

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, November 22, 2016 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. Green, Mr. Garvey, Mr. Knott, Mr. Odenath, Mrs. Burke

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. Hartman. 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. Garvey. On voice vote, motion carried.

Minutes:

The Minutes of the September and October meeting.

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

Correspondence:

1. To Colombo Development LLC re: Request to reduce units
2. From Dave Patterson re: Amboy Bank
3. From Pennoni re: Emergency Repair
4. From Pennoni re: Greenwood Avenue Payment Cert
5. From Pennoni re: Madison Avenue Pump Station
6. From NJ UA Joint Insurance Fund re: Renewal of Membership

The Board reviewed the correspondence.

Mr. Hartman 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. Awarded to Centerpoint Associates; NJEIT FY2016 funding.
 - b. Schedule: Notice to Proceed effective July 21; Contract end date is January 17, 2017; Closeout: January-March.
 - c. Force main work is complete.
 - d. Revised estimated project cost: \$914,000.
 - e. Pennoni prepared legal description for ROW to be acquired.
2. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
 - a. NJDEP issued Authorization to Advertise.
 - b. Schedule: Opened bids November 2, 2016 and submitted to NJDEP; awaiting Authorization to Award.
 - c. TWA issued July 22, 2015.
 - d. NJEIT FY2016 funding.
 - e. Revised estimated project cost: \$606,000.
3. Well 6 & 7 Discussions
 - a. NJDEP inspection.
 - b. Abandon Wells.
 - c. Must construct new well to maintain Firm Capacity.
 - d. Pennoni proposal to abandon wells.
4. Mt. Clement Well Issues
 - a. Schultes to visit site (check valves).
5. Water Allocation Permit
 - a. Permit expires September 30, 2017.

- b. Pennoni proposal for renewal permit application.
 - 6. Branch Avenue Fire Flow
 - a. Mansions fire.
 - b. Pennoni proposal for Third Avenue loop.
 - c. Meet with Deputy Fire Chief to investigate Clearview loop.
 - d. Pennoni proposal for Fire Flow investigation.
 - 7. Erial Road Reconstruction
 - a. County reconstruction project.
 - b. Approximately sixty (60) water service replacements.
 - c. P.O. issued to Echologics (\$37,303) for water main assessment; field work complete.
 - 8. Map Updates
 - a. Pennoni change order request regarding additional map updates.
 - b. Pennoni to provide new overall display maps.
- II. Other Projects
- 1. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct 90 Townhomes: Sewer improvements required.
 - b. Amboy Bank recapture agreement negotiations.
 - c. Minor plan changes approved by Planning Board.
 - 2. “Pine Hill Partners” (Lakes at Pine Hill) (PHMU 0612)
 - a. Pennoni issued bond release recommendation (release not recommended).
 - 3. The Greens at Pine Hill (Pine Hill Gardens) (PHMU 1306)
 - a. Inspection escrow has been posted; performance bond waived.
 - b. On-site kick-off meeting held on September 20.
 - c. Awaiting meeting minutes and construction schedule from SGC Engineering.
 - d. Pennoni October 20 letter to SGC defining Authority Engineer role.
 - 4. Annual Water Bond Trustee Report
 - a. Pennoni issued annual report.
 - 5. Long Term Capital Projects
 - a. Lining projects.
 - b. Valve replacements.
 - c. Fire hydrant replacements.
 - d. Eliminate Dead-end loops; consider PVC.
 - e. Meter replacements: investigate programs for funding.
 - 6. Identify Funding Sources
 - a. NJEITF (Loans) now accepting rolling applications.
 - 7. Tank Antenna
 - a. ATT: New installation at Mt Clement (hold).
 - b. ATT: Turnerville.
 - c. Cellco/Verizon: New Installation at Mt. Clement (hold).
 - d. Cellco/Verizon: Turnerville.
 - e. T-Mobile/MetroPCS: T-Mobile on Mt Clement; new work.
 - f. T-Mobile/MetroPCS: Turnerville.
 - g. Sprint: Mt. Clement.
 - 8. Maintenance Bonds
 - a. Mt. Clement Tank Rehabilitation expires January 2, 2017.
 - b. Atlantic Avenue Pump Station expires February 28, 2017.
 - 9. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.
 - b. Pennoni provided sample letter for NJDEP submission.

Mr. Dougherty reviewed his report with the Board. Mr. Dougherty reviewed the bids for Madison Avenue Pump Station. Plan to award at December meeting.

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

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. Knott.

On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson stated that the December meeting is December 21st at 7:00 pm. Mr. Hassett has requested approval to keep his cell phone and phone number when he retires. Mrs. Corson stated that his phone is over three years old and that the number can be transferred to his cell phone carrier. The Board agreed that Mr. Hassett could keep his phone.

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

Board Member's Report:

Mr. Hartman commented on the repair to the road at Estates Road and Turnerville Road and the concrete apron not being a quality repair. Mr. Hartman asked Mr. Dougherty to check the repair. A discussion followed. Mr. Dougherty stated that the contractor was responsive to our first punch list; he will contact the A. P. Construction.

New Business:

None

Old Business:

None

Resolutions:

Resolution #16-107
Resolution for Renewal of Membership
In The

New Jersey Utilities Authorities Joint Insurance Fund

Whereas, the Pine Hill Borough Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

Whereas, said renewed membership terminates as of December 31, 2016, unless earlier renewed by agreement between the Authority and the Fund; and

Whereas, the Authority desires to renew said membership;

Now, Therefore, be it resolved as follows:

1. The Pine Hill Borough Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-108

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had experienced failure of the existing submersible pump at the Bromley Sewer Station requiring a new pump replacement; and

WHEREAS, it is necessary for the Authority to pay Xylem Water Solutions USA, Inc. for the Flygt pump and related equipment, and in order to pay the invoices it is necessary to appropriate funds from the Sewer General Fund.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$13,962.92 from the Sewer General Fund, which is required to pay the invoices is hereby authorized; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and that certified copies of this resolution be forwarded without delay to the Authority Trustee, Secretary/Treasurer and Financial Clerk.

Mr. Hartman made a motion to accept the resolution, seconded by Mr. Garvey.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-109

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had the existence of a trunk line blockage located on Turnerville Road and Estates Road creating an emergency condition requiring immediate action to protect the public health, safety and welfare; and

WHEREAS, it is necessary for the Authority to pay A.P. Construction for the completion of the field work, and in order to pay the invoices it is necessary to appropriate funds from the Sewer General Fund.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$214,500.00 from the Sewer General Fund, which is required to pay the invoices is hereby authorized; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and that certified copies of this resolution be forwarded without delay to the Authority Trustee, Secretary/Treasurer and Financial Clerk.

Mr. Garvey made a motion to accept the resolution, seconded by Mr. Hartman.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-110

Sewer

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

1708000-0 \$50.00 561-571 Erial Rd Unit Reduction for Store

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #16-111

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.

MC6693	240.01	BMEU Clerk, Deptford USPS	Supplies - Office
6694	254.23	Atlantic City Electric	Utilities - Office
6694	6,826.26	Atlantic City Electric	Utilities - Operating
6695	83.70	ACME Uniforms	Supplies - Operating
6695	18.50	ACME Uniforms	Supplies - Office
6696	53.93	Alpha Message Center Inc	Repair/Maintenance - Office
6697	12,692.55	AmeriHealth Insurance Co.	Health Insurance
6699	5,593.94	Bank of NY Mellon	Trustee
6700	214.58	Barton Supply Inc.	Supplies - Operating
6701	250.00	Borough of Pine Hill	Miscellaneous - Operating
6701	250.00	Borough of Pine Hill	Miscellaneous - Office
6702	75.00	Computers Made Easy	Supplies - Office
6703	121.33	Casa Payroll Service LLC	Supplies - Office
6705	330.11	CITGO Fleet Service	Automotive Expense
6709	604.00	Eurofins QC, Inc.	Laboratory Testing
6710	25.00	Flex facts	Supplies - Office
6711	40.00	Fred Pryor Seminars	Training/Educ - Admin
6713	80.20	W.W. Grainger	Supplies - Operating
6714	76.19	Groff Tractor New Jersey	Automotive Expense
6715	15.00	Michael Grogan	Training/Educ - Operating
6716	211.95	T. Hassett – Admin	Training/Educ - Admin
6716	9.00	T. Hassett – Admin	Health Insurance
6717	33.00	T. Hassett	Health Insurance
6718	336.76	Horizon BC/BS	Health Insurance

6719	47.60	Matthew Hufner	Supplies - Operating
6719	15.00	Matthew Hufner	Training/Educ - Operating
6720	66.76	Kennedy Marketing	Supplies - Operating
6721	45.37	Deborah Kohlepp	Miscellaneous - Office
6722	1,472.85	Wade, Long, Wood & Long	Legal Fees
6724	30.25	Mechanic's Auto Parts	Automotive Expense
6725	249.00	MGL Printing Solutions	Supplies - Office
6726	488.03	Miracle Chemical Co. Inc	Chemicals
6727	73.31	Nextel/Sprint Inc	Telephone- Operating
6728	19,944.42	New Jersey American Water	Water Agreements
6729	37.78	Office Basics, Inc	Supplies - Office
6730	27.50	One Call Concepts Inc.	Repair/Maintenance - System
6732	2,179.25	Pennoni Associates Inc.	Engineer Fees
6733	43.75	Pine Hill Auto Repair	Automotive Expense
6734	85.00	Pine Hill Printing Inc.	Supplies - Office
6735	193.42	Pine Hill Hardware Inc.	Supplies - Operating
6736	366.03	Joseph G. Pollard Company	Chemicals
6737	27.00	ProGas Inc.	Chemicals
6738	141.80	Quest Diagnostics	Miscellaneous - Office
6739	12.50	Julie Reehle	Training/Educ - Admin
6740	42.42	Sam's Club	Supplies - Office
6740	36.02	Sam's Club	Supplies - Operating
6742	33.33	Treasurer, New Jersey State	Supplies - Operating
6743	15.00	John Toal	Training/Educ - Operating
6743	15.00	John Toal	Health Insurance
6744	64.52	United Electric Supply	Supplies - Operating
6745	95.80	Verizon Inc	Repair/Maintenance - System
6746	23.71	James Wakeley	Health Insurance
6746	20	James Wakeley	Training/Educ - Operating
6747	115.01	Deborah Warrington	Health Insurance
6747	25.00	Deborah Warrington	Training/Educ - Admin
6748	23.50	Xerox Corp	Supplies - Office
6749	371.92	Xtel Communications	Telephone - Office
6749	179.90	Xtel Communications	Telephone - Operating

Resolution #16-112

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 Operating Fund.

6692	7,460.60	Echologics LLC	Erial Rd/Water Main Assessmt
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Mr. Knott 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. Green, Mr. Garvey, Mr. Knott

Nays: None

Abstain: Mr. Hartman

Resolution #16-113

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.

MC6693	240.01	BMEU Clerk, Deptford USPS	Supplies - Office
6694	3,364.99	Atlantic City Electric	Utilities - Operating
6695	83.70	Acme Uniforms	Supplies - Operating
6695	18.50	Acme Uniforms	Supplies- Office
6696	53.92	Alpha Message Center	Repair/Maintenance - Office
6697	8,461.69	AmeriHealth Insurance	Health Insurance

6699	1,650.00	Bank of New York Mellon	Trustee
6701	250.00	Borough of Pine Hill	Miscellaneous - Office
6701	250.00	Borough of Pine Hill	Miscellaneous - Operating
6702	75.00	Computers Made Easy	Supplies - Office
6703	121.33	Casa Payroll Service	Supplies - Office
6705	330.11	CITGO Fleet Service	Automotive Expense
6706	145.90	Comcast Inc.	Supplies- Office
6707	160.00	Coverall of Philadelphia Inc	Supplies - Office
6708	339.55	Deltronics Corporation	Repair/Maintenance - System
6710	25.00	Flex facts	Supplies - Office
6711	39.00	Fred Pryor Seminars	Training/Educ - Admin
6712	50.91	Patricia Garvey	Training/Educ - Admin
6712	25.00	Patricia Garvey	Health Insurance
6714	76.19	Groff Tractor New Jersey	Automotive Expense
6715	15.00	Michael Grogan	Training/Educ - Operating
6716	211.95	T Hassett - Administrative	Training/Educ - Admin
6716	6.00	T Hassett - Administrative	Health Insurance
6717	22.00	T Hassett	Health Insurance
6717	100.00	T Hassett	Miscellaneous - Office
6718	224.51	Horizon BC/BS Inc	Health Insurance
6719	47.60	Matthew Hufner	Supplies - Operating
6721	50.00	Deborah Kohlepp	Miscellaneous - Office
6722	2,753.40	Wade, Long, Wood & Long	Legal Fees
6723	29.00	Lethal Pest Solutions	Repair/Maintenance - Office
6724	30.25	Mechanics Auto Parts, Inc	Automotive Expense
6725	249.00	MGL Printing Solutions LLC	Supplies - Office
6727	73.30	Nextel/Sprint Inc.	Telephone - Operating
6729	37.77	Office Basics, Inc.	Supplies - Office
6730	27.50	One Call Concepts Inc.	Repair/Maintenance - System
6731	1,457.00	Parker McCay	Legal Fees
6732	2,406.00	Pennoni Associates Inc.	Engineer Fees
6733	43.75	Pine Hill Auto Repair	Automotive Expense
6734	85.01	Pine Hill Printing Inc.	Supplies - Office
6735	193.41	Pine Hill Hardware Inc.	Supplies - Operating
6738	141.80	Quest Diagnostics Inc.	Miscellaneous - Office
6739	12.50	Julie Reehle	Training/Educ - Admin
6740	42.41	Sam's Club	Supplies- Office
6740	36.02	Sam's Club	Supplies- Operating
6741	28.18	South Jersey Gas Company	Utilities - Operating
6742	166.67	Treasurer, State of New Jersey	Supplies- Operating
6743	15.00	John Toal	Training/Educ - Operating
6743	10.00	John Toal	Health Insurance
6744	64.51	United Electric Supply Co.	Supplies- Operating
6745	177.67	Verizon Inc.	Repair Maintenance - System
6746	15.80	James Wakeley	Health Insurance
6746	20.00	James Wakeley	Training/Educ - Operating
6748	23.49	Xerox Corp.	Supplies - Office
6749	371.72	Xtel Communications	Telephone - Office
6749	179.16	Xtel Communications	Telephone - Operating

Resolution #16-114

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 Operating Fund.

6698	214,500.00	A P Construction, Inc.	Turnerville - Estates Repair-Con
6704	327,303.30	Centerpoint Associations Inc.	Greenwood Ave P/S Construction
6732	3,707.30	Pennoni Associates Inc.	Greenwood Ave P/S Engineering
6732	1,012.50	Pennoni Associates Inc.	CCMUA/Madison Ave P/S Eng
6750	13,962.92	Xylem Water Solutions USA	Bromley Station-New Pump#1

Mr. Buscher made a motion to accept the payment of all sewer bills to be found true and correct, payment to AP Construction is contingent to Engineer's approval of repairs on Estates and Turnerville Road, seconded by Mr. Knott.

Roll Call:

Ayes: Mr. Buscher, Mr. Green, Mr. Knott

Nays: None

Abstain: Mr. Hartman, Mr. Garvey

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Garvey.
On voice vote, motion carried unanimously. Meeting adjourned at 8:05PM.

Respectfully submitted,

Debra Corson
Recording Secretary