

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, February 18, 2015 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. Costantino, Mr. Garvey, Mr. Greer, Mr. Odenath

Absent: Mr. Hartman, Mr. Knott

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

Mr. Costantino made a motion to seat Mr. Greer and Mr. Odenath for the meeting, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Costantino made a motion to excuse Mr. Hartman, as he is on vacation, and Mr. Knott, as he has a medical excuse, seconded by Mr. Garvey. On voice vote, motion carried.

On the Agenda:

Mr. Michael Welding, Bowman and Company, reviewed the Annual 2014 Water and Sewer Audit.

Mr. Costantino made a motion to accept the Auditor's report, seconded by Mr. Garvey. On voice vote, motion carried.

Resolution #15-31

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual report of audit for the year ended July 31, 2014 has been completed and filed with the Pine Hill Municipal Utilities Authority, County of Camden pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW THEREFORE BE IT RESOLVED, the governing body of the Pine Hill Municipal Utilities Authority, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended July 31, 2014 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Mr. Costantino made a motion to accept the audit report, seconded by Mr. Garvey.

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-32

CORRECTIVE ACTION PLAN

Pine Hill Municipal Sewer Utility Authority, County of Camden

Date of Audit Report: January 28, 2015

Date of Plan: February 18, 2015

Finding No. 2014-1

Condition

The computerized general ledger cash balances as of July 31, 2014 do not agree to the reconciled cash balances per the subsidiary bank reconciliations.

Analysis

The Executive Director and the Office Manager have reviewed this issue.

Corrective Action

The Executive Director and Office Manager have looked at the general ledger and cross reference of the accounts; which seem to be in order. There was a problem with the posting to the general ledger cash balances. They will review and confirm when posting to the general ledger.

Implementation Date

The review of the accounts has taken place and posting to the general ledger has been completed. Mr. Costantino made a motion to accept the corrective action plan, seconded by Mr. Garvey.

Roll Call:

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

Nays: None

Abstain: None

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

Minutes:

Minutes of the January meeting and the Reorganization Meeting

Mr. Garvey made a motion to accept the minutes of the both meetings, seconded by Mr. Odenath. On voice vote, motion carried. Mr. Costantino abstained on the January meeting.

Correspondence:

1. From Pennoni re: Atlantic Avenue Pump Station
2. From Verizon re: Atlantic Avenue
3. To CMR Claims re: Level I Construction
4. From Pennoni re: Mt Clement Water Storage Tank Rehab
5. From Pennoni re: Glen Eyre Utility Easement
6. From Pennoni re: Atlantic Avenue Pump Station
7. To Mr. John Greer re: Water Main Break
8. From Borough of Pine Hill re: Snow Operations Concern
9. From Township of Winslow re: Water and Sewer Connection Rates
10. Pennoni re: Glen Eyre
11. Pennoni re: Water Project Closeout Punchlist

The Board reviewed the correspondence.

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

Engineer's Report:

I. Active Projects

1. Mt. Clement Well Tank (PHMU 1204)
 - a. Worldwide work is substantially complete.
 - b. Punchlist and closeout remain.
 - c. Change Order approved for \$10,000 credit to keep T-Mobile facilities on tank during painting
 - d. Change Order approved for \$1,960 for welding repair of holes in tank roof that occurred during blasting (revised Contract amount = \$232,360).
 - e. Antennas still on temporary pole.
2. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Requesting extra work price to test downstream force main and gravity sewer to Franklin Avenue and install air release valve.
 - b. Scheduling for February start-up.
3. Greenwood Avenue Pump Station (PHMU 0908)
 - a. NJEIT FY2016 funding application submitted.
 - b. NJEIT follow-up submission due by March 6, 2015 (includes plans and specs).
 - c. Construction in 2015.
 - d. Force main work by MUA staff, except stream crossing (which will be part of public contract); 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 by March 6, 2015 (includes plans and specs).
 - c. Construction in 2015.
 - d. 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: Permanent decommissioning from 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.
 - c. Easement review.
 - 8. Castle/Karley Homes Sewer
 - a. Bank looking to finish development.
 - 9. Annual Water Bond Trustee Report
 - a. Pennoni preparing report for February submission.
- 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. Amboy Bank recapture agreement negotiations.
 - 2. Erial Road Reconstruction
 - a. County reconstruction project.
 - b. Approximately sixty (60) water service replacements.
 - 3. 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.
 - 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. 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 he had no report.

Operations Manager's Report:

The Board reviewed Mr. Toal's Report.

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

Executive Director's Report:

Mrs. Corson stated that Mr. Hassett had wanted her to ask the Board to authorize the sale of our 1986 Dump Truck on GovDeals. A Resolution must be approved for the sale of the truck.

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

Resolution #15-33

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("Authority") is the owner of a 1986 Dump Truck in fair condition which is no longer needed for public use by the Authority; and

WHEREAS, pursuant to N.J.S.A. 4A:11-36, the Authority may authorize the public sale of property no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Authority intends to utilize the online auction services of GovDeals, an online auction service, at the website www.govdeals.com; and

WHEREAS, the sale is being conducted pursuant to Local Finance Notice 2008-09; and

WHEREAS, the surplus property shall be sold in an "as-is" condition and no express or implied warranty is made for the property subject to sale; and

WHEREAS, the Chairman and Board Members of the Authority have determined that the sale of the 1986 Dump Truck in fair condition no longer needed for public use is in the best interest of the Authority and its ratepayers;

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. The Authority is hereby authorized to conduct a sale of the 1986 Dump Truck in fair condition which is no longer needed for public use.

Mr. Costantino made a motion to accept the resolution authorizing the sale of the 1986 Dump Truck, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Board Members:

Mr. Greer suggested looking into wrapping the water towers with advertisements for additional revenue. Mr. Dougherty stated that Borough Ordinances would need to be checked. Mr. Long stated that we would also have a policy in place. A discussion followed.

New Business:

None

Old Business:

None

Resolutions:

Resolution #15-34

Water

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

1986000-0 \$58.90	16 W 3 rd Avenue	Water main break usage
119000-0 \$55.80	906 Mason Run	Meter Leak

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #15-35

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 Water Operating Fund.

MC 5668	246.10	Deptford BMEU Postmaster	Supplies - Office
5669	9,107.36	Atlantic City Electric	Utilities - Operating
5670	83.70	Acme Uniforms	Supplies - Operating
5670	18.50	Acme Uniforms	Supplies - Office
5671	1,100.00	Assoc of Environmental Authority	Miscellaneous - Office
5672	60.85	AllBrand Supply	Supplies - Operating
5673	47.57	Alpha Message Center	Supplies - Operating
5674	11,969.62	AmeriHealth Insurance	Health Insurance
5675	20.00	Authenticom Services	Supplies - Office
5676	205.00	American Water Works	T/E - Operating
5677	62.27	Barton Supply	Supplies - Operating
5678	330.00	BEP Labs	Laboratory Testing
5679	202.59	CASA Payroll Service	Supplies - Office
5680	72.02	C & C Computer Designs	Supplies - Office
5682	271.50	Citgo Fleet	Automotive Expense
5683	150.00	CNS Cleaning Company	Supplies - Office
5684	123.81	Comcast	Supplies - Office
5685	319.28	Courier Post	Supplies - Office
5686	24.21	Debbie Corson Petty Cash	Supplies - Office
5686	4.80	Debbie Corson Petty Cash	Supplies - Operating
5687	25.00	FlexFacts	Supplies - Office
5689	8.12	W.W.Grainger	Supplies - Operating
5690	402.00	Michael Grogan	Health Insurance
5691	17.99	Harbor Freight Tools	Supplies - Operating
5692	75.80	Thomas Hassett- Administrative	Miscellaneous - Office
5693	100.00	Thomas Hassett	Miscellaneous - Office
5693	38.72	Thomas Hassett	Health Insurance
5694	355.07	Horizon BC/BS	Health Insurance
5695	49.58	InterCounty Newspaper Group	Supplies - Office
5696	50.85	Kennedy Marketing	Supplies - Operating
5697	928.00	Wade, Long & Wood LLC	Legal Fees
5698	28.00	Lethal Pest Solutions	R/M - Office
5699	118.00	Mechanic's Auto Parts	Automotive Expense
5700	514.74	Miracle Chemical Co	Chemicals
5701	78.80	Elmerinda Narducci	Health Insurance
5702	70.50	Nat Alexander	Supplies - Operating
5703	69.66	Nextel/Sprint	Telephone - Operating
5704	19,817.56	New Jersey American Water	Water Agreements
5705	190.67	Office Basics	Supplies - Office
5705	19.44	Office Basics	Supplies - Operating
5706	24.46	One Call Concepts	R/M - System
5707	620.90	Pennoni Engineering	Engineer Fees
5708	166.24	Pine Hill Hardware	Supplies - Operating
5710	27.79	Sam's Club	Supplies - Office
5710	24.87	Sam's Club	Supplies - Operating
5711	597.11	South Jersey Gas	Utilities - Operating
5712	145.41	Verizon	R/M - System
5713	39.66	Deborah Warrington	Health Insurance
5716	456.68	Xtel Communications	Telephone - Office
5716	80.58	Xtel Communications	Telephone - Operating

Resolution #15-36

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 Water Renewal & Replacement Fund.

5707	14,117.31	Pennoni Engineering	Mt Clement Paint/Rehab Engineering
5714	111,132.00	World Wide Industries	Mt Clement Rehab Construction

Mr. Buscher made a motion to accept the payment of all water bills to be found true and correct, with the condition that check #5714 for World Wide Industries be held, seconded by Mr. Garvey. Mrs. Corson is to hold check #5714 in the amount of \$111,132.00 for World Wide Industries until she receives written confirmation from the Authority Engineer that the check can be released.

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-37

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 Sewer Operating Fund.

MC 5668	246.10	Deptford BMEU Postmaster	Supplies – Office
5669	5,464.92	Atlantic City Electric	Utilities – Operating
5669	366.68	Atlantic City Electric	Utilities – Office
5670	83.70	Acme Uniforms	Supplies – Operating
5670	18.50	Acme Uniforms	Supplies – Office
5671	1,100.00	Assoc of Environmental Authority	Miscellaneous – Office
5672	60.85	AllBrand Supply	Supplies – Operating
5673	47.57	Alpha Message Center	Supplies – Operating
5674	7,979.74	AmeriHealth Insurance	Health Insurance
5675	20.00	Authenticom Services	Supplies – Office
5677	62.27	Barton Supply	Supplies – Operating
5679	202.58	CASA Payroll Service	Supplies – Office
5680	72.01	C & C Computer Designs	Supplies – Office
5681	85.50	Camden County MUA	Supplies – Office
5681	85.50	Camden County MUA	Supplies – Operating
5682	271.49	Citgo Fleet	Automotive Expense
5685	319.27	Courier Post	Supplies – Office
5686	24.21	Debbie Corson Petty Cash	Supplies – Office
5686	4.79	Debbie Corson Petty Cash	Supplies – Operating
5687	25.00	FlexFacts	Supplies - Office
5688	78.50	Patricia Garvey	T/E Administrative
5690	268.00	Michael Grogan	Health Insurance
5691	17.99	Harbor Freight Tools	Supplies - Operating
5692	75.80	Thomas Hassett- Administrative	Miscellaneous - Office
5693	25.80	Thomas Hassett	Health Insurance
5694	236.71	Horizon BC/BS	Health Insurance
5695	49.58	InterCounty Newspaper Group	Supplies - Office
5697	978.00	Wade, Long & Wood LLC	Legal Fees
5699	117.98	Mechanic's Auto Parts	Automotive Expense
5701	52.52	Elmerinda Narducci	Health Insurance
5702	70.50	Nat Alexander	Supplies - Operating
5703	69.66	Nextel/Sprint	Telephone - Operating
5705	190.67	Office Basics	Supplies - Office
5705	19.43	Office Basics	Supplies - Operating
5706	24.46	One Call Concepts	R/M - System

5708	166.24	Pine Hill Hardware	Supplies - Operating
5709	27.00	ProGas	Chemicals
5710	27.78	Sam's Club	Supplies - Office
5710	24.86	Sam's Club	Supplies - Operating
5711	200.77	South Jersey Gas	Utilities - Operating
5712	191.06	Verizon	R/M - System
5713	26.44	Deborah Warrington	Health Insurance
5715	42.72	Xerox Corp	Supplies - Office

Resolution #15-38

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 Sewer General Fund.

MC 5667	7,523.00	Treasurer, New Jersey State	Greenwood Ave Permits
5707	6,468.80	Pennoni Engineering	Atlantic Ave P/S Eng
5707	6,490.00	Pennoni Engineering	Greenwood Ave P/S Eng

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

Roll Call:

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

Nays: None

Abstain: None

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

On voice vote, motion carried unanimously. Meeting adjourned at 8:35 PM.

Respectfully submitted,

Debra Corson
Recording Secretary