

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, October 21, 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. 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. Costantino. 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. Buscher. On voice vote, motion carried.

Minutes:

The Minutes of the September meeting were completed in time for the meeting.

Mr. Costantino made a motion to approve the minutes of the September meeting, seconded by Mr. Knott. On voice vote, motion carried.

Correspondence:

1. From New Jersey American Water re: Rate Increase
2. To Mr. Walker re: Theft of Service
3. To Mr. Parker re: Theft of Service
4. To Mr. Wakeley re: Full Time Employment
5. From Pennoni re: Greenwood Pump Station
6. To R D Zeuli re: Repair to Water Leaks
7. From State of New Jersey DEP re: NJEIT
8. From State of New Jersey DEP re: Emergency Response Plan
9. From Pennoni re: Recapture Agreement – AB Woodcrest Fields

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. Greenwood Avenue Pump Station (PHMU 0908)
  - a. NJEIT FY2016 funding application submitted.
  - b. TWA issued May 22, 2015.
  - c. Pennoni designing an emergency generator and providing for directional drilling of the gravity main crossing Erial Road.
  - d. Advertise - pending NJDEP Authorization to Advertise following submission of the revised design.
  - e. Pennoni submitted and NJDEP approved the revised Stage 1 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.**
2. 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.**
3. Bromley PS Generator Evaluation (PHMU 15XX)
  - a. Pennoni issued proposal for Bromley generator study.
  - b. Evaluate existing 30KW generator for use at Bromley.

4. 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.
  5. Mt. Clement Well Tank (PHMU 1204)
    - a. Worldwide work is complete: final payment and retainage released.
    - b. Antenna reinstallations on-going (site restoration remains).
  6. 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.
  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, 2, and 3.
  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. Pennoni issued bond release recommendation (release not recommended).
  3. The Greens at Pine Hill (PHMU 1306)
    - a. Developer looking to proceed with Pump Station Improvement project; escrow required, performance bond not required.
  4. Erial Road Reconstruction
    - a. County reconstruction project.
    - b. Approximately sixty (60) water service replacements.
  5. 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.
  6. 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. Hartman 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 he had prepared two resolutions; the first for the hiring of Jim Wakeley and the second for the salary for the position. These resolutions were approved at the September meeting.

Mr. Knott 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. The Board discussed the recent problem at the Mansions with a fire hydrant having no or low pressure. Our Maintenance Men have located the problem as a defective valve. The Mansions will repair the valve.

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:

Mrs. Corson stated that Tom wanted to confirm who plans to go the League of Municipalities Convention, so that we could register them for the convention floor.

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

New Business:

None

Old Business:

None

Resolutions:

Resolution #15-110

Water

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

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

1897000	6.20	42 E 10 <sup>th</sup> Avenue	Remove double billing
2723000	9.30	1065 Grandview Avenue	Leak adjustment 3T gal
2729000	62.00	1202 Weber Drive	Leak adjustment 20T gal
3309000	43.40	101 Estates Road	Leak adjustment 14T gal

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #15-111

Sewer

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

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

2295000	50.00	Dr Albert Bean School	Remove 1 sewer unit
1787000	7.50	8 E 7 <sup>th</sup> Avenue	Senior Discount applied

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

Payment of Bills:

Resolution #15-112

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 6055	753.13	Deptford PO, BMEU Clerk	Supplies - Office
6056	8,276.41	Atlantic City Electric	Utilities - Operating
6057	86.83	Acme Uniforms	Supplies - Operating
6057	27.75	Acme Uniforms	Supplies - Office
6058	85.04	All Industrial Safety Products	Supplies - Operating

6059	20.00	Allied Meter Service	R/M - System
6060	58.10	Alpha Message Center	R/M - Office
6061	20,680.42	AmeriHealth Insurance Co	Health Insurance
6062	20.00	Authenticom Services	Supplies - Office
6063	2,372.98	Bank of New York Mellon	Trustee
6064	3,580.00	BEP Labs	Laboratory Testing
6065	116.60	Casa Payroll Service	Supplies - Office
6067	275.22	CITGO Fleet	Automotive Expense
6068	143.76	Comcast	Supplies - Office
6069	22.50	Debbie Corson	Supplies - Office
6070	160.00	Coverall of Philadelphia	Supplies - Office
6071	112.50	BMEU Clerk, Deptford USPS	Supplies - Office
6072	3,412.00	Edmunds & Associates	Supplies - Office
6073	38.25	Thomas Hassett-Admin	T/E - Administrative
6073	32.22	Thomas Hassett-Admin	Miscellaneous - Operating
6074	48.20	Thomas Hassett	Health Insurance
6074	100.00	Thomas Hassett	Miscellaneous - Office
6075	313.19	Horizon BC/BS	Health Insurance
6076	50.00	Matthew Hufner	Supplies - Operating
6077	220.00	NJ League of Municipalities	T/E - Administrative
6077	137.50	NJ League of Municipalities	T/E - Operating
6078	29.00	Lethal Pest Solutions	R/M - Office
6079	769.87	Miracle Chemical	Chemicals
6080	74.35	Nextel/Sprint	Telephone - Operating
6081	19,468.46	NJ American Water	Water Agreements
6082	601.50	NJ State PWT	State Water Tax
6083	309.50	NJ DMV	Automotive Expense
6084	10.54	Office Basics	Supplies - Operating
6084	111.79	Office Basics	Supplies - Office
6085	83.11	One Call Concepts	R/M - System
6086	513.25	Pennoni Associates	Engineer Fees
6087	470.66	<i>O/B</i> Pine Hill MUA	Supplies - Office
6088	63.21	Pine Hill Hardware	Supplies - Operating
6090	132.50	Quality Landscaping	R/M - Office
6090	255.00	Quality Landscaping	R/M - Building
6091	28.18	South Jersey Gas	Utilities - Operating
6092	120.00	SNJ NIGP	T/E - Administrative
6093	536.41	Tire Corral Clementon	Automotive Expense
6094	117.50	John Toal	Supplies - Operating
6094	30.00	John Toal	Health Insurance
6095	95.78	United Electric Supply	Supplies - Operating
6096	93.65	Verizon	R/M - System
6097	75.00	Deborah Warrington	Health Insurance
6098	475.34	Water Works Supply	Supplies - Operating
6099	33.32	Xerox Corp	Supplies - Office
6101	1,282.65	Wade, Long & Wood, Esq.	Legal Fees

Mr. Costantino made a motion to accept the payment of all water 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 #15-113

Sewer Operating

MC 6055	753.13	Deptford PO, BMEU Clerk	Supplies - Office
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6056	3,284.19	Atlantic City Electric	Utilities - Operating
6056	286.12	Atlantic City Electric	Utilities - Office
6057	86.82	Acme Uniforms	Supplies - Operating
6057	27.75	Acme Uniforms	Supplies - Office
6058	85.04	All Industrial Safety Products	Supplies - Operating
6060	58.09	Alpha Message Center	R/M - Office
6061	13,786.92	AmeriHealth Insurance Co	Health Insurance
6062	20.00	Authenticom Services	Supplies - Office
6065	116.60	Casa Payroll Service	Supplies - Office
6066	88.00	Camden County MUA	Supplies - Office
6066	88.00	Camden County MUA	Supplies - Operating
6067	275.21	CITGO Fleet	Automotive Expense
6069	22.50	Debbie Corson	Supplies - Office
6070	40.00	<i>O/B</i> Coverall of Philadelphia	Supplies - Office
6071	112.50	BMEU Clerk, Deptford USPS	Supplies - Office
6072	3,412.00	Edmunds & Associates	Supplies - Office
6073	38.25	Thomas Hasset-Admin	T/E - Administrative
6073	32.21	Thomas Hasset-Admin	Miscellaneous - Operating
6074	32.13	Thomas Hasset	Health Insurance
6075	208.78	Horizon BC/BS	Health Insurance
6076	50.00	Matthew Hufner	Supplies - Operating
6077	165.00	NJ League of Municipalities	T/E - Administrative
6077	137.50	NJ League of Municipalities	T/E - Operating
6080	74.35	Nextel/Sprint	Telephone - Operating
6083	309.50	NJ DMV	Automotive Expense
6084	10.54	Office Basics	Supplies - Operating
6084	111.78	Office Basics	Supplies - Office
6085	83.11	One Call Concepts	R/M - System
6087	349.60	<i>O/B</i> Pine Hill MUA	Supplies - Office
6088	63.21	Pine Hill Hardware	Supplies - Operating
6089	27.00	ProGas	Chemicals
6090	132.50	Quality Landscaping	R/M - Office
6090	240.00	Quality Landscaping	R/M - Building
6091	29.16	South Jersey Gas	Utilities - Operating
6091	28.18	South Jersey Gas	Utilities - Office
6092	120.00	SNJ NIGP	T/E - Administrative
6093	536.40	Tire Corral Clementon	Automotive Expense
6094	117.50	John Toal	Supplies - Operating
6094	20.00	John Toal	Health Insurance
6095	95.77	United Electric Supply	Supplies - Operating
6096	173.90	Verizon	R/M - System
6099	33.31	Xerox Corp	Supplies - Office
6100	501.12	Xtel Communications	Telephone - Office
6100	43.57	Xtel Communications	Telephone - Operating
6101	761.35	Wade, Long & Wood, Esq.	Legal Fees

Resolution #15-114

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.

6086	3,833.50	Pennoni Associates	CCMUA/Madison Av P/S-Eng
6086	9,563.25	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: Mr. Hartman

Abstain: None

Mr. Garvey made a motion to adjourn the meeting, seconded by Mr. Costantino.  
On voice vote, motion carried unanimously. Meeting adjourned at 7:55 PM.

Respectfully submitted,

Debra Corson

Recording Secretary