopment re: Phase II Bond Release Request
2. To Crown Pipeline re: Sewer Vent Repairs
3. To Tree Masters re: Meter Box, Lid and Sewer Vent Cover
4. From Borough of Pine Hill re: Cellco Partnership
5. FYI: Updated Contact Information
6. FYI: Updated Professional Contact Information
7. From Pennoni re: Greenwood Pump Station
8. From Pennoni re: Atlantic City Electric
9. To Pine Hill Diner re: Payment
10. From Pennoni re: Level I Construction Payment
11. From Pine Hill Redevelopment re: Glen Eyre Phase III
12. From Pennoni re: Glen Eyre Phase II Bond Reduction

The Board reviewed the correspondence.

Mr. Hartman made a motion to accept the correspondence, seconded by Mr. Knott.

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. Scheduling preconstruction meeting for July.
  - d. Magness & Sons coordinating with WWI for relocation of cell equipment for all carriers except T-Mobile/Metro.
  - e. T-Mobile/Metro coordinating with PHBMUA Attorney.
2. Greenwood Avenue Pump Station (PHMU 0504)
  - a. Receive bids July 16.
  - b. Additional sewer improvements to eliminate redirect flow to Pine Hill.
  - c. Easement from Pine Valley being negotiated by MUA. Pennoni provided revised plans as requested by Pine Valley.
  - d. Force main work by MUA staff.
  - e. Pennoni preparing application for NJDEP Permit for freshwater wetlands utility crossing in Pine Valley easement.
3. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)

- a. Notice to Proceed effective April 29.
- b. Site clearing completed. Force main on Atlantic Avenue installed.
- c. Level-1 coordinating with Atlantic City Electric for power to site (MUA to request fee waiver).
- d. Pennoni coordinating with Atlantic City Electric on conflict at proposed manhole.
- e. Attorney preparing Developer's Agreement with pro-rata share exhibit.
4. Tank Antenna Issues (PHMU 1300)
  - a. ATT and Verizon looking to locate on tanks.
5. 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.
6. Water Booster Station (PHMU 0911)
  - a. System timer adjustments for "weekend" peaks.
7. Fieldstone/Glen Eyre Phase 1, Phase 2, Phase 3 (PHMU 0606)
  - a. Recommend Bond release for Phases 1 and 2.
  - b. Phase 3 approved by 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 reviewed the bids submitted for the Greenwood Avenue Pump Station. The Board decided to hold the bids for further review.

Mr. Costantino 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 the Verizon lease is provided for approval tonight. Also I have provided resolutions for the Performance Bond reduction for Glen Eyre Phase II and the Performance Bond for Glen Eyre Phase III based on the Engineer's recommendation.

Mr. Costantino made a motion to accept the Solicitor's Report, seconded by Mr. Garvey. 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.

### New Business:

Mr. Hassett stated the Pine Hill Diner is delinquent on his payment agreement. The balance on their account today is \$3,409.25. The Board reviewed the options to collect the delinquent balance. Mr. Hassett and Mr. Long will review the account.

Old Business:

None

Resolutions:

Resolution #14-77

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“Authority” and/or “PHMUA”) has negotiated a lease agreement with Cellco Partnership for the placement of communications equipment on a Tower location 907 Turnerville Road, Borough of Pine Hill, County of Camden and State of New Jersey, also known as Block 114, Lot 5; and

WHEREAS, the staff has recommended execution of the Lease Agreement in a form attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that the Executive Director is hereby authorized and directed to execute the Lease Agreement in the form attached hereto and made a part hereof.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-78

WHEREAS, Pine Hill Redevelopment Associates, submitted a Performance Bond for Phase 2 of the Glen Eyre Development, a/k/a Fieldstone, in the Borough of Pine Hill, County of Camden and State of New Jersey from First Indemnity of America Insurance Company, guaranteeing that the principal would perform certain sewer construction services required by the Pine Hill Borough Municipal Utilities Authority (“Authority”); and

WHEREAS, a reduction of the Performance Bond from \$77,178.60 to \$23,153.40 has been approved and authorized by the Authority’s Engineer by letter dated July 8, 2014, a copy of which is hereby incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that the Performance Bond posted by Pine Hill Redevelopment Associates, L.L.C., for Phase 2 of the Glen Eyre Development, a/k/a Fieldstone is hereby reduced from \$77,178.60 to \$23,153.40 as recommended by the Authority’s Engineer.

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 #14-79

WHEREAS, Pine Hill Redevelopment Associates, L.L.C., submitted Performance Surety Bond (No. 779613S) associated with the Glen Eyre Apartments (Phase 3), in the Borough of Pine Hill, County of Camden and State of New Jersey from Developers Surety and Indemnity Company in the amount of \$49,480.00, guaranteeing that the principal would perform certain sewer construction services required by the Pine Hill Borough Municipal Utilities Authority (“Authority”); and

WHEREAS, the Performance Surety Bond has been approved by the Solicitor as to form and sufficiency by an opinion letter dated July 15, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that Performance Surety Bond (No. 779613S) posted by Pine Hill Redevelopment Associates, L.L.C., in the amount of \$49,480.00 is hereby formally accepted.

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 #14-80

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
Supplies Operating	\$1,200.00	
Miscellaneous Office	\$802.00	
Insurance	\$600.00	
Automotive	\$3,000.00	
Overtime – Operating		\$3,000.00
Telephone – Office		\$600.00
Meters/Connections-Operating		\$1,200.00
Sick Time – Office		<u>\$802.00</u>
Total	<u>\$5,602.00</u>	<u>\$5,602.00</u>

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 #14-81

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
Miscellaneous - Office	\$800.00	
Insurance	\$1,800.00	
Sick Time - Office		\$540.00
Telephone –Office		\$300.00
Supplies – Office		<u>\$1,760.00</u>
Total	<u>\$2,600.00</u>	<u>\$2,600.00</u>

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 #14-82

Whereas, Thomas Hassett as the Executive Director of the Pine Hill Borough Municipal Utilities Authority also has the official designation issued by the State of New Jersey as a Qualified Purchasing Agent; and

Whereas, a Municipal entity with a Qualified Purchasing Agent has a set bid threshold limit established by the State of New Jersey; and

Whereas, said bid threshold limit has been revised to the amount of Thirty Six Thousand (\$36,000.00) Dollars by the State of New Jersey.

Now, Therefore, Be It Resolved by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that for the reasons set forth hereinabove, it hereby established a bid threshold limit for the Authority of Thirty Six Thousand (\$36,000.00) Dollars.

Be It Further Resolved that this Resolution shall take effect immediately upon adoption.

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 #14-83

WHEREAS, the Annual Budget and Capital Budget/Program for the Pine Hill Water Utility Authority for the fiscal year beginning August 1, 2014 and ending, July 31, 2015 has been

presented for adoption before the governing body of the Pine Hill Water Utility Authority at its open public meeting of July 16, 2014; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption 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 presented for adoption reflects Total Capital Appropriations of \$42,000.00 and Total Unrestricted Net Assets planned to be utilized of \$42,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Pine Hill Water Utility Authority, at an open public meeting held on July 16, 2014 that the Annual Budget and Capital Budget/Program of the Pine Hill Water Utility Authority for the fiscal year beginning, August 1, 2014 and, ending, July 31, 2015 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government 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. Knott

Nays: None

Abstain: None

#### Resolution #14-84

WHEREAS, the Annual Budget and Capital Budget/Program for the Pine Hill Sewer Utility Authority for the fiscal year beginning August 1, 2014 and ending July 31, 2015 has been presented for adoption before the governing body of the Pine Hill Sewer Utility Authority at its open public meeting of July 16, 2014; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 920,000.00, 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 presented for adoption reflects Total Capital Appropriations of \$145,000.00 and Total Unrestricted Net Assets planned to be utilized of \$145,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Pine Hill Sewer Utility Authority, at an open public meeting held on July 16, 2014 that the Annual Budget and 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 adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

Roll Call:

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

Nays: None

Abstain: None

#### Resolution #14-85

##### Water

**BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES**

**AUTHORITY** that the following accounts be adjusted for billing:

1985000-0	\$	133.30	Pine Hill Boro Rec Center	Flushing Usage Credit
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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. Knott

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-86

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 5327	12.50	DLGS- Certification Unit	Supplies - Office
MC 5328	728.41	Deptford BMEU Postmaster	Supplies - Office
5331	8,062.46	Atlantic City Electric	Utilities - Operating
5332	83.70	Acme Uniforms	Supplies - Operating
5332	18.50	Acme Uniforms	Supplies - Office
5333	52.79	Alpha Message Center	R/M - Office
5334	20.00	Authenticom Services	Supplies - Office
5335	1,420.00	BEP Labs	Laboratory Testing
5336	158.90	Mabel Borovkoff	Health Insurance
5337	410.72	Citgo Fleet	Automotive Expense
5338	150.00	CNS Cleaning Co	Supplies - Office
5340	130.80	Debbie Corson	Health Insurance
5341	1,177.00	Coyne Chemical	Chemicals
5344	105.09	Michael Grogan	Health Insurance
5344	80.99	Michael Grogan	Supplies - Operating
5345	37.35	Thomas Hassett-Admin	T/E - Administrative
5346	22.58	Thomas Hassett	Health Insurance
5347	344.07	Horizon BC/BS	Health Insurance
5350	70.37	Mechanic's Auto Parts	Automotive Expense
5351	12.66	Elmerinda Narducci	Health Insurance
5352	80.22	Nextel/Sprint	Telephone - Operating
5353	56.54	NJ Department of Labor	Unemployment Ins
5354	398.09	NJ State PWT	State Water Tax
5355	26.32	One Call Concepts	R/M - System
5357	73.38	Pine Hill Hardware	Supplies - Operating
5359	27.00	Pro Gas	Chemicals
5360	132.50	Quality Landscaping	R/M - Office
5360	255.00	Quality Landscaping	R/M - Building
5361	4,596.00	Rio Supply	Meters/Connections
5362	25.40	South Jersey Gas	Utilities - Office
5362	29.95	South Jersey Gas	Utilities - Office
5363	2,548.57	Source Media	Trustee
5364	74.00	Treasurer, N J State	Supplies - Operating
5366	75.00	James Valentine	R/M - Office
5366	37.50	James Valentine	R/M - Building
5367	96.04	Verizon	R/M - System
5368	38.84	Xerox Corp	Supplies - Office
5369	518.42	Xtel Communications	Telephone - Office
5369	27.28	Xtel Communications	Telephone - Operating

Resolution #14-87

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.

5356	170.25	Pennoni Associates	Mt Clement Well Engineering
5358	6,470.00	Pioneer Pipe Contractors	Water Main Repairs - Construct

Mr. Hartman 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 #14-88

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 5327	12.50	DLGS- Certification Unit	Supplies - Office
MC 5328	728.41	Deptford BMEU Postmaster	Supplies - Office
5331	3,540.94	Atlantic City Electric	Utilities - Operating
5331	334.56	Atlantic City Electric	Utilities - Office
5332	83.70	Acme Uniforms	Supplies - Operating
5332	18.50	Acme Uniforms	Supplies - Office
5333	52.78	Alpha Message Center	R/M - Office
5334	20.00	Authenticom Services	Supplies - Office
5336	105.93	Mabel Borovkoff	Health Insurance
5337	410.72	Citgo Fleet	Automotive Expense
5339	119.90	Comcast	Supplies - Office
5340	87.20	Debbie Corson	Health Insurance
5342	2,666.94	Dave Patterson Esquire	Legal Fees
5343	35.00	Patricia Garvey	Health Insurance
5344	70.06	Michael Grogan	Health Insurance
5344	53.98	Michael Grogan	Supplies - Operating
5345	37.35	Thomas Hassett-Admin	T/E - Administrative
5346	15.04	Thomas Hassett	Health Insurance
5346	100.00	Thomas Hassett	Miscellaneous - Office
5347	229.37	Horizon BC/BS	Health Insurance
5349	28.00	Lethal Pest Solutions	R/M - Office
5350	70.36	Mechanic's Auto Parts	Automotive Expense
5352	80.22	Nextel/Sprint	Telephone - Operating
5353	56.54	NJ Department of Labor	Unemployment Ins
5355	26.32	One Call Concepts	R/M - System
5356	270.00	Pennoni Associates	Engineer Fees
5357	73.37	Pine Hill Hardware	Supplies - Operating
5360	132.50	Quality Landscaping	R/M - Office
5360	240.00	Quality Landscaping	R/M - Building
5364	74.00	Treasurer, New Jersey State	Supplies - Operating
5365	1,072.50	US Bank Operations Center	Trustee
5366	75.00	James Valentine	R/M - Office
5366	37.50	James Valentine	R/M - Building
5367	151.27	Verizon	R/M - System
5368	96.46	Xerox Corp	Supplies - Office

Resolution #14-89

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.

MC 5329	1,125.00	Camden/County SoilCons	Permits
MC 5330	600.00	Treasurer, New Jersey State	Permits
5348	156,186.18	Level 1 Construction	Atlantic Ave P/S NJEIT-Const
5356	2,718.00	Pennoni Associates	Atlantic Av P/S Engineering
5356	12,475.24	Pennoni Associates	Greenwood Av P/S Engineer

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

Roll Call:

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

Nays: None

Abstain: Abstain

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

On voice vote, motion carried unanimously. Meeting adjourned at 8:22 PM.

Respectfully submitted,

Debra Corson

Recording Secretary