

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, September 21, 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. Hartman made a motion to close the floor to the public, seconded by Mr. Buscher. On voice vote, motion carried.

Minutes:

The Minutes of the August meeting.

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

Correspondence:

1. From Pennoni re: Greenwood Avenue Pump Station
2. From Camden County Cooperative Purchasing re: Bid
3. From John Toal re: Thank you
4. From Debbie Warrington and Family re: Thank you
5. From Fred Costantino re: Thank you
6. From Pennoni re: Centerpoint Invoice
7. From Pennoni re: Echologics Invoice
8. From Howard Long re: Amendment to Employment Agreement
9. From Pennoni re: Water Allocation Permit Renewal

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.
 - b. Held NJEIT preconstruction meeting.
 - c. Schedule: Notice to Proceed effective July 21; Contract end date is January 17, 2017; Closeout: January-March.
 - d. Force main work by MUA staff is complete; stream crossing remains; coordinating with Pine Valley.
 - e. NJEIT FY2016 funding.
 - f. Revised estimated project cost: \$914,000.
 - g. 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: ready to Advertise at MUA's discretion; submit to NJDEP for Authorization to Award.
 - c. TWA issued July 22, 2015.
 - d. NJEIT FY2016 funding.
 - e. Awaiting MUA direction.
 - f. 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 to deliver updates in September.
 - 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 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 scheduled for September 20.
- 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 with the Board the three water projects that need to be completed. The Water Sub-Committee will schedule a meeting and report back to 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 Sub-Level was the low bid for Greenwood Avenue Pump Station, but they were rejected due to the bid packet missing required documents. Sub-Level had send letters about suing the Authority and they were going to challenge their rejection. Sub-Level had 45 days from the date of award to challenge and the 45 days have passed.

Mr. Knott 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. Toal commented on the installation of the sewer line in Pine Valley for Greenwood Avenue Pump Station; he wanted the Board to know that while he was out for surgery that the Maintenance Men did a great job completing the installation.

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 stated that we will be looking to purchase 2 trucks. A discussion followed about the state contract and the type of truck that we are interested in purchasing. He stated that we are looking at an F150 or equivalent

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. Green asked about a rate increase. A discussion followed about having Mr. Welding doing a rate study. Mr. Hassett suggested that we have Mr. Welding attend our next meeting.

New Business:

None

Old Business:

None

Resolutions:

Resolution #16-91

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 August 18, 2016 authorizing an eighteen month contract commencing September 1, 2016 through February 28, 2017 with WB Mason and Papermart for Bid A26-16 Copy, Computer Paper and Envelopes 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 WB Mason and Papermart for the purchase of Bid A26-16 Copy, Computer Paper and Envelopes as identified on Exhibit "A" attached hereto for a period beginning September 1, 2016 through February 28, 2017.

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 #16-92

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desires to extend the work week for certain office staff employees including the positions of Office Manager, Accounts Payable/Purchasing and Accounts Receivable/Reception, from thirty (30) hours per week to thirty-two and one-half (32.5) hours per week; and

WHEREAS, the addition hours will serve to more effective and efficient serve the needs of the ratepayers by increasing office staff availability; and

WHEREAS, the PHMUA has determined that the increase in works hours set forth herein is in the best interest of both the Authority and the customers we serve.

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 official number of hours worked by the office staff, including the positions of Office Manager, Accounts Payable/Purchasing and Accounts Receivable/Reception, will be extended from thirty (30) hours per week to thirty-two and one-half (32.5) hours per week. The Executive Director shall take all steps necessary to effectuate this change in work hours effective August 1, 2016.

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

Roll Call:

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

Nays: None

Abstain: Mr. Hartman, Mr. Garvey

Resolution #16-93

Whereas, it is necessary for the Pine Hill Borough Municipal Utilities Authority to appoint a Certifying Officer for the Public Employees Retirement System; and

Whereas, Patricia Garvey serves as the Office Manager and has the qualifications to serve in such position;

Now, Therefore, Be It Resolved by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby appoints Patricia Garvey as the Pension Certifying Officer for the Authority.

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

Roll Call:

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

Nays: None

Abstain: Mr. Garvey

Resolution #16-94

WHEREAS, the Pine Hill Borough Municipal Utilities Authority must comply with the Camden County Highway Department to complete an Acoustic Condition Assessment of the Erial Road Water Main; and

WHEREAS, it is necessary for the Authority to pay Echologics for the completion of the field work, 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 \$37,303.00 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. Knott 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 #16-95

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") entered into an agreement with Thomas Hassett ("Hassett") to serve as Executive Director for the period of January 1, 2012, through December 31, 2016 (the "Agreement"); and

WHEREAS, the Agreement between the PHMUA and Hassett remains in full force and effect; and

WHEREAS, pursuant to Section 15 of the Agreement, the Agreement may be amended by a writing signed by both parties; and

WHEREAS, in recognition of Hassett's thirty-four (34) years of faithful service to the PHMUA and the Borough of Pine Hill, including five (5) years as a Board Member, and seventeen (17) years as Executive Director, and following negotiations the parties have negotiated an Amendment to the Agreement, dated September 21, 2016 which has been attached to and made a part hereof; and

WHEREAS, the terms of the Amendment shall be of no precedential value for any future PHMUA matter; 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 PHMUA hereby approves the Amendment to the Employment Agreement between the PHMUA and Thomas Hassett dated September 21, 2016 and directs the Chairman to take all steps necessary to effectuate the Amendment.

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 #16-96

Water

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY that the following accounts be adjusted for billing:

1640000-0	(\$35.00)	32 E 4 th Ave	1x Turn On Fee Waived
4106000-0	(\$ 5.84)	46 Millstream Rd	Adjust Meter Fee Prorate

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 #16-97

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.

MC6592	217.19	BMEU, Deptford Clerk	Supplies - Office
6593	975.00	A C Schultes	R/M - System
6594	8,409.21	Atlantic City Electric	Utilities - Operating
6594	349.51	Atlantic City Electric	Utilities - Office
6595	104.63	Acme Uniforms	Supplies - Operating
6595	27.75	Acme Uniforms	Supplies - Office
6596	52.45	Alpha Messaging Center	R/M - Office
6597	12,692.55	AmeriHealth Insurance	Health Insurance
6598	955.00	Arthur Door Company	R/M - Building
6599	3,220.00	Bank of NY	Trustee
6600	1,877.50	Bowman & Company	Audit & Accounting Fees
6600	2,000.00	Bowman & Company	Audit & Accounting Fees
6601	127.52	Casa Payroll Service	Supplies - Office
6602	1,050.00	C&C Computer Design	Supplies - Office
6604	156.23	CITGO Fleet Inc	Automotive Expense
6609	55.62	Central Security Services	R/M - Office
6609	61.80	Central Security Services	R/M - Building
6612	74.50	G & M Printwear	Supplies - Operating
6613	37.97	Harbor Freight Tools Inc	Supplies - Operating
6614	15.00	Thomas Hassett	Health Insurance
6616	336.76	Horizon Blue/Cross/Shield	Health Insurance
6617	75.00	Matthew Hufner	Supplies - Operating
6620	344.35	Long, Wood & Long	Legal Fees
6622	6.35	Mechanics Auto Parts	Supplies - Operating
6623	1,171.26	Miracle Chemical Co.	Chemicals

6624	73.34	Nextel/Sprint	Telephone - Operating
6625	19,945.47	New Jersey American Water	Water Agreements
6626	152.50	One Call Concepts	R/M - System
6627	157.40	Pine Hill Auto Repair	Automotive Expense
6628	142.5	Pine Hill MUA	Miscellaneous - Office
6628	315.00	Pine Hill MUA	Miscellaneous - Office
6628	178.17	Pine Hill MUA	Miscellaneous - Office
6629	156.40	Pine Hill Hardware	Supplies - Operating
6630	1,269.50	Philadelphia Business Forms	Supplies - Office
6631	27.00	ProGas Inc	Chemicals
6632	453.75	Rio Supply, Inc	Supplies - Operating
6633	100.00	NJ State Treasurer	T/E - Operating
6634	20.99	John Toal	Health Insurance
6635	92.71	Tri-State Technical Sales	Supplies - Operating
6636	8.94	United Electric Supply	R/M - Office
6637	95.18	Verizon Inc	R/M - System
6638	18.80	Deborah Warrington	Health Insurance
6638	7.75	Deborah Warrington	Miscellaneous - Office
6639	612.00	West/ The Thomson Corp	Supplies - Office
6640	40.69	Xerox Corp.	Supplies - Office
6641	366.30	Xtel Communications	Telephone - Office
6641	178.61	Xtel Communications	Telephone - Operating

Resolution #16-98

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 Renewal & Replacement Fund.

6610	29,842.40	Echologics LLC	Erial Rd/Water Main Assessmt
------	-----------	----------------	------------------------------

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 #16-99

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.

MC6592	217.18	BMEU Clerk, Deptford	Supplies - Office
6594	2,867.50	Atlantic City Electric	Utilities - Operating
6595	104.62	Acme Uniforms	Supplies - Operating
6595	27.75	Acme Uniforms	Supplies - Office
6596	52.45	Alpha Messaging Center	R/M - Office
6597	8,461.69	AmeriHealth Insurance Co	Health Insurance
6598	955.00	Arthur Door Co	R/M - Building
6600	1,877.50	Bowman & Company	Audit & Accounting
6601	127.52	Casa Payroll Service	Supplies - Office
6602	1,050.00	C&C Computer Design	Supplies - Office
6604	156.23	CITGO Fleet Inc	Automotive Expense
6605	17,820.00	Clementon Sewerage Utility	Transmittal Agreements
6606	145.90	Comcast Inc	Supplies - Office
6607	4.75	Debbie Corson	Miscellaneous - Office
6608	160.00	Coverall of Philadelphia Inc	Supplies - Office
6609	55.62	Central Security Services	R/M - Office
6609	61.80	Central Security Services	R/M- Building

6611	1,490.00	Paul Gillespie Industries	Supplies - Operating
6612	74.50	G & M Printwear	Supplies - Operating
6613	37.96	Harbor Freight Tools	Supplies - Operating
6614	100.00	Thomas Hassett	Miscellaneous - Office
6614	15.00	Thomas Hassett	Health Insurance
6615	43.92	Home Depot	Supplies - Operating
6616	224.51	Horizon Blue/Cross/Shield	Health Insurance
6617	74.99	Matthew Hufner	Supplies - Operating
6618	48.00	Kennedy Marketing Co	Supplies - Operating
6619	11,317.00	Lindenwold Sewer Utility	Transmittal Agreements
6620	2,130.40	Wade, Long, Wood & Long	Legal Fees
6621	29.00	Lethal Pest Solutions	R/M - Office
6624	73.33	Nextel/Sprint	Telephone - Operating
6627	157.39	Pine Hill Auto Repair	Automotive Expense
6628	142.50	Pine Hill MUA	Miscellaneous - Office
6628	315.00	Pine Hill MUA	Miscellaneous - Office
6628	178.16	Pine Hill MUA	Miscellaneous - Office
6629	156.39	Pine Hill Hardware	Supplies - Operating
6630	1,269.50	Philadelphia Business Forms	Supplies - Office
6633	50.00	NJ State Treasurer	T/E - Operating
6634	14.00	John Toal	Health Insurance
6636	8.93	United Electric Supply	R/M - Office
6637	178.26	Verizon Inc	R/M - System
6639	612.00	West and Thomson Corp	Supplies - Office
6640	40.68	Xerox Copier	Supplies - Office
6641	363.07	Xtel Communications	Telephone - Office
6641	175.23	Xtel Communications	Telephone - Office

Resolution #16-100

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.

6603	49,935.90	Centerpoint Associates	Greenwood Ave P/S Construct
------	-----------	------------------------	-----------------------------

Mr. Garvey made a motion to accept the payment of all sewer 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

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

On voice vote, motion carried unanimously. Meeting adjourned at 8:08PM.

Respectfully submitted,

Debra Corson

Recording Secretary