

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, March 16, 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. 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. 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 February meeting were not completed in time for the meeting.

Correspondence:

1. From Mayor Chris Green re: Snow Operation Thank you
2. From Robert Washburn Esq re: PHMUA & Amboy Bank
3. From Pennoni re: Well 6 & 7 Research and Firm Capacity Issues
4. From Pennoni re: Greenwood NJEIT Loan Application Addendum #1
5. From Pennoni re: Greenwood Addendum #1 Notice All Bidding Contractors
6. From Patricia Garvey re: Lawn Service Bid Results
7. From Dave Patterson re: Developer Agreement between PHMUA and Amboy
8. To Mayor Green & Council re: PHMUA Snow Removal Services Charges
9. From Richard Petralia re: Thank you for Christmas gift from PHMUA

The Board reviewed the correspondence. Mayor Green asked that the Board table the response to Lawn Care Service contract. The Board discussed shared service with the Borough for Snow Removal and Lawn Care Services.

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

On voice vote, motion carried unanimously.

Engineer's Report:

I. Active Projects

1. Greenwood Avenue Pump Station (PHMU 0908)
 - a. Pennoni issued notice of addendum to NJDEP.
 - b. Schedule: Advertise 1/20/2016; Bid 3/23/2016; submit to NJDEP for Authorization to Award; Award May/June.
 - 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 issued annual report.
4. Well 6 & 7 Discussions
 - a. NJDEP inspection.

- b. Investigating firm capacity issues.
- 5. Erial Road Reconstruction
 - a. County reconstruction project.
 - b. Approximately sixty (60) water service replacements.
 - c. Meeting scheduled for April 2016.
 - d. Investigate condition of main.
- 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. Mt. Clement Well Tank (PHMU 1204)
 - a. Maintenance Bond expires January 2, 2017.
- 8. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Maintenance Bond Expires February 28, 2017.
- 9. Water Booster Station (PHMU 0911)
 - a. No operations issues at this time.

II. Other Projects

- 1. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct Townhomes: Sewer improvements required.
 - b. Amboy Bank recapture agreement negotiations.
 - c. Minor plan changes to go before 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 (PHMU 1306)
 - a. Developer to award the Pump Station Improvement project to Level-1 in May/June; escrow required, performance bond not required.
 - b. Start construction July/August 2016.
- 4. Castle/Karley Homes Sewer
 - a. Bank looking to finish development.
- 5. Bromley PS Generator Evaluation (PHMU 15XX)
 - a. On hold.
- 6. 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.
- 7. 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. The Board discussed the firm capacity issues with wells #6 & 7 and the water allocation. Mr. Dougherty has contacted NJDEP to meet with them to review the firm capacity. The Board discussed the Erial Road Reconstruction Project that the County is doing. The County has requested that we certify the condition of our water and sewer service lines and mains along Erial Road. Mr. Dougherty provided a video of the process for the water mains; our maintenance men are currently videoing the sewer mains.

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

On voice vote, motion carried.

Mr. Hartman made a motion to authorize the request for quotes to have the water mains along Erial Road investigated for condition, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstain: None

Solicitor's Report:

Mr. Long stated that he would reserve his presentation for the Executive Session.

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

Operations Manager's Report:

The Board reviewed Mr. Toal's Report.

Mr. Knott made a motion to accept the Operations Manager's Report, seconded by Mr. Hartman. On voice vote, motion carried.

Executive Director's Report:

Mr. Hassett stated that Mr. Patterson had sent a letter to Amboy Bank. Mr. Hassett stated that Mr. Patterson requested a subcommittee meeting to review options for Amboy Bank..

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

Board Member's Report:

New Business:

None

Old Business:

None

Resolutions:

Resolution #16-

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2015/2016 Authority Water 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.

APPROPRIATION TITLE FROM TO

Longevity	\$840.00	
Sick time Buyback	\$393.12	
Health Insurance	\$3,000.00	
PERS		\$1,233.12
Maintenance Salary		\$3,000.00
Total	\$4,233.12	\$4,233.12

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

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-

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2015/2016 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.

APPROPRIATION TITLE FROM TO

Longevity	\$560.00	
Sick time Buyback	\$262.08	

Health Insurance	\$1,800.00	
Health Opt Out	\$146.33	
Insurance	\$2,370.06	
Automotive	\$2,000.00	
Supplies Operating	\$1,661.53	
Repair/Maintenance System		\$5,077.92
Transmittal Agreements		\$1,100.00
PERS		\$822.08
Maintenance Salary		\$1,800.00
Total	\$8,800.00	\$8,800.00

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

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-
Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

3879000-0 \$5.84 83 Millstream Road 1 month meter reversed
4128000-5 \$5.83 415 Renaissance Drive Adjustment meter fee final

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

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #16-
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 6301	239.98	BMEU Deptford Postmaster	Supplies - Office
6303	6,934.85	Atlantic City Electric	Utilities - Operating
6303	227.89	Atlantic City Electric	Utilities - Office
6304	83.70	Acme Uniforms	Supplies - Operating
6304	18.50	Acme Uniforms	Supplies - Office
6305	48.07	Alpha Message Center	Supplies - Office
6306	12,088.14	AmeriHealth Insurance Co	Health Insurance
6307	1,659.15	Atlantic Switch & Generator	R/M - System
6308	209.00	American Water WorksAssoc	T/E - Operating
6309	191.28	Barton Supply	Supplies - Operating
6310	87.48	Computers Made Easy	Supplies - Office
6311	119.33	Casa Payroll	Supplies - Office
6312	155.00	C & C Computer Designs	Supplies - Operating
6313	165.27	Citgo Fleet	Automotive Expense
6317	146.10	Courier Post	Supplies - Office
6319	54.00	Central Security Services	R/M - Office
6319	60.00	Central Security Services	R/M - Building
6321	385.00	Eurofins QC Labs	Laboratory Testing
6322	50.00	FlexFacts	Supplies - Office
6323	36.15	Thomas Hassett-Admin	T/E - Administrative
6324	36.00	Thomas Hassett	Health Insurance
6325	336.77	Horizon BC/BS	Health Insurance
6326	70.00	Matthew Hufner	Health Insurance
6327	139.00	Intercounty Newspaper Grp	Supplies - Office
6328	38.25	John Toal Petty Cash	Supplies - Operating
6330	776.05	Wade, Long & Wood LLC	Legal Fees

6332	12.35	Mechanic's Auto Parts	Automotive Expense
6333	637.83	Miracle Chemical Co	Chemicals
6334	36.00	Elmerinda Narducci	Health Insurance
6335	74.14	Nextel/Sprint	Telephone - Operating
6336	19,316.61	New Jersey American Water	Water Agreements
6337	148.75	NJDMV	Automotive Expense
6338	518.41	Office Basics	Supplies - Office
6339	36.63	One Call Concepts	R/M - System
6341	37,223.40	Pine Hill MUA	PERS
6342	219.42	Pine Hill Hardware	Supplies - Operating
6343	27.00	Pro Gas Inc.	Chemicals
6344	2,412.00	Rio Supply, Inc.	Meter/Connections
6345	643.00	Rutgers University	T/E Administrative
6346	25.99	Sams Club	Supplies - Office
6347	60.09	South Jersey Gas	Utilities-Office
6347	151.66	South Jersey Gas	Utilties-Operating
6348	90.00	SNJ NIGP Chapter	T/E Administrative
6349	35.64	John Toal	T/E Operating
6350	46.10	United Electric Supply Co.	Supplies-Operating
6351	164.19	Verizon Inc.	R/M -System
6352	75.00	Jim Wakeley	Supplies - Operating
6353	375.00	Deborah Warrington	Health Insurance
6354	23.50	Xerox Corp	Supplies - Office

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

Roll Call:

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

Nays: None

Abstain: Mr. Hartman

Resolution #16-

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 6301	239.97	BMEU Deptford Postmaster	Supplies - Office
6302	199.50	ABS Electric	R/M - System
6303	4,043.71	Atlantic City Electric	Utilities - Operating
6304	83.70	Acme Uniforms	Supplies - Operating
6304	18.50	Acme Uniforms	Supplies - Office
6305	48.06	Alpha Message Center	Supplies - Office
6306	8,058.76	AmeriHealth Insurance Co	Health Insurance
6310	87.47	Computers Made Easy	Supplies - Office
6311	119.33	Casa Payroll	Supplies - Office
6312	155.00	C & C Computer Design	Supplies - Operating
6313	165.26	CITGO Fleet	Automotive Expense
6314	17,875.00	Clementon Sewer Authority	Transmittal Agreements
6315	145.90	Comcast	Supplies - Office
6317	146.10	Courier Post	Supplies - Office
6318	160.00	Coverall of Philadelphia	Supplies - Office
6319	54.00	Central Security Services	R/M - Office
6319	60.00	Central Security Services	R/M - Building
6320	622.90	Deltronics Corporation	R/M - System
6322	50.00	Flex Facts	Supplies - Office
6323	36.15	Thomas Hassett-Admin	T/E - Administrative
6324	24.00	Thomas Hassett	Health Insurance
6324	100.00	Thomas Hassett	Miscellaneous - Office
6325	224.50	Horizon BC/BS	Health Insurance
6327	139.00	Intercounty Newspaper Grp	Supplies - Office
6328	38.24	John Toal Petty Cash	Supplies - Operating
6329	10,764.00	Lindenwold Sewer Authority	Transmittal Agreements
6330	909.70	Wade, Long & Wood LLC	Legal Fees

6331	29.00	Lethal Pest Solutions	R/M - Office
6332	12.34	Mechanic's Auto Parts	Automotive Expense
6334	24.00	Elmerinda Narducci	Health Insurance
6335	74.14	Nextel/Sprint	Telephone - Operating
6337	148.75	NJDMV	Automotive Expense
6338	518.40	Office Basics	Supplies - Office
6339	36.63	One Call Concepts	R/M - System
6340	270.00	Pennoni Associates	Engineer Fees
6341	24,815.60	Pine Hill MUA	PERS
6342	219.42	Pine Hill Hardware	Supplies - Operating
6345	525.00	Rutgers University	T/E Administrative
6346	25.99	Sams Club	Supplies - Office
6347	33.56	South Jersey Gas	Utilities-Operating
6348	120.00	SNJ NIGP Chapter	T/E Administrative
6349	35.64	John Toal	T/E Operating
6350	46.09	United Electric Supply Co.	Supplies-Operating
6351	310.41	Verizon Inc.	R/M - System
6352	75.00	Jim Wakeley	Supplies - Operating
6354	23.49	Xerox Corp	Supplies - Office
6355	474.07	Xylem Water Solutions USA	Supplies - Operating

Resolution #16-
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.

6316	4,914.00	Commonwealth Heritage Grp	Greenwood Ave P/S Other
6340	18,182.25	Pennoni Associates	Greenwood Ave P/S Eng

Mr. Garvey made a motion to accept the payment of all sewer bills to be found true and correct, seconded by Mr. Buscher.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-

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. 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. Hartman made a motion to go into closed session, seconded by Mr. Knott.

On voice vote, motion carried.

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

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

Respectfully submitted,

Debra Corson
Recording Secretary