

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, June 17, 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. Odenath

Absent: Mr. Greer

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

Mr. Costantino made a motion to excuse Mr. Greer, as he had a meeting conflict, seconded by Mr. Knott. On voice vote, motion carried.

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

Minutes:

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

Correspondence:

- 7.a. From Howard Long re: Glen Eyre Easement
- 7.b. From Pennoni re: Emergency Repair of Manholes
- 7.c. From Pennoni re: Atlantic Avenue Pump Station
- 7.d. FYI re: Mt. Clement Water Tower Article
- 7.e. From State of New Jersey re: Maintenance Building/Wells
- 7.f. To Chalet Apartments re: Sewer Force Main
- 7.g. To Mr. Bransten re: 13 High Trail
- 7.h. To Ms. Davenport re: 14 W Cloverdale Avenue
- 7.i. From Pennoni re: Mt. Clement Final Payment
- 7.j. From State of New Jersey re: Right to Know Survey

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 complete.
  - b. Pennoni issued final payment recommendation.
  - c. Antenna reinstallations on-going (T-Mobile and Sprint in progress).
- 2. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
  - a. Clementon flow diverted to pump station on February 28, 2015.
  - b. Met with contractor; moving forward with closeout.
- 3. Greenwood Avenue Pump Station (PHMU 0908)
  - a. NJEIT FY2016 funding application submitted.
  - b. TWA approval is imminent.
  - c. Advertise September 29, 2015.
  - d. Award October 21, 2015.
  - e. Construction in 2015.
  - f. Pennoni issued response to NJDEP Planning Document review.
  - g. Pennoni coordinating response to additional NJDEP review comments (Stage 1 Cultural Resources review in progress).
  - h. Force main work by MUA staff, except stream crossing (which will be part of public contract); received NJDEP permit; coordinating with Pine Valley.
  - i. Revised estimated project cost: \$757,000.

4. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
  - a. NJEIT FY2016 funding application submitted.
  - b. TWA application administratively complete.
  - c. Advertise September 29, 2015.
  - d. Award October 21, 2015.
  - e. Construction in 2015.
  - f. 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
  - 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 the Pine Valley Easement documents have been sent to Camden Court House to be filed. Mr. Hassett stated we will start the work at Pine Valley after Labor Day.

Mr. Garvey made a motion to accept the Solicitor's Report, seconded by Mr. Costantino. 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 showed the Board a pipe that was removed from a water leak on Erial Road. He explained to the Board the various repairs that have been made to the pipe. A discussion followed about the County resurfacing Erial Road and how the Authority should replace the estimated 60 service lines prior to the County resurfacing Erial Road.

Mr. Hassett stated that at previous meetings it was discussed about advertising on the water tower. He has reviewed this information that he had researched. He did talk to Mayor Green. A straw poll was taken and the Board was not in favor of advertising on the tower.

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

New Business:

None

Old Business:

None

Resolutions:

Resolution #15-73

**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.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
Insurance	\$1,000.00	
Engineer	\$2,000.00	
Trustee		\$3,000.00
<b>Total</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>

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

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 #15-74

Water

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

3439000-0 \$ .82 22 Country Club Rd Penalty Removed

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-75

Sewer

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

3439000-0 \$ .75 22 Country Club Rd Penalty Removed

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 #15-76

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 5854	227.47	Deptford BMEU Postmaster	Supplies - Office
5855	8,024.29	Atlantic City Electric	Utilities - Operating
5856	83.70	Acme Uniforms	Supplies - Operating
5856	18.25	Acme Uniforms	Supplies - Office
5857	53.00	All Brand Supply	Supplies - Operating
5858	50.13	Alpha Message Center	R/M - Office
5859	12,716.98	AmeriHealth Insurance Co	Health Insurance
5860	150.00	Atlantic Switch & Generator	R/M - System
5862	250.00	BEP Labs	Laboratory Testing
5863	111.05	Casa Payroll Service	Supplies - Office
5864	1,000.00	C & C Computer Designs	Supplies - Office
5865	287.70	CITGO Fleet	Automotive Expense
5867	143.76	Comcast	Supplies - Office
5868	120.00	CoverAll Of Philadelphia	R/M - Office
5870	46.48	Harbor Freight Tools	Supplies - Operating
5871	52.79	Thomas Hassett-Admin	T/E - Administrative
5872	100.00	Thomas Hassett	Miscellaneous - Office
5873	355.07	Horizon BC/BS	Health Insurance
5874	70.00	Matthew Hufner	Health Insurance
5875	44.48	John Toal Petty Cash	Supplies - Operating
5876	1,417.35	Kennedy Marketing	Supplies - Operating
5878	515.90	Wade, Long & Wood Esq	Legal Fees
5879	30.00	Lethal Pest Solutions	R/M - Office
5880	63.47	Mechanic's Auto Parts	Automotive Expense
5881	1,251.04	Miracle Chemical Co	Chemicals
5882	74.61	Elmerinda Narducci	Health Insurance
5883	267.36	National Paving Co	Supplies - Operating
5884	69.71	Nextel/Sprint	Telephone - Operating
5885	39,753.55	New Jersey American Water	Water Agreements
5886	179.25	NJ Motor Vehicle	Automotive Expense
5887	156.53	Office Basics	Supplies - Office
5887	18.48	Office Basics	Supplies - Operating
5888	60.80	One Call Concepts	R/M - System
5889	407.00	Pennoni Associates	Engineer Fees
5890	670.00	Pine Hill Printing	Supplies - Office
5891	122.50	Pine Hill Hardware	Supplies - Operating
5892	650.00	Phoenix Advisors	Supplies - Office
5894	147.00	Quality Landscaping	R/M - Office
5894	170.00	Quality Landscaping	R/M - Building
5896	8.24	Sam's Club	Supplies - Office
5896	22.42	Sam's Club	Supplies - Operating
5897	30.58	South Jersey Gas Co	Utilities - Operating
5899	75.00	James Valentine Jr	R/M - Office
5899	37.50	James Valentine Jr	R/M - Building
5900	101.35	Verizon	R/M - System

5901	55.00	Deborah Warrington	Health Insurance
5902	200.00	West & Thomson Corp	Supplies - Office
5905	494.57	Xtel Communications	Telephone - Office
5905	48.91	Xtel Communications	Telephone - Operating

Resolution #15-77

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 Renewal and Replacement Fund.

5889	1,266.38	Pennoni Associates	Mt Clement Rehab/Paint-Engineer
5903	4,608.00	Worldwide Industries	Mt Clement Rehab/Paint-Const

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-78

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 5854	227.47	Deptford BMEU Postmaster	Supplies - Office
5855	3,438.70	Atlantic City Electric	Utilities - Operating
5855	259.68	Atlantic City Electric	Utilities - Office
5856	83.70	Acme Uniforms	Supplies - Operating
5856	18.25	Acme Uniforms	Supplies - Office
5857	53.00	All Brand Supply	Supplies - Operating
5858	50.13	Alpha Message Center	R/M - Office
5859	8,477.98	AmeriHealth Insurance Co	Health Insurance
5860	250.00	Atlantic Switch & Generator	R/M - System
5861	3,000.00	Bank of New York Mellon	Trustee
5863	111.05	Casa Payroll Service	Supplies - Office
5864	1,000.00	C & C Computer Designs	Supplies - Office
5865	287.70	CITGO Fleet	Automotive Expense
5866	17,875.00	Clementon Sewer Utility	Transmittal Agreement
5868	160.00	CoverAll Of Philadelphia	R/M - Office
5869	25.00	Patricia Garvey	Health Insurance
5870	46.47	Harbor Freight Tools	Supplies - Operating
5871	52.78	Thomas Hassett-Admin	T/E - Administrative
5873	236.71	Horizon BC/BS	Health Insurance
5875	44.48	John Toal Petty Cash	Supplies - Operating
5876	184.35	Kennedy Marketing	Supplies - Operating
5877	10,731.00	Lindenwold Sewer Utility	Transmittal Agreement
5878	1,418.10	Wade, Long & Wood Esq	Legal Fees
5880	63.47	Mechanic's Auto Parts	Automotive Expense
5882	49.73	Elmerinda Narducci	Health Insurance
5884	69.70	Nextel/Sprint	Telephone - Operating
5886	179.25	NJ Motor Vehicle	Automotive Expense
5887	156.53	Office Basics	Supplies - Office
5887	18.48	Office Basics	Supplies - Operating
5888	60.80	One Call Concepts	R/M - System
5891	122.50	Pine Hill Hardware	Supplies - Operating
5893	27.00	ProGas	Chemicals
5894	147.00	Quality Landscaping	R/M - Office
5894	274.00	Quality Landscaping	R/M - Building

5895	4,995.00	Russell Reid	R/M - System
5896	8.24	Sam's Club	Supplies - Office
5896	22.42	Sam's Club	Supplies - Operating
5897	28.79	South Jersey Gas Co	Utilities - Office
5897	28.18	South Jersey Gas Co	Utilities - Operating
5898	1,629.00	Vac Sales	Supplies - Operating
5899	75.00	James Valentine Jr	R/M - Office
5899	37.50	James Valentine Jr	R/M - Building
5900	193.52	Verizon	R/M - System
5902	200.00	West & Thomson Corp	Supplies - Office
5904	42.72	Xerox Corp	Supplies - Office

Resolution #15-79

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.

5284	3,232.25	Pennoni Associates	Madison Av P/S-Engineer
5287	1,529.00	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. Hartman.

Roll Call:

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

Nays: None

Abstain: Mr. Garvey

Resolution #15-80

**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.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;

\_\_\_\_\_ 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

  X   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 Executive Session, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Long reviewed with the Board, the steps needed to be taken prior to a personnel issue being discussed in Executive Session. The employee must be given at least 48 hours notice that you intend to speak about that person and allow them the opportunity to have those discussion be held in public or private, and to be represented by their Attorney or Union Representative.

Resolution #15-81

Mr. Hartman made a motion to rescind the motion to go into Executive Session, seconded by Mr. Garvey. On voice vote, motion carried.

Mr. Greer made a motion to adjourn the meeting, seconded by Mr. Garvey. On voice vote, motion carried unanimously. Meeting adjourned at 8:20 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary