

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, February 17, 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, Mayor Green, Mr. Garvey, Mr. Knott, Mr. Odenath, Mrs. Burke

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. 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. Hartman. On voice vote, motion carried.

Minutes:

The Minutes of the January and Reorganization.

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

Correspondence:

1. To Mr. Richard Howlett re: New Jersey Water Organization
2. To Mr. DeFeo re: 725 W Branch Avenue
3. To Mr. Costantino re: February 17<sup>th</sup> Meeting
4. To Mr. McCouch re: Water Service Line

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. NJDEP issued Authorization to Advertise.
  - b. Schedule: Advertise 1/20/2016; Bid 2/24/2016; submit to NJDEP for Authorization to Award; Award April/May.
  - c. Force main work by MUA staff, except stream crossing (which will be part of public contract); received NJDEP permit; coordinating with Pine Valley.
  - d. TWA issued May 22, 2015.
  - e. NJEIT FY2016 funding.
  - f. Revised estimated project cost: \$757,000.
2. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
  - a. NJDEP issued Authorization to Advertise.
  - b. Schedule: Advertise 5/25/2016; Bid 6/29/2016; submit to NJDEP for Authorization to Award; Award 7/20/2016.
  - c. TWA issued July 22, 2015.
  - d. NJEIT FY2016 funding.
  - e. Revised estimated project cost: \$606,000.
3. Annual Water Bond Trustee Report
  - a. Pennoni preparing annual report.
4. Well 6 & 7 Discussions
  - a. NJDEP inspection.
  - b. Firm capacity issues.
5. 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.
- 6. Mt. Clement Well Tank (PHMU 1204)
  - a. Maintenance Bond expires January 2, 2017.
- 7. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
  - a. Maintenance Bond Expires February 28, 2017.
- 8. Water Booster Station (PHMU 0911)
  - a. No operations issues at this time.

## II. Other Projects

- 1. Amboy Bank/Foxmoor (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.
- 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 (PHMU 1306)
  - a. Developer to award Level-1 the 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.
  - c. Meeting scheduled.
- 5. Castle/Karley Homes Sewer
  - a. Bank looking to finish development.
- 6. Bromley PS Generator Evaluation (PHMU 15XX)
  - a. Pennoni issued proposal for Bromley generator study.
- 7. 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/Energy Audit.
  - g. Odor Control at Branch Avenue.
- 8. 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. Knott.  
On voice vote, motion carried.

### Solicitor's Report:

Mr. Long stated that he just had something for Executive Session.

Mr. Garvey made a motion to accept the Solicitor'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. Garvey. On voice vote, motion carried.

### Executive Director's Report:

Mr. Hassett stated that the South Jersey Purchasing meeting is Wednesday, March 9<sup>th</sup>.

Mr. Knott 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 #16-26

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had applied for 2014 NJEIT Funding to paint and complete the rehabilitation of Mt. Clement Well; and

WHEREAS, it is necessary for the Authority to pay the professionals for the finalizing the bond closing, which were not paid from the bond funds, and in order to pay the invoices it is necessary to appropriate funds from the Renewal and Replacement Fund.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$17,027.08 from the Renewal and Replacement 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, Mayor Green, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Resolution #16-27

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had applied for 2014 NJEIT Funding to build the sewer pump station on Atlantic Avenue; and

WHEREAS, it is necessary for the Authority to pay the professionals for the finalizing the bond closing, which were not paid from the bond funds, 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 \$25,964.33 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. Knott made a motion to accept the resolution, seconded by Mr. Hartman.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-28

Water

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

3563000-0\$	210.80	104 Estates Rd	Billing Adjustment- Bad Reading
-------------	--------	----------------	---------------------------------

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #16-29

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.

6255	88.06	Accent Control	Supplies - Operating
------	-------	----------------	----------------------

6256	6,268.68	Atlantic City Electric	Utilities - Operating
6257	83.70	Acme Uniforms	Supplies - Operating
6257	18.50	Acme Uniforms	Supplies - Office
6258	1,100.00	Asso Environmental Authority	Miscellaneous - Office
6259	48.95	Alpha Message Center	Supplies - Office
6260	12,088.14	AmeriHealth Insurance	Health Insurance
6261	174.05	Barton Supply	Supplies - Operating
6262	316.66	BHP Plumbing & Heating	R/M - Building
6263	74.50	Career Track	T/E - Administrative
6264	227.17	Casa Payroll	Supplies - Office
6266	228.48	CITGO Fleet	Automotive Expense
6267	145.90	Comcast	Supplies - Office
6269	28.05	Courier Post	Supplies - Office
6270	160.00	Coverall of Philadelphia	Supplies - Office
6271	42.41	Debbie Corson Petty Cash	Supplies - Office
6271	1.86	Debbie Corson Petty Cash	Supplies - Operating
6272	192.50	Eurofins QC Lab	Laboratory Testing
6273	50.46	W.W. Grainger	Supplies - Operating
6274	40.20	Thomas Hassett- Admin	Miscellaneous - Office
6274	36.15	Thomas Hassett- Admin	T/E - Administrative
6275	100.00	Thomas Hassett	Miscellaneous - Office
6275	36.00	Thomas Hassett	Health Insurance
6276	62.27	Home Depot	Supplies - Operating
6277	391.79	Horizon BC/BS	Health Insurance
6278	151.01	Industrial Hyd & Rubber	Automotive Expense
6279	17.36	Intercounty Newspaper	Supplies - Office
6280	334.35	Keyport Army & Navy	Supplies - Operating
6281	2,200.75	Howard Long, Esq.	Legal Fees
6282	29.00	Lethal Pest Solutions	R/M - Office
6283	39.84	Mechanic's Auto Parts	Automotive Expense
6284	649.02	Miracle Chemical	Chemicals
6285	47.54	Elmerinda Narducci	Health Insurance
6286	181.50	Nat Alexander	Supplies - Operating
6287	69.16	Nextel/Sprint	Telephone - Operating
6288	19,719.79	NJ American Water	Water Agreements
6289	430.00	NJ Water Association	Supplies - Operating
6290	19.86	One Call Concepts	R/M - System
6291	50.50	Paul's Trophies	Supplies - Office
6292	138.91	Pine Hill Hardware	Supplies - Operating
6294	222.79	South Jersey Gas	Utilities - Office
6295	90.00	George Smith	Health Insurance
6296	7,235.00	Treasurer, New Jersey State	State Water Tax
6297	100.30	Verizon	R/M - System
6298	60.00	Deborah Warrington	Health Insurance
6299	23.50	Xerox Corp	Supplies - Office
6300	359.83	Xtel Communications	Telephone - Office
6300	154.21	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. Garvey.

Roll Call:

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

Nays: None

Abstain: Mr. Hartman

Resolution #16-30

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 6253	1,875.75	V US Bank Operations Center	Trustee
MC 6254	50.00	Treasurer, State of NJ	T/E - Operating
6256	4,534.67	Atlantic City Electric	Utilities - Operating

6256	363.01	Atlantic City Electric	Utilities - Office
6257	83.70	Acme Uniforms	Supplies - Operating
6257	18.50	Acme Uniforms	Supplies - Office
6258	1,100.00	Asso Environmental Authority	Miscellaneous - Office
6259	48.95	Alpha Message Center	Supplies - Office
6260	8,058.76	AmeriHealth Insurance	Health Insurance
6261	174.05	Barton Supply	Supplies - Operating
6262	316.65	BHP Plumbing & Heating	R/M - Building
6263	74.50	Career Track	T/E - Administrative
6264	227.17	Casa Payroll	Supplies - Office
6265	88.00	CCMUA	Supplies - Office
6265	88.00	CCMUA	Supplies - Operating
6266	228.47	CITGO Fleet	Automotive Expense
6268	230.56	Consolidated Rail	Railroad Rental
6269	28.05	Courier Post	Supplies - Office
6270	40.00	Coverall of Philadelphia	Supplies - Office
6271	42.41	Debbie Corson Petty Cash	Supplies - Office
6271	1.85	Debbie Corson Petty Cash	Supplies - Operating
6273	50.46	W.W. Grainger	Supplies - Operating
6274	40.19	Thomas Hassett- Admin	Miscellaneous - Office
6274	36.15	Thomas Hassett- Admin	T/E - Administrative
6275	24.00	Thomas Hassett	Health Insurance
6276	62.26	Home Depot	Supplies - Operating
6277	261.18	Horizon BC/BS	Health Insurance
6278	151.00	Industrial Hyd & Rubber	Automotive Expense
6279	17.36	Intercounty Newspaper	Supplies - Office
6280	334.35	Keyport Army & Navy	Supplies - Operating
6281	1,124.00	Howard Long, Esq.	Legal Fees
6283	39.83	Mechanic's Auto Parts	Automotive Expense
6283	165.79	Mechanic's Auto Parts	Supplies - Operating
6285	31.69	Elmerinda Narducci	Health Insurance
6286	181.50	Nat Alexander	Supplies - Operating
6287	69.16	Nextel/Sprint	Telephone - Operating
6290	19.86	One Call Concepts	R/M - System
6291	50.50	Paul's Trophies	Supplies - Office
6292	138.91	Pine Hill Hardware	Supplies - Operating
6293	27.00	ProGas	Chemicals
6294	65.62	South Jersey Gas	Utilities - Office
6294	28.18	South Jersey Gas	Utilities - Operating
6295	60.00	George Smith	Health Insurance
6297	245.34	Verizon	R/M - System
6299	23.49	Xerox Corp	Supplies - Office
6300	508.75	Xtel Communications	Telephone - Office
6300	50.31	Xtel Communications	Telephone - Operating

Resolution #16-31

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.

6269	124.50	Courier Post	Greenwood Av P/S Other
------	--------	--------------	------------------------

Mr. Garvey 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, Mayor Green, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Mr. Long stated that the Board will be going into closed session to discuss personnel matters.

Mr. Long stated that the Board will be in closed session for approximately 15 minutes.

Resolution #16-32

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILILTIES 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. 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 an 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. Hartman made a motion to accept the resolution, seconded by Mr. Knott.

The Board returned to regular session.

On voice vote, motion carried.

Mr. Long stated that the Board had been in closed session for about 20 minutes. There was no formal action taken. Mr. Long was given some guidelines on a few areas.

Mr. Knott made a motion to come out of closed session, seconded by Mr. Hartman. On voice vote motion carried.

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

On voice vote, motion carried unanimously. Meeting adjourned at 8:30 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary