

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, April 20, 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. Hartman. 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

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

Correspondence:

1. From New Jersey DEP re: Notice of Violation
2. From Pennoni re: Firm Capacity
3. From Dave Patterson re: Draft Shared Services Agreements
4. From Dave Patterson re: Developer Agreement Pine Hill MUA & Amboy Bank
5. From Pat Garvey re: Generator Maintenance
6. From Howard Long re: Greenwood Avenue Pump Station
7. From Sclar & Sclar, LLC re: Greenwood Avenue Pump Station
8. From Pennoni re: Plan for Back-up Well and Decommissioning of Wells 6 and 7

The Board reviewed the correspondence.

Mr. Hartman 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. Attorney recommendation to award to Centerpoint Associates for \$750,000.
 - b. Schedule: 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. NJEIT FY2016 funding.
 - e. **Revised estimated project cost: \$914,000.**
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. Well 6 & 7 Discussions
 - a. NJDEP inspection.
 - b. Investigating firm capacity issues.
4. Erial Road Reconstruction

- a. County reconstruction project.
- b. Approximately sixty (60) water service replacements.
- c. Meeting held April 11, 2016.
- d. Pennoni to solicit quotes to assess main (estimate \$30,000 - \$35,000)

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 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 (Pine Hill Gardens) (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. Annual Water Bond Trustee Report
 - a. Pennoni issued annual report.
5. Bromley PS Generator Evaluation (PHMU 15XX)
 - a. On hold.
6. 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.
7. Identify Funding Sources
 - a. NJEITF (Loans).
8. 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; removed MetroPCS.
 - f. T-Mobile/MetroPCS: Turnerville.
 - g. Sprint: Mt. Clement.
9. Mt. Clement Well Tank (PHMU 1204)
 - a. Maintenance Bond expires January 2, 2017.
10. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
 - a. Maintenance Bond Expires February 28, 2017.
11. Water Booster Station (PHMU 0911)
 - a. No operations issues at this time.

Mr. Dougherty reviewed his report with the Board.

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

On voice vote, motion carried.

Solicitor's Report:

Mr. Long stated on March 23, we received four bids for Greenwood Avenue Pump Station. Mr. Long stated that he reviewed the documents and found Sub-Level; the low bidder had omitted required documents. Mr. Long reviewed with the Board; the documents that are required by law. Mr. Long stated that for NJDEP Project approval; he would need to certify that Centerpoint is not on the Debarment List and he would also need a copy of the deed for the property where the Greenwood Avenue Pump station will be located proving the Authority owns the property. Mr. Long stated that the Shared Service Agreements and Resolutions are in the packet for approval this evening; Mr. Long will update with Attachments 1. Mr. Knott 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. 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 updated the Board with information on Nancy Costantino and Ronnie Gallagher. Mr. Knott made a motion to accept the Executive Director's Report, seconded by Mr. Garvey. On voice vote, motion carried.

Board Member's Report:

New Business:

None

Old Business:

None

Resolutions:

Resolution #16-

Mr. Garvey made a motion to table the Resolution to Award Greenwood Avenue P/S to Centerpoint, seconded by Mr. Knott. On voice vote, motion carried.

Resolution #16-

WHEREAS, Atlantic Switch & Generator has provided the lowest bid for maintenance services to the Pine Hill Municipal Borough Utilities Authority ("PHBMUA") on various identified equipment; and

WHEREAS, a two (2) year Contract beginning June 1, 2016, has been provided to the Authority to provide these services, at a cost of \$2,150.00 per year, unless additional services are required; and

WHEREAS, the Commissioners for the Authority have reviewed said Proposal and have determined that same should be approved in order to continue the maintenance on its identified necessary equipment, said Proposal attached hereto and incorporated by reference herein; and

WHEREAS, funds are available in the Authority budget for the payment of these services as set forth on the Certification of Funds attached hereto and incorporated by reference herein..

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby agree to award the Maintenance Contract with Atlantic Switch & Generator, in the amount of \$2,150.00 per year to provide maintenance service on the identified equipment set forth in the Proposal attached hereto.

BE IT FURTHER RESOLVED that the appropriate Authority Official is authorized to sign the Contract for this maintenance work.

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 Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desires to enter into a Shared Services Agreement with the Borough of Pine Hill ("Borough" and/or "Pine Hill") for the provision of Snow Plowing Services; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq., specifically authorizes local government units to enter into agreements for the provision of shared services; and

WHEREAS, the PHMUA has determined that the entry into a Shared Services Agreement with the Borough of Pine Hill would be in the best interest of both the Authority and the Borough; and

NOW, THEREFORE BE IT RESOLVED by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Authority's Chairman, or Executive Director, or his assignee, is hereby authorized and directed to execute a Shared Services Agreement with the Borough of Pine Hill, and/or to take all steps necessary to implement same, for the Provision of Snow Removal Services.

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

Roll Call:

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

Nays: None

Abstain: Mr. Green, Mr. Knott

Resolution #16-

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desires to enter into a Shared Services Agreement with the Borough of Pine Hill ("Borough" and/or "Pine Hill") for the provision of Lawn Care/Landscaping Services; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq., specifically authorizes local government units to enter into agreements for the provision of shared services; and

WHEREAS, the PHMUA has determined that the entry into a Shared Services Agreement with the Borough of Pine Hill would be in the best interest of both the Authority and the Borough; and

NOW, THEREFORE BE IT RESOLVED by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Authority's Chairman, or Executive Director, or his assignee, is hereby authorized and directed to execute a Shared Services Agreement with the Borough of Pine Hill, and/or to take all steps necessary to implement same, for the Provision of Lawn Care/Landscaping Services.

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

Roll Call:

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

Nays: None

Abstain: Mr. Green, Mr. Knott

Resolution #16-

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

715000-0	\$771.90	725 W. Branch Ave	Double Bill
108000-1	\$161.65	804 Mason Run	Bankruptcy Discharged
288000-1	\$100.72	2302 Tall Pines	Bankruptcy Discharged
732000-1	\$461.84	406 Blackwood-Clem Rd	Bankruptcy Discharged
1525000-1	\$159.18	130 E. 11 th Avenue	Bankruptcy Discharged
1654000-1	\$347.22	93 Wright Avenue	Bankruptcy Discharged
1871000-1	\$323.28	1020 Kayser Avenue	Bankruptcy Discharged
2877000-0	\$1,441.05	15 Monroe Ct	Bankruptcy Discharged
3365000-1	\$243.13	118 Country Club Rd	Bankruptcy Discharged

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

Resolution #16-

Sewer

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

108000-1	\$297.58	804 Mason Run	Bankruptcy Discharged
732000-1	\$1,178.75	406 Blackwood Clem Rd	Bankruptcy Discharged
1525000-1	\$ 88.04	130 E. 11 th Avenue	Bankruptcy Discharged
1654000-1	\$164.14	93 Wright Avenue	Bankruptcy Discharged
1871000-1	\$303.29	1020 Kayser Avenue	Bankruptcy Discharged
2877000-1	\$782.11	15 Monroe Ct.	Bankruptcy Discharged
3365000-1	\$171.00	118 Country Club Rd.	Bankruptcy Discharged

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

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 6356	756.90	BMEU Deptford Postmaster	Supplies - Office
MC 6357	327.26	NJ State PWT	State Water Tax
6358	6,614.70	Atlantic City Electric	Utilities-Operating
6359	104.63	Acme Uniforms	Supplies-Operating
6359	27.75	Acme Uniforms	Supplies-Office
6360	82.76	All Industrial Safety Products	Supplies-Operating
6361	59.53	Alpha Messaging Center	Supplies-Office
6362	12,088.14	AmeriHealth Insurance	Health Insurance
6363	454.89	Atlantic Switch & Generator	Repair/Maintenance-System
6364	20.00	Authenticom Services, LLC	Supplies-Office
6365	2,372.98	The Bank of New York Mellon	Trustee
6366	17,645.00	Bowman & Company	Audit and Accounting Fees
6367	118.42	CASA Payroll Services, LLC	Supplies-Office
6368	1,000.00	C & C Computer Designs,	Supplies-Office
6370	234.86	CITGO Fleet Inc.	Automotive Expenses
6371	145.90	Comcast Inc.	Supplies-Office
6373	160.00	Coverall of Philadelphia Inc.	Supplies-Office
6374	1,447.00	Eurofins QC, Inc.	Laboratory Testing
6375	30.00	Flowers & Gifts	Supplies-Office
6378	40.00	Michael Grogan	Supplies-Operating
6378	165.04	Michael Grogan	Health Insurance
6379	100.00	Thomas Hassett	Miscellaneous-Office
6379	15.00	Thomas Hassett	Health Insurance
6380	3.00	Home Depot Inc.	Supplies-Office
6381	336.77	Horizon BC/BS	Health Insurance
6382	70.00	Matthew Hufner	Health Insurance
6383	45.75	John Toal (Petty Cash)	Supplies-Operating
6384	\$29.00	Lethal Pest Solutions Inc.	Repair/Maintenance-Office
6385	31.87	Mechanic's Auto Parts	Automotive Expense
6386	671.40	Miracle Chemical Co Inc	Chemicals
6388	82.90	Nextel/Sprint Inc.	Telephone - Operating
6389	19,720.31	New Jersey American Water	Water Agreements
6390	10,314.97	NJ Utilities Authority JIF	Insurance
6391	3.84	Office Basics Inc	Supplies-Office
6392	41.25	One Call Concepts Inc	Repair/Maintenance-System
6393	70.50	Parker McCay	Legal Fees
6394	4,276.75	Pennoni Associates Inc.	Engineer Fees
6395	76.99	Pine Hill Hardware Inc.	Supplies-Operating
6397	3,492.00	RIO Supply, Inc	Meters/Connections
6398	10.98	Sam's Club	Supplies-Office
6398	25.04	Sam's Club	Supplies-Operating
6399	143.50	Sheraton Atlantic City	Training/Education Admin
6400	655.84	South Jersey Gas Company	Utilities-Operating
6401	140.00	SNJ NGIP Chapter	Training/Education Admin
6402	17.50	Treasurer, New Jersey State	Miscellaneous-Office
6403	13.96	United Electric Supply	Supplies-Office
6404	99.97	Verizon Inc.	Repair/Maintenance System
6405	70.00	Deborah Warrington	Health Insurance
6406	48.27	Xerox Corp	Supplies-Office

6407	472.38	Xtel Communications Inc	Telephone - Office
6407	76.89	Xtel Communications Inc	Telephone - Operating

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

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 6356	756.90	BMEU Deptford Postmaster	Supplies - Office
6358	237.98	Atlantic City Electric	Utilities-Office
6358	4,431.36	Atlantic City Electric	Utilities-Operating
6359	104.62	ACME Uniforms	Supplies-Operating
6359	27.75	ACME Uniforms	Supplies-Office
6360	82.76	All Industrial Safety Products	Supplies-Operating
6361	59.53	Alpha Message Center Inc	Supplies-Office
6362	8,058.76	AmeriHealth Insurance Co	Health Insurance
6364	20.00	Authenticom Services, LLC	Supplies-Office
6366	17,645.00	Bowman & Company LLP	Audit and Accounting Fees
6367	118.42	CASA Payroll Services LLC	Supplies-Office
6368	1,000.00	C & C Computer Designs	Supplies-Office
6369	88.00	Camden County MUA	Supplies-Office
6369	88.00	Camden County MUA	Supplies-Operating
6370	234.86	CITGO Fleet Inc	Automotive Expense
6372	2,586.76	Consolidated Rail Corp	Railroad Rental
6375	30.00	Flowers and Gifts	Supplies-Office
6376	41.36	Patricia Garvey	Training/Education Admin
6377	401.15	Go2Hydraulics	Supplies-Operating
6378	40.00	Michael Grogan	Supplies-Operating
6378	136.84	Michael Grogan	Health Insurance
6380	3.00	Home Depot Inc	Supplies-Office
6381	224.50	Horizon BC/BS Inc	Health Insurance
6383	45.74	John Toal (Petty Cash)	Supplies-Operating
6385	31.86	Mechanic's Auto Parts Inc	Automotive Expense
6387	16,470.00	Municipal Maintenance Inc	Repair/Maintenance System
6388	82.90	Nextel/Sprint Inc	Telephone - Operating
6390	10,314.97	NJ Utilities Authority JIF	Insurance
6391	3.84	Office Basics, Inc	Supplies-Office
6392	41.25	One Call Concepts Inc	Repair/Maintenance System
6393	\$70.50	Parker McCay	Legal Fees
6394	69.50	Pennoni Associates Inc	Engineer Fees
6395	76.99	Pine Hill Hardware Inc	Supplies-Operating
6396	27.00	ProGas Inc	Chemicals
6398	10.98	Sam's Club	Supplies-Office
6398	25.04	Sam's Club	Supplies-Operating
6399	143.50	Sheraton Atlantic City	Training/Education Admin
6400	171.15	South Jersey Gas Co Inc	Utilities-Office
6400	38.50	South Jersey Gas Co Inc	Utilities-Operating
6401	100.00	SNJ Chapter NIGP	Training/Education Admin
6402	17.50	Treasurer, New Jersey State	Miscellaneous-Office
6403	13.96	United Electric Supply Co	Supplies-Office
6404	132.19	Verizon Inc	Repair/Maintenance - System

6406	48.27	Xerox Corp	Supplies-Office
6407	526.08	Xtel Communications Inc	Telephone-Office
6407	39.59	Xtel Communications Inc	Telephone-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.

6394	1051.25	Pennoni Associates Inc	Greenwood Ave P/S Eng
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Mr. Hartman 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. Hartman, Mr. Green, 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