

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, September 16, 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. Toal, Operations Manager, Mr. Long, Solicitor and Mr. Dougherty, Engineer.

Mr. Costantino made a motion to excuse Mr. Greer, as he is attending the Firemen's Convention, seconded by Mr. Hartman. On voice vote, motion carried.

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. 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 August meeting were completed in time for the meeting.

Mr. Knott made a motion to approve the minutes of the August meeting, seconded by Mr. Garvey. On voice vote, motion carried. Mr. Buscher and Mr. Hartman abstained.

Correspondence:

1. From Ms. Kathleen Strater re: Employees
2. From Pennoni re: Greenwood Avenue Sewer Station
3. To Charles Jenkins re: NJEIT 2016 Loan Application
4. From Brinkerhoff Environmental re: Pine Hill Gulf Cross Keys Road
5. From Department of Environmental Protection re: NJEIT Financing Program

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: final payment and retainage released.
 - b. Antenna reinstallations on-going (site restoration remains).
2. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Final payment made; project complete.
 - b. Pennoni to advise regarding Amboy share.
 - c. Clementon flow diverted to pump station on February 28, 2015.
 - d. MUA took ownership on July 7, 2015.
3. Greenwood Avenue Pump Station (PHMU 0908)
 - a. NJEIT FY2016 funding application submitted.
 - b. TWA issued May 22, 2015.
 - c. Pennoni issued a design Change Order proposal for an emergency generator.
 - d. Advertise - pending NJDEP Authorization to Advertise, emergency generator and Erial Road crossing method.
 - e. Pennoni to respond to new NJDEP Stage 1 comments and issue a revised report.
 - 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. TWA issued July 22, 2015.

- c. Advertise - pending NJDEP Authorization to Advertise.
- d. Revised estimated project cost: \$606,000.
- 5. Bromley PS Generator Evaluation (PHMU 15XX)
 - a. Pennoni issued proposal for Bromley generator study.
 - b. Evaluate existing 30KW generator for use at Bromley.
- 6. Tank Antenna Issues
 - a. ATT: New installation at Mt Clement;
 - b. ATT: New Generator at Turnerville.
 - c. Cellco/Verizon: Verizon application for new installations at Mt. Clement.
 - d. Cellco/Verizon: New installation at Turnerville.
 - e. T-Mobile/MetroPCS: T-Mobile on Mt Clement; 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: Sprint on Mt. Clement; removed Nextel.
- 7. Water Booster Station (PHMU 0911)
 - a. System timer adjustments for “weekend” peaks.
- 8. Fieldstone/Glen Eyre Phase 1, Phase 2, Phase 3 (PHMU 0606)
 - a. Recommend Bond release for Phases 1 and 2
 - b. Phase 3 punch list outstanding.
- 9. Castle/Karley Homes Sewer
 - a. Bank looking to finish development.
- 10. Annual Water Bond Trustee Report
 - a. Pennoni issued report February 17, 2015.

II. Other Projects

- 1. “Pine Hill Partners”/Amboy Bank (Apartments/townhomes) (PHMU 1202)
 - a. No recent action on Apartments.
 - b. Amboy Bank looking to construct Townhomes: Sewer improvements required.
 - c. Amboy Bank recapture agreement negotiations.
 - d. Pennoni to finalize PHBMUA costs relative to Developer’s Agreement.
- 2. Foxwood (Lakes at Pine Hill) (PHMU 0612)
 - a. Bond release request from bonding company.
 - b. Pennoni to issue formal recommendation.
- 3. Erial Road Reconstruction
 - a. County reconstruction project.
 - b. Approximately sixty (60) water service replacements.
- 4. 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.
- 5. 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. Dougherty discussed with the Board the need to install a generator at the Greenwood Pump Station. He had submitted a proposal to Mr. Hassett.

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

Resolution #15-103

Mr. Hartman made a motion to authorize the Engineer to proceed with the scope of work for installing an emergency generator at the Greenwood pump station, seconded by Mr. Costantino. 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. 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 he had sent an email to all Board Members regarding the AEA Convention and League of Municipalities; if anyone is interested in registering to walk to floor, please contact him. Mr. Hassett commented that we had 178 shut offs and the guys did a great job, especially Joe and Mike, they had to shut off 22 homes each today. Mr. Hassett commented on the process for the new employee. The committee selected four applications to interview, and Mr. Jim Wakeley is the one recommended by the committee. The Board discussed the starting hourly rate; Mr. Hassett recommended the starting hourly rate to be \$16.00 and then after 90 days increase to \$17.00.

Resolution #15-104

WHEREAS, there exists a need for the services of a Maintenance Man II, for the Pine Hill Borough Municipal Utilities Authority ("PHMUA and/or Authority"); and

WHEREAS, the Commissioners for the Authority have advertised the position and posted the position for qualified candidates and have determined that James Wakeley possesses the necessary qualifications and should be appointed to the position of Maintenance Man II and fulfill all the duties of that position; and

WHEREAS, funds have been certified as available for said services.

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. James Wakeley is hereby appointed to the position of Maintenance Man II, and shall serve in accordance with the terms; conditions and benefits set forth in the Collective Bargaining Agreement entered into between the AFSCME/AFL-CIO, District Council 71, Local 3303E Union and the Authority effective August 1, 2013 through July 31, 2017.

Mr. Costantino made a motion to approve the resolution, seconded by Mr. Buscher.

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-105

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA and/or Authority") has engaged and duly appointed James Wakeley to the position of Maintenance Man II; and

WHEREAS, the Commissioners for the Authority desire to establish a salary for James Wakely and the Maintenance Man II position, commensurate with his skill and experience;

WHEREAS, funds have been certified as available for said services.

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. James Wakeley shall receive a starting salary of \$16.00 per hour. Therefore, should he remain in good standing, said salary shall increase to \$17.00, after completion of a ninety (90) day probationary period.

Mr. Costantino made a motion to hire Jim Wakeley at a starting hourly rate of \$16.00, with an increase to \$17.00 after 90 days with an evaluation, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstain: None

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 #15-106

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

100000-0 \$.96 706 Mason Run Penalty Removed

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-107

Sewer

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

100000-0 \$.75 706 Mason Run Penalty Removed

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #15-108

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 6009	996.75	<i>O/B</i>	Wade, Long, & Wood	Legal Fees
MC 6010	12.50		Rutgers, State University	Miscellaneous - Office
6011	7,317.56		Atlantic City Electric	Utilities - Operating
6011	328.89		Atlantic City Electric	Utilities - Office
6012	69.46		Acme Uniforms	Supplies - Operating
6012	18.50		Acme Uniforms	Supplies - Office
6013	52.16		Alpha Message Center	R/M - Office
6014	3,220.00		Bank of New York Mellon	Trustee
6015	250.00		BEP Labs	Laboratory Testing
6016	116.74		Casa Payroll Service	Supplies - Office
6017	1,343.40		C&C Computer Designs	Supplies - Office
6018	203.32		CITGO Fleet	Automotive Expense
6021	521.09		Courier Post	Supplies - Operating
6023	54.00		Central Security Services	R/M - Office
6023	60.00		Central Security Services	R/M - Building
6024	50.83		Debbie Corson Petty Cash	Supplies - Office
6027	313.19		Horizon BC/BS	Health Insurance
6028	70.00		Matthew Hufner	Health Insurance
6029	41.93		John Toal Petty Cash	Supplies - Operating
6030	620.53	<i>O/B</i>	Kennedy Marketing	Supplies - Operating
6033	230.74		Mechanic's Auto Parts	Automotive Expense
6034	1,682.97		Miracle Chemical	Chemicals

6035	34.60	Elmerinda Narducci	Health Insurance
6036	73.31	Nextel/Sprint	Telephone - Operating
6037	19,131.52	New Jersey American Water	Water Agreements
6038	60.88	NJ Department of Labor	Unemploy Comp Insurance
6039	182.37	Office Basics	Supplies - Office
6040	71.32	One Call Concepts	R/M - System
6041	415.00	Pennoni Associates	Engineer Fees
6042	13.75	Pine Hill Auto Repair	Automotive Expense
6043	109.38	Pine Hill Hardware	Supplies - Operating
6044	1,216.65	Philadelphia Business Forms	Supplies - Office
6045	27.00	ProGas	Chemicals
6046	140.00	Quality Landscaping	R/M - Office
6046	170.00	Quality Landscaping	R/M - Building
6047	19.73	Sam's Club	Supplies - Office
6047	32.84	Sam's Club	Supplies - Operating
6048	29.16	South Jersey Gas	Utilities - Office
6048	29.16	South Jersey Gas	Utilities - Operating
6049	50.00	SNJ NIGP	T/E - Administrative
6050	100.00	Treasurer, New Jersey State	T/E - Operating
6051	91.96	Verizon	R/M - System
6052	45.00	Deborah Warrington	Health Insurance
6053	38.32	Xerox Corp	Supplies - Office
6054	510.88	Xtel Communications	Telephone - Office
6054	32.60	Xtel Communications	Telephone - Operating

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

Nays: None

Abstain: Mr. Hartman

Resolution #15-109

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 6009	1,263.25	<i>O/B</i> Wade, Long, & Wood	Legal Fees
MC 6010	12.50	Rutgers, The State University	Miscellaneous - Office
6011	3,217.42	Atlantic City Electric	Utilities - Operating
6012	69.46	Acme Uniforms	Supplies - Operating
6012	18.50	Acme Uniforms	Supplies - Operating
6013	52.15	Alpha Message Center	R/M - Office
6016	116.74	Casa Payroll Service	Supplies - Office
6017	1,343.40	C&C Computer Designs	Supplies - Office
6018	203.31	CITGO Fleet	Automotive Expense
6019	17,875.00	Clementon Sewerage Utility	Transmittal Agreement
6020	143.76	Comcast	Supplies - Office
6021	521.08	Courier Post	Supplies - Operating
6022	160.00	Coverall Of Philadelphia	Supplies - Office
6023	54.00	Central Security Services	R/M - Office
6023	60.00	Central Security Services	R/M - Building
6024	50.82	Debbie Corson Petty Cash	Supplies - Office
6025	1,053.77	Deltronics	R/M - System
6026	100.00	Thomas Hassett	Miscellaneous - Office
6027	208.78	Horizon BC/BS	Health Insurance
6029	41.92	John Toal Petty Cash	Supplies - Operating
6031	10,764.00	Lindenwold Sewer Utility	Transmittal Agreement

6032	29.00	Lethal Pest Solutions	R/M - Office
6033	230.74	Mechanic's Auto Parts	Automotive Expense
6035	23.06	Elmerinda Narducci	Health Insurance
6036	73.30	Nextel/Sprint	Telephone - Operating
6038	60.87	NJ Department of Labor	Unemploy Comp Insurance
6039	182.36	Office Basics	Supplies - Office
6040	71.32	One Call Concepts	R/M - System
6041	464.50	Pennoni Associates	Engineer Fees
6042	13.75	Pine Hill Auto Repair	Automotive Expense
6043	109.37	Pine Hill Hardware	Supplies - Operating
6044	1,216.64	Philadelphia Business Forms	Supplies - Office
6046	140.00	Quality Landscaping	R/M - Office
6046	205.00	Quality Landscaping	R/M - Building
6047	19.73	Sam's Club	Supplies - Office
6047	32.83	Sam's Club	Supplies - Operating
6048	30.13	South Jersey Gas	Utilities - Office
6049	50.00	SNJ NIGP	T/E - Administrative
6050	50.00	Treasurer, New Jersey State	T/E - Operating
6051	164.30	Verizon	R/M - System
6053	38.31	Xerox Corp	Supplies - Office

Mr. Garvey made a motion to accept the payment of all sewer 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

Mr. Garvey made a motion to adjourn the meeting, seconded by Mr. Knott.
On voice vote, motion carried unanimously. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Debra Corson
Recording Secretary