

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, May 25, 2016 at 7:30 PM at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

Mr. Hartman 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. Hartman, Mr. Green, Mr. Garvey, Mr. Knott, Mr. Odenath, Mrs. Burke

Absent: Mr. Buscher

Also in attendance Mr. Hassett, Executive Director, Mr. Toal, Operations Manager, Mr. Christopher Long, Solicitor and Mr. Dougherty, Engineer.

Mr. Garvey made a motion to excuse Mr. Buscher, as he is on vacation, seconded by Mr. Knott. On voice vote, motion carried.

Mr. Knott made a motion to seat Mr. Odenath, seconded by Mr. Garvey.

On the Agenda:

Mr. Michael Welding reviewed the 2016 Water and Sewer Budget with the Board.

Mr. Garvey made a motion to open the floor to the public, seconded by Mr. Odenath. 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 March, April and March Closed Session.

Mr. Garvey made a motion to approve the minutes of the March, April and March Closed Session meetings, seconded by Mr. Knott. On voice vote, motion carried.

Correspondence:

1. From Pennoni re: Water Main Assessment
2. From Pennoni re: PRM Back-up Well Design & Construction
3. From Patricia Garvey re: IT Support Services
4. From Pennoni re: Treatment Works Approval Permit Time Extension
5. From Pennoni re: Water System Upgrades
6. From Pennoni re: Erial Road Water Main Assessment/Recommendation
7. From Les Gallagher Family re: Thank you
8. FYI – re: Greenwood Avenue Pump Station Location

The Board reviewed the correspondence.

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. Attorney recommendation to award to Centerpoint Associates for \$750,000.
 - b. Awaiting NJDEP for Authorization to Award; Pennoni submitted to NJDEP on 4/25/2016.
 - c. Schedule: Award May/June.
 - d. Force main work by MUA staff, except stream crossing (which will be part of public contract); received NJDEP permit; coordinating with Pine Valley.
 - e. NJEIT FY2016 funding.
 - f. **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. Pennoni recommendation for Echologics, LLC to assess water main (\$37,303).
 - b. County reconstruction project.
 - c. Approximately sixty (60) water service replacements.
 - d. Meeting held April 11, 2016.
- 5. Map Updates
 - a. Pennoni proposal dated March 29, 2016 (\$5,200); awaiting approval.
 - b. Provide new overall display maps.
 - c. Update maps for recent improvements.

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 (awaiting Housing Authority approval to award).
 - b. Escrow required, performance bond not required.
 - c. Anticipate construction start 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.
- 12. 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. 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 that Third Fairway is requesting a one-year extension for their TWA; a Resolution has been prepared for approval this evening. A discussion followed. Mr. Long presented draft copies of Mrs. Corson's contract for the Board to review for Executive Session at the June Meeting. Mr. Hassett stated this is for review and if any Board Members have any questions, please call him.

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

Executive Director's Report:

Mr. Hassett reviewed with the Board the details of the fire that happened recently at the Mansions. He stated that one hydrant in the Mansion Complex did not have any pressure. The Board was provided with a map showing the area; Mr. Hassett discussed possibly installing a water line from Third Avenue down to Branch Avenue with the Board.

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 #16-50

WHEREAS, the Annual Budget and Capital Budget for the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2016 and ending, July 31, 2017 has been presented before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of May 25th, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,315,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$2,533,375.00 and Total Unrestricted Net Position utilized of \$218,375.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$130,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$130,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pine Hill Municipal Utilities Authority, at an open public meeting held on May 25th, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2016 and ending, July 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 20th, 2016.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-51

WHEREAS, pursuant to the New Jersey Permit Extension Act, the Treatment Works Approval (“TWA”) for the above entitled project will expire on June 30, 2016; and

WHEREAS, the permit grants permission to construct and operate a sanitary sewer extension consisting of 583 linear feet of 8-inch P.V.C. to serve a proposed residential development to be located along Branch Avenue in the Borough of Pine Hill, Camden County; and

WHEREAS, the applicant seeks a one-year time extension to the TWA permit; and

WHEREAS, on May 11, 2016, the Pine Hill Borough Municipal Utilities Authority (“Authority”) received correspondence from Pennoni Associates, Inc. (“Pennoni”) expressing no objection to the PHMUA granting the requested time extension for Permit No. 12-0176 currently being made to the New Jersey Department of Environmental Protection by the owners of Third Fairway Estates; and

WHEREAS, the Solicitor has reviewed the request and determined that the request is consistent with and in compliance with State Law.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. The PHMUA hereby authorizes, grants and endorses a one-year extension for Permit No. 12-0176 as set forth herein.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-52

Whereas, the Pine Hill Borough Municipal Utilities Authority (“PHMUA”) participates in the Camden County Cooperative Program for the purchase of various office supplies; and

Whereas, the Camden County Board of Chosen Freeholders adopted a Resolution on February 9, 2016 authorizing a two-year contract commencing March 1, 2016 through February 28, 2018 with Office Basics Inc for various office supplies as identified in said Resolution, said Resolution attached hereto and incorporated by reference herein; and

Whereas, the Commissioners for the Pine Hill Borough Municipal Utilities Authority desire to take advantage of this contract.

Now, Therefore Be It Resolved by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby authorizes and approves a contract with Office Basics, Inc. for the purchase of office supplies as identified on Exhibit “A” attached hereto for a period beginning March 1, 2016 through February 28, 2018.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-53

WHEREAS, the Pine Hill Municipal Borough Utilities Authority (“PHMUA”) received quotes for Information Technology Support Services; and

WHEREAS, the lowest quote submitted from a qualified vendor was by C&C Computer Design Company in the amount of \$8,400.00; and

WHEREAS, funds are available for the award of this quote as set forth on the Certification of Availability of Funds attached hereto and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby awards the quote for the Information Technology Support Services to C&C Computer Design Company in the amount of \$8,400.00.

BE IT FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute any and all documentation in regard to the Contract for these services.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-54

Mr. Garvey made a motion to approve the resolution authorizing Echologics to assess the water main along Erial Road, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-55

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

4129000-5 5.84 525 Renaissance Drive Adjust Final Meter Fee

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 #16-56

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 6408	188.49	BMEU Deptford Postmaster	Supplies - Office
6409	5,332.97	Atlantic City Electric	Utilities - Operating
6409	133.39	ACE - Turnerville - Office	Utilities - Office
6410	83.70	Acme - April Invoices 2016	Supplies - Operating
6410	18.50	Acme - April Invoices 2016	Supplies - Office
6411	37.50	ASSO - Avoid Dissolution	T/E - Admin.
6411	20.00	ASSO - Avoid Dissolution	T/E -Operating
6412	50.13	Alpha Message Center	Supplies - Office
		AmeriHealth Insurance Co.,	
		NJ	Health Insurance
6413	12,088.14		
6415	143.90	CASA Payroll Service LLC	Supplies - Office
6416	77.97	C&C Computer Designs LLC	Supplies - Operating
6416	4.62	C&C Computer Designs LLC	Supplies - Operating
6417	125.00	Chron's & Colitis Foundation	Miscellaneous - Office
6418	89.00	CEUnion	T/E - Admin
6419	287.34	CITGO Fleet Inc.	Automotive Expense
6421	72.50	Cooper University Health Care	Miscellaneous - Operating
6422	31.32	Debbie Corson	T/E - Admin
6423	19.28	Courier Post Inc.	Supplies - Office
6425	385.00	Eurofins QC, Inc.	Laboratory Testing
6426	25.00	Flex Facts	Supplies - Office
6427	40.00	Fred Pryor Seminars	T/E - Admin
6428	53.12	Pat Garvey	T/E - Admin
6429	197.00	G & M Printwear	Supplies - Operating
6430	111.63	T. Hassett - Administrative	T/E - Admin
6431	78.62	T. Hassett - RX	Health Insurance
6432	336.77	Horizon BC/BS	Health Insurance
6435	682.59	Miracle Chemical Co	Chemicals
6436	\$69.23	Nextel/Sprint Inc.	Telephone - Operating
6437	19,714.39	New Jersey American Water	Water Agreements

6438	4.40	Office Basics	Supplies - Operating
6438	328.29	Office Basics	Supplies - Office
6439	75.63	One Call Concepts Inc.	R/M - System
6440	1,883.75	Pennoni Associates-1602	Engineer Fees
6440	846.25	Pennoni Associates-1600	Engineer Fees
6440	760.75	Pennoni Associates-1601	Engineer Fees
6441	94.38	Pine Hill Hardware	Supplies - Operating
6442	27.00	ProGas Inc.	Chemicals
6443	649.50	Rowan College Gloucester Co.	T/E- Operating
6444	47.62	Sam's Club	Supplies - Office
6444	36.13	Sam's Club	Supplies- Operating
6445	240.28	South Jersey Gas Co.	Utilities - Office
6445	815.19	South Jersey Gas Co.	Utilities - Operating
6446	192.00	Terminix Inc.	R/M - Building
6447	30.00	John Toal	Health Insurance
6448	135.19	Verizon Inc.	R/M - System
6449	10.00	Deborah Warrington	Health Insurance
6450	220.00	West & Thomson Corp.	Supplies - Office
6451	23.50	Xerox Corp.	Supplies - Office
6452	491.65	Xtel Communications Inc.	Telephone - Office
6452	60.76	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. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-57

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 6408	188.48	BMEU Deptford Postmaster	Supplies - Office
6409	2,978.83	Atlantic City Electric	Utilities - Operating
6410	83.70	ACME Uniforms	Supplies - Operating
6410	18.50	ACME Uniforms	Supplies - Office
6411	37.50	AEA	T/E - Admin
6411	20.00	AEA	T/E - Operating
6412	50.13	Alpha Messaging Center Inc.	Supplies - Office
6413	8,058.76	AmeriHealth Insurance Co.	Health Insurance
6414	39.80	Barton Supply Inc.	Supplies - Operating
6415	143.89	CASA Payroll Service Inc	Supplies - Office
6416	77.97	C&C Computer Design, LLC	Supplies - Operating
6416	4.61	C&C Computer Design, LLC	Supplies - Operating
6417	125.00	Crohns & Colitis Foundation	Miscellaneous - Office
6418	89.00	CEUnion	T/E - Admin
6419	287.33	CITGO Fleet Inc.	Automotive Expense
6420	145.90	Comcast Inc.	Supplies - Office
6421	72.50	Cooper University Health Care	Miscellaneous - Operating
6422	31.32	Debbie Corson	T/E - Admin
6423	19.27	Courier Post Inc.	Supplies- Office
6424	160.00	Coverall of Philadelphia	Supplies - Office
6426	25.00	Flex Facts	Supplies - Office
6427	39.00	Fred Pryor Seminar	T/E - Admin
6429	197.00	G & M Printwear	Supplies - Operating
6430	111.62	Tom Hassett	T/E - Admin

6431	100.00	Tom Hassett	Miscellaneous - Office
6431	52.40	Tom Hassett	Health Insurance
6432	224.50	Horizon BC/BS	Health Insurance
6433	80.00	Kennedy Marketing Co. Inc.	Supplies - Operating
6434	29.00	Lethal Pest Solution	Repair/Maintenance - Office
6436	\$69.23	Nextel/Sprint	Telephone - Operating
6438	4.39	Office Basics Inc.	Supplies - Operating
6438	328.27	Office Basics Inc.	Supplies - Office
6439	75.62	One Call Concepts	R/M - System
6440	270.00	Pennoni Assoc - 1600	Engineer Fees
6441	94.38	Pine Hill Hardware	Supplies - Operating
6443	649.50	Rowan College Gloucester Co.	T/E - Operating
6444	47.61	Sams Club	Supplies - Office
6444	36.12	Sams Club	Supplies - Operating
6445	28.18	South Jersey Gas Co.	Utilities - Operating
6446	192.00	Terminix Inc.	R/M - Building
6447	20.00	John Toal	Health Insurance
6448	203.72	Verizon Inc.	R/M - System
6450	220.00	West and the Thomson Corp.	Supplies - Office
6451	23.49	Xerox Corp	Supplies - Office

Resolution #16-58
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.

6440 1,299.00 Pennoni Assoc-PHMU0908 Greenwood Ave PS-Engineering
Mr. Garvey made a motion to accept the payment of all sewer bills to be found true and correct, seconded by Mr. Odenath.

Roll Call:

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

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 8:25 PM.

Respectfully submitted,

Debra Corson
Recording Secretary