

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, August 20, 2014 at 7:30 PM at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

Mr. Hartman 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. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer, Mr. Odenath

Absent: Mr. Buscher

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

Mr. Costantino made a motion to excuse Mr. Buscher, as he is on vacation, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Hartman made a motion to seat Mr. Greer for the meeting, seconded by Mr. Knott. On voice vote, motion carried.

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

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

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

Minutes:

The Minutes of the July meeting were not completed in time for the meeting.

Correspondence:

1. To Tony D'Auria re: Turn On Fee
2. From Pennoni Associates re: Atlantic Avenue Pump Station
3. From Howard Long, Solicitor re: Pine Hill Diner
4. From NJDEP re: Atlantic Avenue Pump Station
5. From Pennoni Associates re: Change Order 1
6. To Residents re: Mt Clement Water Tower
7. From Leonard J. Wood Esq. re: Firm Name Change

The Board reviewed the correspondence.

Mr. Greer made a motion to accept the correspondence, seconded by Mr. Costantino.

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. Cell carriers require Planning Board approval for temporary relocation work.
  - c. Work scheduled for September start pending cellular relocations.
  - d. Held preconstruction meeting with NJDEP/NJOEO.
  - e. Magness & Sons coordinating with WWI for relocation of cell equipment for all carriers except T-Mobile/Metro.
  - f. T-Mobile/Metro coordinating with PHBMUA Attorney.
2. 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 paid Atlantic City Electric for power to site. Awaiting schedule.
  - d. Pennoni recommended 60-day contract time extension.
  - e. Meeting for Developer's Agreement with pro-rata share exhibit.
3. Greenwood Avenue Pump Station (PHMU 0504)
  - a. Scheduled to rebid in 2015.
  - b. Force main work by MUA staff.
  - c. Pennoni preparing application for NJDEP Permit for freshwater wetlands utility crossing in Pine Valley easement.

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. Project anticipated for 2015 construction.
  - c. 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.

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

### Solicitor's Report:

Mr. Long stated that there was Local Finance Board Notice issued on July 23, 2014 about disclosures that are required as part of the Authority's financing. Mr. Long reviewed the issuing of bonds when the Authority finances a project and the responsibility to our bond holders. The Authority has until November 1, 2014 to self audit and report that they are complying with our bond covenant.

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

### Resolution #14-90

Mr. Costantino made a motion to authorize Mr. Long to contact Bond Counsel concerning the Local Finance Board Notice, seconded by Mr. Garvey.  
On voice vote, motion carried.

### Operations Manager's Report:

The Board reviewed Mr. Toal's Report.

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

### Executive Director's Report:

Mr. Hassett stated that the Pine Hill Diner went in the tax sale for a delinquent amount of \$464.17, although the balance due on the account is \$3,086.11. Mr. Hassett stated that he did hear back from NJEIT and that we would need the letter of intent and the environmental plans for both projects by October 3<sup>rd</sup>. Mr. Hassett stated that we will need to go into closed session, but it will be brief.

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 #14-91

Mr. Costantino made a motion to reject the bids in accordance with NJSA40:11A 13.2A, when the low bid substantially exceeds the cost estimate for the goods or services as projected, associated with the Greenwood Avenue Pump Station, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-92

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
Repair/Maintenance System	\$6,400.00	
Utilities Operating		\$6,400.00
Total	\$6,400.00	\$6,400.00

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

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-93

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
Chemicals	\$3,000.00	
Automotive	\$1,150.00	
Utilities Operating		\$1,150.00
Supplies-Operating		\$3,000.00
Total	\$4,150.00	\$4,150.00

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. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer

Nays: None

Abstain: None

Resolution #14-94

Water

**BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY** that the following accounts be adjusted for billing:

70000-0 35.00 31 Sheri Way Turn on fee waived per TH

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-95

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 5370	12.50		Rutgers, State University	Miscellaneous - Office
MC 5372	127.50		US Bank Operations	Trustee
MC 5374	12,428.52	N/B	AmeriHealth Insurance	Health Insurance
MC 5375	242.19	N/B	Deptford BMEU	Supplies - Office
5377	8,133.71		Atlantic City Electric	Utilities - Operating
5378	104.63		Acme Uniforms	Supplies - Operating
5378	18.50		Acme Uniforms	Supplies - Office
5379	46.10		Alpha Message Center	R/M - Office
5380	12,510.62	N/B	AmeriHealth Insurance	Health Insurance
5381	220.00		BEP Labs	Laboratory Testing
5382	1,000.00	N/B	C & C Computer Designs	Supplies - Office
5384	378.60		CITGO Fleet	Automotive Expense
5385	150.00	N/B	CNS Cleaning Co	Supplies - Office
5386	123.81	N/B	Comcast	Supplies - Office
5387	18.00		Debbie Corson (P/ C)	Supplies - Office
5389	60.00		Joseph Donohue	Supplies - Operating
5389	150.00		Joseph Donohue	Health Insurance
5390	6,185.00		Easton Associates	Supplies - Operating
5391	12.00		Ed's Rental	Supplies - Operating
5392	14.75		Fairlite Electric Supply	Supplies - Operating
5392	15.80		Fairlite Electric Supply	Supplies - Office
5393	27.37		Dave Harris	Health Insurance
5394	24.00	N/B	Thomas Hassett	Health Insurance
5394	100.00	N/B	Thomas Hassett	Miscellaneous - Office
5395	355.07	N/B	Horizon BC/BS	Health Insurance
5396	48.00		Matthew Hufner	Health Insurance
5397	34.04	N/B	John Toal (Petty Cash)	Supplies - Operating
5398	24.00		NJ League of Municipal	Supplies - Office
5400	1,675.14		Wade,Long & Wood LLC	Legal Fees
5401	28.00	N/B	Lethal Pest Solutions	R/M - Office
5402	25.11		Mechanic's Auto Parts	Supplies - Operating
5403	1,488.27		Miracle Chemical	Chemicals
5404	124.10		National Paving	Supplies - Operating
5404	59.85	N/B	National Paving	Supplies - Operating
5405	80.50		Nextel/Sprint	Telephone - Operating
5406	19,592.57		NJ American Water	Water Agreements
5407	55.28		Office Basics	Supplies - Office
5408	33.06		One Call Concepts	R/M - System
5409	270.00		Pennoni Engineering	Engineer Fees
5410	179.07		Pine Hill Hardware	Supplies - Operating
5411	1,216.65	N/B	Phila Business Forms	Supplies - Office
5414	90.00		Quality Landscaping	R/M - Office
5414	170.00		Quality Landscaping	R/M - Operating
5415	75.68	N/B	Sam's Club	Supplies - Office
5415	19.89	N/B	Sam's Club	Supplies - Operating

5416	23.81		South Jersey Gas	Utilities - Operating
5417	1,580.00		Treasurer, N J State	State Water Tax
5418	101.43		Verizon	R/M - System
5422	41.38	N/B	Thomas Hassett - Admin	T/E - Administrative
5423	19,817.56		N J American Water	Water Agreements

Resolution #14-96

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.

5409	237.25		Pennoni Engineering	MtClementTank Rehab/ Eng
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5412	1,120.00		Pioneer Pipe	Water Main Repairs - Construct
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Mr. Garvey made a motion to accept the payment of all water bills to be found true and correct, seconded by Mr. Greer.

Roll Call:

Ayes: Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer

Nays: None

Abstain: Mr. Hartman

Resolution #14-97

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 5370	12.50		Rutgers, The State University	Miscellaneous - Office
MC 5371	795.00		US Bank Operations Center	Trustee
MC 5373	247.50		US Bank Operations Center	Trustee
MC 5374	8,285.67	N/B	AmeriHealth Insurance	Health Insurance
MC 5375	242.19	N/B	Deptford BMEU Postmaster	Supplies - Office
5376	164.65		ABS Electric	R/M - System
5377	343.05		Atlantic City Electric	Utilities - Office
5377	3,106.10		Atlantic City Electric	Utilities - Operating
5378	104.62		Acme Uniforms	Supplies - Operating
5378	18.50		Acme Uniforms	Supplies - Office
5379	46.10		Alpha Message Center	R/M - Office
5380	8,340.40	N/B	AmeriHealth Insurance	Health Insurance
5382	1,000.00	N/B	C & C Computer Designs	Supplies - Office
5383	85.50	N/B	Camden County MUA	Supplies - Office
5383	85.50	N/B	Camden County MUA	Supplies - Operating
5384	378.60		CITGO Fleet	Automotive Expense
5387	18.00		Debbie Corson (P/C)	Supplies - Office
5388	5,180.76		Deltronics Corp	R/M - System
5389	60.00		Joseph Donohue	Supplies - Operating
5389	100.00		Joseph Donohue	Health Insurance
5391	12.00		Ed's Rental	Supplies - Operating
5392	14.75		Fairlite Electric Supply	Supplies - Operating
5394	19.76		Thomas Hassett	Health Insurance
5394	16.00	N/B	Thomas Hassett	Health Insurance
5395	236.71	N/B	Horizon BC/BS	Health Insurance
5396	32.00		Matthew Hufner	Health Insurance
5397	34.04	N/B	John Toal (Petty Cash)	Supplies - Operating
5400	2,173.19		Wade,Long & Wood, LLC	Legal Fees
5402	25.11		Mechanic's Auto Parts	Supplies - Operating
5405	80.50		Nextel/Sprint	Telephone - Operating
5407	55.28		Office Basics	Supplies - Office
5408	33.06		One Call Concepts	R/M - System
5410	179.07		Pine Hill Hardware	Supplies - Operating

5411	1,216.64	N/B	Philadelphia Business Forms	Supplies - Office
5413	27.00		ProGas	Chemicals
5414	90.00		Quality Landscaping	R/M - Office
5414	200.00		Quality Landscaping	R/M - Operating
5415	75.67	N/B	Sam's Club	Supplies - Office
5415	19.89	N/B	Sam's Club	Supplies - Operating
5416	23.81		South Jersey Gas	Utilities - Office
5416	23.81		South Jersey Gas	Utilities - Operating
5418	156.65		Verizon	R/M - System
5419	12,493.25		Water Works Supply	Supplies - Operating
5420	42.72		Xerox Corp	Supplies - Office
5421	492.68		Xtel Communications	Telephone - Office
5421	42.84		Xtel Communications	Telephone - Operating
5422	41.37	N/B	Thomas Hassett Admin	T/E - Administrative

Resolution #14-98  
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.

5399	59,052.05	Level 1 Construction	Atlantic Ave P/S NJEIT
5409	7,629.83	Pennoni Engineering	Atlantic Ave P/S Eng
5409	63,050.64	Pennoni Engineering	Greenwood Ave P/S Eng

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

Roll Call:

Ayes: Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer

Nays: None

Abstain: Mr. Hartman

Resolution #14-99

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY TO  
GO INTO CLOSED SESSION

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;

  X   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 go into closed session for approximately 10 minutes, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Long excused himself from the closed session.

Mr. Garvey made a motion to return to regular session, seconded by Mr. Costantino. On voice vote, motion carried.

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Garvey. On voice vote, motion carried unanimously. Meeting adjourned at 8:25 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary