

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Tuesday, November 25, 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:

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

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

Mr. Hassett stated that Mr. Patterson will provide an update on the Amboy Development and that Mr. Patterson is the Conflict Counsel as Mr. Long has a conflict with this project. Mr. Patterson stated that we have been in negotiations with Amboy Bank in regards to having them help with the Atlantic Avenue Pump Station. After several months of meetings, we have a developer's agreement. Mr. Patterson reviewed the details of a recapture agreement that he received from Amboy's Attorney with the Board. The Authority decided to reject the request for an offset of the connection fees. Mr. Patterson will respond to Amboy's Attorney.

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

Minutes:

The Minutes of the October meeting.

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

Correspondence:

1. FYI re: Pine Valley Easement Agreement
2. From Worldwide Industries re: Mt Clement Water Storage Tank
3. From Pennoni re: Metro PCS Mt Clement
4. From Worldwide Industries re: Mt Clement Water Storage Tank
5. From Pennoni re: A T & T Mt Clement
6. From Pennoni re: Sprint Mt Clement
7. From Tom Hassett re: Hugh Dougherty
8. From Pennoni re: Atlantic Avenue Pump Station
9. From Pennoni re: Emergency Water Main Breaks
10. From Pennoni re: Atlantic Avenue Pump Station
11. From Pennoni re: Fibertech Network Utility Relocation

The Board reviewed the correspondence.

Mr. Hartman 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 (PHMU 1204)
  - a. Worldwide performing interior blasting and prime painting.
  - b. Pennoni coordinating with AT&T and Sprint regarding welding of new facilities required prior to final painting.
  - c. Change Order approved for \$10,000 credit to keep TMobile facilities on tank during painting (revised Contract amount = \$230,400).
2. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
  - a. Wet well and valve vault installed.
  - b. Quarterly progress meeting being scheduled with NJDEP in December.
  - c. Relocation of Fibertech utilities to be completed this month. \$15,000 relocation fee has been waived.
  - d. Pump station construction is scheduled for completion in December.

3. Greenwood Avenue Pump Station (PHMU 0908)
  - a. NJEIT FY2016 funding application submitted.
  - b. NJEIT follow-up submission due March 6, 2015 (includes plans and specs).
  - c. Construction in 2015.
  - d. Force main work by MUA staff: received NJDEP permit; coordinating with Pine Valley.
  - e. Revised estimated project cost: \$757,000.
4. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
  - a. NJEIT FY2016 funding application submitted.
  - b. NJEIT follow-up submission due March 6, 2015 (includes plans and specs).
  - c. Construction in 2015.
  - d. CCMUA constructed downstream manhole.
  - e. Revised estimated project cost: \$410,000.
5. Tank Antenna Issues
  - a. ATT: New installation at Mt Clement.
  - b. ATT: New Generator at Turnerville.
  - c. Cellco/Verizon: Temporary relocation for painting at Mt Clement.
  - d. Cellco/Verizon: New installation at Turnerville.
  - e. T-Mobile/MetroPCS: Remaining on Mt Clement for painting/removed MetroPCS.
  - f. T-Mobile/MetroPCS: Remove and replace at Turnerville.
  - g. Cricket: Temporary relocation for painting at Mt Clement.
  - h. Clear Wireless: Permanent decommissioning from Mt Clement.
  - i. Sprint/Nextel: Temporary relocation for painting at Mt Clement and installing new equipment/removed Nextel.
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. “Pine Hill Partners”/Amboy Bank (Apartments/townhomes)
  - a. No recent action on Apartments.
  - b. Amboy Bank looking to construct Townhomes: Sewer improvements required.
  - c. Cost share with Amboy Bank only with possible recapture agreement.
2. Ongoing/Long Term Capital Projects
  - 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.
3. 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. Leisse reviewed his report with the Board.

Mr. Knott made a motion to accept the Engineer'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. Garvey. On voice vote, motion carried.

Executive Director's Report:

Mr. Hassett stated that one of the subcontractors using a crane on the Turnerville Road Tower damaged the concrete and parking lot. They have agreed to make all the necessary repairs. Mr. Hassett stated that our next meeting will be Wednesday, December 17<sup>th</sup> and the meeting will start at 7:00 PM.

Mr. Hassett stated that he met with Pine Valley to discuss the easement, Pine Valley is asking for a 35 foot easement. Mr. Hassett will meet with them again. Mr. Hassett reviewed the easement cost with the Board.

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

New Business:

None

Old Business:

Mrs. Corson will have the report on purchasing tablets for the Board Member at the January meeting.

Resolutions:

Resolution #14-116

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 \$20,000.00 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. Hartman.

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-117

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2014/2015 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
Health Insurance	2,222.76	
Health Insurance OPT OUT		2,222.76
Total	\$2,222.76	\$2,222.76

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

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 #14-118

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2014/2015 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
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Health Insurance	1,481.84	
Health Insurance OPT OUT		1,481.84
Total	\$1,481.84	\$1,481.84

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.  
Mr. Costantino made a motion to accept the resolution, seconded by Mr. Buscher.

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-119

Water

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

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

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

953000-0	\$ 49.60	1010 Bromley Estates	Adjustment 2nd qtr- Meter Leak
953000-0	\$ 58.90	1010 Bromley Estates	Adjustment 3rd qtr- Meter Leak
953000-0	\$108.50	1010 Bromley Estates	Adjustment 4th qtr- Meter Leak

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #14-120

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.

MC5463	125.00	Pine Hill Education Foundation	Miscellaneous - Office
MC5513	241.04	Deptford BMEU Postmaster	Supplies - Office
5514	7,586.00	Atlantic City Electric	Utilities - Operating
5514	284.18	Atlantic City Electric	Utilities - Office
5515	104.63	ACME Uniforms	Supplies - Operating
5515	27.75	ACME Uniforms	Supplies - Office
5516	45.86	Alpha Message Center	R/M - Office
5517	12,285.77	AmeriHealth Insurance	Health Insurance
5518	20.00	Authenticom Service	Supplies - Office
5519	3,220.96	Bank of New York Mellon	Trustee
5520	5.10	Barton Supply	Supplies - Operating
5521	5,105.00	BEP Labs	Laboratory Testing
5522	144.95	Casa Payroll Service	Supplies - Office
5523	1,162.50	C & C Computer Design	Supplies - Office
5525	500.00	Camden County Public Works	R/M System
5526	371.12	Citgo Petroleum Corporation	Automotive Expense
5529	49.50	Debbie Corson	Supplies Operating
5529	12.60	Debbie Corson	Supplies - Office
5529	70.58	Debbie Corson	T/E Administrative
5530	50.00	Delcrest Sign	Automotive Expense
5531	74.40	Echelon Ford	Automotive Expense
5532	3,412.00	Edmunds & Associates	Supplies - Office
5533	50.00	FlexFacts	Supplies - Office
5534	33.76	Michael Grogan	Supplies - Operating
5535	11.50	Dave Harries	T/E Operating
5536	51.35	Thomas Hassett Administrative	Miscellaneous - Office
5536	251.90	Thomas Hassett Administrative	T/E Administrative

5537	36.00	Thomas Hassett	Health Insurance
5538	501.42	HD Supply Waterworks	Hydrant Maintenance
5539	19.94	Home Depot	Supplies - Operating
5539	13.93	Home Depot	Supplies - Office
5540	364.34	Horizon BC/BS	Health Insurance
5541	46.49	Matthew Hufner	Supplies - Operating
5541	21.00	Matthew Hufner	T/E Operating
5542	37.32	John Toal Petty Cash	Supplies - Operating
5542	1.12	John Toal Petty Cash	Supplies -Office
5543	919.60	Kennedy Marketing	Supplies - Operating
5543	449.75	Kennedy Marketing	Hydrant Maintenance
5546	103.45	Mechanic's Auto Parts	Automotive Expense
5547	1,443.51	Miracle Chemical	Chemicals
5548	85.50	National Paving	Supplies - Operating
5549	80.63	Nextel/Sprint	Telephone - Operating
5550	38,575.73	New Jersey American Water	Water Agreements
5551	141.50	Office Basics	Supplies - Office
5551	25.19	Office Basics	Supplies - Operating
5552	23.82	One Call Concepts	R/M - System
5554	270.00	Pennoni Associates	Engineer Fees
5555	202.92	Pine Hill Hardware	Supplies - Operating
5557	27.00	ProGas	Chemicals
5558	110.00	Quality Landscaping	R/M - Office
5558	90.00	Quality Landscaping	R/M - Building
5559	243.75	Rio Supply	Supplies - Operating
5560	46.21	Sam's Club	Supplies - Office
5560	37.63	Sam's Club	Supplies - Operating
5561	38.96	South Jersey Gas	Utilities - Office
5561	40.23	South Jersey Gas	Utilities - Operating
5562	129.00	George Smith	Health Insurance
5563	30.00	SNJ Chapter NIGP	T/E - Administrative
5564	30.80	John Toal	T/E - Administrative
5565	24.60	United Electric Supply	Supplies - Office
5566	105.81	Verizon	R/M - System
5567	42.00	Deborah Warrington	Health Insurance
5567	10.72	Deborah Warrington	T/E Administrative
5568	68.85	Water Works Supply	Supplies - Operating
5569	42.72	Xerox Corp	Supplies - Office
5570	485.35	Xtel Communications	Telephone - Office
5570	53.92	Xtel Communications	Telephone - Operating

Resolution #14-121

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.

5554	1,216.02	Pennoni Associates	Mt Clement Paint/Rehab Engineering
5556	19,615.63	Pioneer Pipe Contractors	Water Main Repair Construction

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #14-122

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.

MC5463	125.00	Pine Hill Education Foundation	Miscellaneous - Office
MC5513	241.04	Deptford BMEU Postmaster	Supplies - Office
5514	3,095.59	Atlantic City Electric	Utilities - Operating
5515	104.62	ACME Uniforms	Supplies - Operating
5515	27.75	ACME Uniforms	Supplies - Office
5516	45.85	Alpha Message Center	R/M - Office
5517	8,190.51	AmeriHealth Insurance	Health Insurance
5518	20.00	Authenticom Service	Supplies - Office
5519	1,650.00	Bank of New York Mellon	Trustee
5522	144.94	Casa Payroll Service	Supplies - Office
5523	1,162.50	C & C Computer Design	Supplies - Office
5524	85.50	Camden County MUA	Supplies - Office
5524	85.50	Camden County MUA	Supplies - Operating
5526	371.11	Citgo Petroleum Corporation	Automotive Expense
5527	150.00	CNS Cleaning Company	Supplies - Office
5528	123.81	Comcast	Supplies - Office
5529	49.50	Debbie Corson	Supplies Operating
5529	12.60	Debbie Corson	Supplies - Office
5529	70.58	Debbie Corson	T/E Administrative
5530	50.00	Delcrest Sign	Automotive Expense
5531	74.40	Echelon Ford	Automotive Expense
5532	3,412.00	Edmunds & Associates	Supplies - Office
5533	50.00	FlexFacts	Supplies - Office
5534	33.76	Michael Grogan	Supplies - Operating
5535	11.50	Dave Harries	T/E Operating
5536	51.35	Thomas Hassett Administrative	Miscellaneous - Office
5536	251.90	Thomas Hassett Administrative	T/E Administrative
5537	100.00	Thomas Hassett	Miscellaneous - Office
5537	24.00	Thomas Hassett	Health Insurance
5539	19.94	Home Depot	Supplies - Operating
5539	13.93	Home Depot	Supplies - Office
5540	242.89	Horizon BC/BS	Health Insurance
5541	46.49	Matthew Hufner	Supplies - Operating
5541	21.00	Matthew Hufner	T/E Operating
5542	37.32	John Toal Petty Cash	Supplies - Operating
5542	1.12	John Toal Petty Cash	Supplies -Office
5545	28.00	Lethal Pest Solutions	R/M Office
5546	103.45	Mechanic's Auto Parts	Automotive Expense
5549	80.63	Nextel/Sprint	Telephone - Operating
5551	141.50	Office Basics	Supplies - Office
5551	25.18	Office Basics	Supplies - Operating
5552	23.82	One Call Concepts	R/M - System
5553	820.00	Parker McCay	Legal Fees
5554	270.00	Pennoni Associates	Engineer Fees
5555	202.92	Pine Hill Hardware	Supplies - Operating
5558	110.00	Quality Landscaping	R/M - Office
5558	160.00	Quality Landscaping	R/M - Building
5560	46.20	Sam's Club	Supplies - Office
5560	37.62	Sam's Club	Supplies - Operating
5561	28.09	South Jersey Gas	Utilities - Operating
5562	86.00	George Smith	Health Insurance
5564	30.80	John Toal	T/E - Administrative
5565	24.60	United Electric Supply	Supplies - Office

5566	156.58	Verizon	R/M - System
5567	28.00	Deborah Warrington	Health Insurance
5567	10.71	Deborah Warrington	T/E Administrative
5568	68.85	Water Works Supply	Supplies - Operating
5570	468.66	Xtel Communications	Telephone - Office
5570	70.04	Xtel Communications	Telephone - Operating

Resolution #14-123

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.

5544	217,898.40	Level 1 Construction	Atlantic Av P/S NJEIT Construction
5554	137.00	Pennoni Associates	CCMUA/Madison Ave P/S

Mr. Buscher 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. Costantino, Mr. Garvey, Mr. Knott

Nays: None

Abstain: Mr. Hartman

Resolution #14-124

WHEREAS, on November 12, 2014 the Pine Hill Borough Municipal Utilities Authority (“Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) to approve Change Order No. 2 in the amount of \$5,589.30 for the Atlantic Avenue Pump Station Project; and

WHEREAS, Change Order No. 2 is required for 1) a second contract extension by an additional 45-days to December 24, 2014 and 2) the installation of a 2-inch air release valve; and

WHEREAS, the Change Order request submitted by Pennoni has been reviewed by staff and the Chairman and Board Members of the PHMUA.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. Change Order No. 2 in the amount of \$5,589.30 is hereby approved by the Authority.

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

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

On voice vote, motion carried unanimously. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary