

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, April 15, 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. Hartman, Mr. Costantino, Mr. Garvey, Mr. Knott, Mr. Greer, Mr. Odenath

Absent: None

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

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

Minutes:

The Minutes of the March meeting.

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

Correspondence:

1. To Borough of Pine Hill re: Snow Emergency
2. To Ms. Donna Monforte re: Theft of Service
3. To Mr. Corsini re: Meter Cost
4. To Maria's Pizza re: Grease Trap Maintenance
5. To Dunkin Donuts re Grease Trap Maintenance
6. From Worldwide Industries re: Mt Clement Water Storage Tank
7. From NJ DEP re: Cultural Resource Review
8. To John Toal re: Contract
9. To Mr. Kellerman re: Level 1 Construction Notice
10. From Pennoni re: Mt. Clement Water Storage Tank
11. From Network Building and Consulting re: Closing Escrow Account
12. From Pennoni re: Atlantic Avenue Pump Station Punch List
13. From Pat Garvey re: Office Cleaning Service

The Board reviewed the correspondence.

Mr. Costantino made a motion to accept the correspondence, seconded by Mr. Garvey. 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. Punch list and closeout remain. MBA and Sherwin Williams representative to comment on streaks.
 - c. Antennas still on temporary pole.
2. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Pump station operational.
 - b. Clementon flow diverted to pump station on February 28, 2015.
 - c. Auto dialer demonstration completed March 30, 2015
 - d. Site paving remains to be performed.
 - e. Pennoni issued punch list.
 - f. Pennoni issued request for extra work to install air release valve.
3. Greenwood Avenue Pump Station (PHMU 0908)
 - a. NJEIT FY2016 funding application submitted.
 - b. Advertise September 29, 2015.
 - c. Award October 21, 2015.

- d. Construction in 2015.
- e. Pennoni coordinating response to NJDEP review comments (Stage 1 Cultural Resources review and tree survey).
- f. Force main work by MUA staff, except stream crossing (which will be part of public contract); received NJDEP permit; coordinating with Pine Valley.
- g. Revised estimated project cost: \$757,000.**
- 4. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
 - a. NJEIT FY2016 funding application submitted.
 - b. Advertise September 29, 2015.
 - c. Award October 21, 2015.
 - d. Construction in 2015.
 - e. Revised estimated project cost: \$606,000.**
- 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 – Pennoni approved technical aspects; solicitor review.
- 8. Castle/Karley Homes Sewer
 - a. Bank looking to finish development.
- 9. Annual Water Bond Trustee Report
 - a. Pennoni issued report February 17, 2015.

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

On voice vote, motion carried.

Solicitor's Report:

Mr. Long stated he had no report.

Mr. Garvey made a motion to accept the Solicitor's report, seconded by Mr. Knott. 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:

The Amboy Agreement was signed and sent over to Amboy for approval. Mr. Hassett reviewed the agreement with the Board. Mr. Hassett stated that 25 MacKnight Drive had a service line leak. They have a water bill for \$1,369.00. He stated that the Board take in the bill into consideration and cut the bill in half making it \$685.00. The Board discussed the issue; it was proposed to calculate the water back to the average for three years for this quarter.

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

Resolution #15-52

Mr. Costantino made a motion that the Authority will take a three year average for the same quarter to adjust the bill, seconded by Mr. Hartman saying this is a policy for a residential service line leak and other people having this problem, the Authority would approach it in the same way.

Roll Call:

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

Nays: Mr. Garvey

Abstain: None

New Business:

None

Old Business:

None

Resolutions:

Resolution #15-53

WHEREAS, the Pine Hill Municipal Borough Utilities Authority ("PHMUA") advertised for Quotes to provide cleaning services for its Administrative Building for a twelve month period; and

WHEREAS, the lowest quote submitted was by Cover All of Philadelphia in the amount of \$2,080.00; and

WHEREAS, funds are available for the award of this quote as set forth in the Certification of Funds 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 office cleaning services at the Authority Administration Building to Cover All of Philadelphia in the amount of \$2,080.00.

BE IF FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute any and all documents to effectuate the commencement of this Contract for these services.

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 #15-54

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

119000-0 \$ 68.20 906 Mason Run 22T gals meter leak

492000-0 \$ 3.10 29 Sheri Way 1T gal – Reading Adjustment

Mr. Costantino 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 #15-55

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 5756	287.00	Sheraton AC	T/E - Operating
MC 5757	741.06	Deptford BMEU Postmaster	Supplies - Office
5758	8,030.09	Atlantic City Electric	Utilities - Operating
5759	83.70	Acme Uniforms	Supplies - Operating
5759	18.50	Acme Uniforms	Supplies - Office
5760	945.00	Allied Meter Service	R/M - System
5761	61.30	Alpha Message Center	R/M - Office
5762	11,677.67	AmeriHealth Insurance	Health Insurance
5763	562.50	Atlantic Switch & Generator	R/M - System
5764	2,372.98	Bank of New York Mellon	Trustee
5765	1,500.00	BEP Labs	Laboratory Testing
5766	10,562.50	Bowman & Company	Audit & Accounting Fees
5767	151.14	Casa Payroll Service	Supplies - Office
5768	12.50	C&C Computer Designs	Supplies - Operating
5768	82.59	C&C Computer Designs	Supplies - Office
5769	44.50	CEUnion	T/E Administrative
5770	291.97	CITGO Fleet	Automotive Expense
5771	150.00	CNS Cleaning Company	Supplies - Office
5772	123.81	Comcast	Supplies - Office
5775	80.15	Joseph Donohue	Health Insurance
5776	25.00	Flex Facts	Supplies - Office
5777	9.38	Thomas Hassett-Admin	T/E - Administrative
5778	100.00	Thomas Hassett	Miscellaneous - Office
5778	9.00	Thomas Hassett	Health Insurance
5779	85.31	Home Depot	Supplies - Operating
5780	355.06	Horizon BC/BS	Health Insurance
5781	1,150.00	Wade, Long & Wood LLC	Legal Fees
5782	28.00	Lethal Pest Solutions	R/M - Office
5783	80.13	Mechanic's Auto Parts	Automotive Expense
5784	615.45	Miracle Chemical	Chemicals
5785	69.66	Nextel/Sprint	Telephone - Operating
5786	39,052.75	New Jersey American Water	Water Agreements
5787	483.33	NJ State PWT	State Water Tax
5788	10,324.45	NJ Utilities Authority JIF	Insurance
5789	259.19	Office Basics	Supplies - Office
5789	11.79	Office Basics	Supplies - Operating
5790	58.93	One Call Concepts	R/M - System
5791	1,067.50	Pennoni Associates	Engineer Fees
5792	155.20	Public Employee Retire Sys	PERS
5793	123.14	Pine Hill Hardware	Supplies - Operating
5795	145.00	Quality Landscaping	R/M - Office
5795	340.00	Quality Landscaping	R/M - Building
5796	4,650.00	Rio Supply	Meters/Connections
5797	350.00	Rutgers, TheStateUniversity	T/E - Administrative
5797	350.00	Rutgers, TheStateUniversity	T/E - Operating
5798	37.56	Sam's Club	Supplies - Office
5798	14.30	Sam's Club	Supplies - Operating
5799	493.21	South Jersey Gas	Utilities - Operating
5800	139.80	George Smith	Health Insurance
5801	60.00	SNJ Chapter NIGP	T/E - Administrative
5802	598.28	Stamp Fulfillment Services	Supplies - Office
5803	26.82	United Electric Supply	Supplies - Office

5805	101.00	Verizon	R/M - System
5806	18.00	Deborah Warrington	Health Insurance

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 #15-56

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 5756	143.50	Sheraton AC	T/E - Operating
MC 5757	741.06	Deptford BMEU Postmaster	Supplies - Office
5758	4,262.57	Atlantic City Electric	Utilities - Operating
5758	246.90	Atlantic City Electric	Utilities - Office
5759	83.70	Acme Uniforms	Supplies - Operating
5759	18.50	Acme Uniforms	Supplies - Office
5761	61.30	Alpha Message Center	R/M - Office
5762	7,785.10	AmeriHealth Insurance Co NJ	Health Insurance
5763	937.50	Atlantic Switch & Generator	R/M - System
5766	8,562.50	Bowman & Company	Audit & Accounting Fees
5767	151.13	Casa Payroll Service	Supplies - Office
5768	12.50	C&C Computer Designs	Supplies - Operating
5768	82.58	C&C Computer Designs	Supplies - Office
5769	44.50	CEUnion	T/E Administrative
5770	291.97	CITGO Fleet	Automotive Expense
5773	2,576.87	Consolidated Rail Corp	Railroad Rental
5774	160.89	Deltronics Corporation	R/M - System
5775	53.42	Joseph Donohue	Health Insurance
5776	25.00	Flex Facts	Supplies - Office
5777	67.12	Thomas Hassett-Admin	T/E - Administrative
5778	6.00	Thomas Hassett	Health Insurance
5779	85.30	Home Depot	Supplies - Operating
5780	236.70	Horizon BC/BS	Health Insurance
5781	1,620.50	Wade, Long & Wood LLC	Legal Fees
5783	80.12	Mechanic's Auto Parts	Automotive Expense
5785	69.66	Nextel/Sprint	Telephone - Operating
5788	10,324.44	NJ Utilities Authority JIF	Insurance
5789	259.19	Office Basics	Supplies - Office
5789	11.79	Office Basics	Supplies - Operating
5790	58.93	One Call Concepts	R/M - System
5792	103.46	Public Employee Retire Sys	PERS
5793	123.13	Pine Hill Hardware	Supplies - Operating
5794	27.00	ProGas	Chemicals
5795	145.00	Quality Landscaping	R/M - Office
5795	290.00	Quality Landscaping	R/M - Building
5797	350.00	Rutgers, The State University	T/E - Administrative
5797	350.00	Rutgers, The State University	T/E - Operating
5798	37.56	Sam's Club	Supplies - Office
5798	14.29	Sam's Club	Supplies - Operating
5799	116.72	South Jersey Gas	Utilities - Office
5799	29.74	South Jersey Gas	Utilities - Operating
5800	93.20	George Smith	Health Insurance
5801	60.00	SNJ Chapter NIGP	T/E - Administrative

5802	598.27	Stamp Fulfillment Services	Supplies - Office
5803	26.82	United Electric Supply	Supplies - Office
5804	61.96	Vac Sales	Supplies - Operating
5805	157.15	Verizon	R/M - System
5806	12.00	Deborah Warrington	Health Insurance
5807	132.31	Xerox Corp	Supplies - Office
5808	480.38	Xtel Communications	Telephone - Office
5808	65.50	Xtel Communications	Telephone - Operating

Resolution #15-57
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.

5791	12,307.25	Pennoni Associates	CCMUA/Madison Av P/S-Eng
5791	17,294.42	Pennoni Associates	Atlantic Av P/S Engineering
5791	7,500.25	Pennoni Associates	Greenwood Av P/S Engineering

Mr. Costantino 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

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

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

Meeting was reopened for discussion of the purchase of 12 iPad Airs, but the tape did not record.

Mrs. Corson stated that we have received several price quotes for the purchase of iPads, but Apple Inc., was state contract G01041-02, and included the purchase of 12 iPad Airs, cases and Appicare in the amount of \$6394.00. The Board discussed the purchase of the iPads.

Resolution #15-58

WHEREAS, the Pine Hill Municipal Borough Utilities Authority (“PHMUA”) requested Quotes for the purchase 12 Apple iPad Air, Cover Cases and 2-year Appicare for the Commissioners and Professionals of the Authority; and

WHEREAS, the lowest quote submitted was by Apple Inc., 1 Infinite Loop, Cupertino, CA, in the amount of \$6,394.00; and

WHEREAS, funds are available for the award of this quote as set forth in the Certification of Funds 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 iPads to Apple Inc, in the amount of \$6,394.00.

BE IF FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute any and all documents to effectuate the commencement of this purchase.

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

Mr. Garvey made a motion to adjourn the meeting, seconded by Mr. Costantino. On voice vote, motion carried unanimously. Meeting adjourned at 8:18 PM.

Respectfully submitted,

Debra Corson
Recording Secretary