

Minutes of the Reorganization Meeting of the Pine Hill Borough Municipal Utilities Authority held Monday, February 1, 2016 at 7:00PM 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 was Mr. Hassett, Executive, Mr. Dougherty, Engineer, and Mr. Long, Solicitor.

Mr. Long asked Mr. Green, Mr. Odenath and Mrs. Burke to stand. Mr. Long swore in Mr. Green as an Authority Commissioner. Mr. Long swore in Mr. Odenath as First Alternate. Mr. Long swore in Mrs. Burke as Second Alternate.

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. Knott. On voice vote, motion carried.

Mr. Buscher stated that a motion would be in order for the election of Chairman of the Pine Hill Municipal Utilities Authority.

Resolution #16-05

RESOLUTION ELECTING AUTHORITY CHAIRMAN

WHEREAS, the Pine Hill Municipal Utilities Authority of the Borough of Pine Hill is required to elect a Chairman at its Reorganization Meeting in February of each year;

NOW, THEREFORE, BE IT RESOLVED by the Pine Hill Municipal Utilities Authority that Mr. Carl (Mark) Buscher be and is hereby elected the Chairman of the Authority for a term commencing February 1, 2016 through Reorganization 2017 or until such time as a successor is named and elected.

Mr. Hartman made a motion to nominate Mr. Carl (Mark) Buscher for Authority Chairman, seconded by Mr. Knott. There were no other nominations for Chairman; the floor was closed.

Roll Call:

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

Nays: None

Abstain: None

Mr. Buscher stated that a motion would be in order for the election of Vice Chairman of the Authority.

Resolution #16-06

RESOLUTION ELECTING AUTHORITY VICE CHAIRMAN

WHEREAS, the Pine Hill Municipal Utilities Authority of the Borough of Pine Hill is required to elect a Vice Chairman at its Reorganization Meeting in February of each year;

NOW THEREFORE, BE IT RESOLVED by the Pine Hill Municipal Utilities Authority that Frank Hartman be and is hereby elected the Vice Chairman of the Authority commencing February 1, 2016 through Reorganization 2017 or until such time as a successor is named and elected.

Mr. Buscher made a motion to nominate Mr. Frank Hartman for Authority Vice-Chairman, seconded by Mr. Knott. There were no other nominations for Vice Chairman; the floor was closed.

Roll Call:

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

Nays: None

Abstain: None

The Chairman then turned the floor over to our Solicitor, Mr. Howard Long. Mr. Long stated that he would group the following resolution and then ask for a roll call vote.

Resolution #16-07

RESOLUTION APPOINTING SECRETARY/TREASURER OF THE AUTHORITY

WHEREAS, the Pine Hill Municipal Utilities Authority of the Borough of Pine Hill may appoint a Secretary/Treasurer to the Authority for the year;

NOW, THEREFORE, BE IT RESOLVED by the Pine Hill Municipal Utilities Authority that Chris Green and Tom Knott be and is hereby appointed the Secretary/Treasurer of the Authority for a term commencing February 1, 2016 through Reorganization 2017 or until such time as a successor is named.

Resolution #16-08

RESOLUTION APPOINTING A RECORDING SECRETARY OF AUTHORITY

WHEREAS, New Jersey Statutes provide for the appointment of employees as are deemed necessary to the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Municipal Utilities Authority that Debra Corson be and is hereby appointed the Recording Secretary of the Authority for a term commencing February 1, 2016 through Reorganization 2017 or until such time as a successor is named.

Resolution #16-09

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the Pine Hill Municipal Utilities Authority is required to appoint a Public Agency Compliance Officer in regard to Affirmative Action matters.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Municipal Utilities Authority that it hereby appoints Tom Hassett as the Public Agency Compliance Officer for the Authority.

Resolution #16-10

RESOLUTION APPOINTING SOLICITOR

WHEREAS, there exists a need for a Solicitor for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for "Professional Services" without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Howard Long as the Authority Solicitor to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-11

RESOLUTION APPOINTING SPECIAL CONFLICT COUNSEL

WHEREAS, there exists a need for a Special Conflict Solicitor for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for "Professional Services" without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Dave Patterson as the Authority Special Conflict Solicitor to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-12

RESOLUTION APPOINTING CONSULTING ENGINEER

WHEREAS, there exists a need for a Consulting Engineer for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for “Professional Services” without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Hugh Dougherty of Pennoni Associates, as the Authority Consulting Engineer to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-13

RESOLUTION APPOINTING A SPECIAL PROJECTS ENGINEER

WHEREAS, there exists a need for a Special Projects Engineer for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for “Professional Services” without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Ed Vernick of Remington & Vernick Engineering, as the Authority Special Projects Engineer to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-14

RESOLUTION APPOINTING AUDITOR

WHEREAS, there exists a need for an Auditor for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for “Professional Services” without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Michael Welding of Bowman & Company, as the Authority Auditor to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-15

RESOLUTION APPOINTING INSURANCE COUNSELOR

WHEREAS, there exists a need for an Insurance Counselor for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for “Professional Services” without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Mike Avalone of Conner-Strong and Buckelew, as the Authority Insurance Counselor to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-16

RESOLUTION APPOINTING HEALTH INSURANCE BROKER

WHEREAS, there exists a need for a Health Insurance Broker for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for “Professional Services” without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Jack McDermott, Brown and Brown Advisors as the Authority Health Insurance Broker to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-17

RESOLUTION APPOINTING BOND COUNSEL

WHEREAS, there exists a need for Bond Counsel for Pine Hill Borough Municipal Utilities Authority; and

WHEREAS, the Pine Hill Borough Municipal Utilities Authority provided public notice that it was accepting requests for proposals to award Professional Service Contracts under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, funds are available for this purposes as set forth in the Pine Hill Borough Municipal Utilities Authority budget; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of a Contract for "Professional Services" without competitive bids must be publicly advertised.

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

1. The Chairman is hereby authorized and directed to execute a Professional Service Agreement with Phil Norcross of Parker McCay, as Authority Bond Counsel to be provided for a period of one year commencing on February 1, 2016.

2. This Contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contract Law and that this Contract is to be performed by a person authorized by law to practice a recognized profession and a solicitation for requests for proposals was publicly noticed for these services.

3. A copy of this Resolution shall be published in the official newspaper of the Pine Hill Borough Municipal Utilities Authority as required by law within twenty (20) days of its passage.

Resolution #16-18

WHEREAS, New Jersey Statutes require the designation of at least two official newspapers for providing notices of legal advertisements for the Pine Hill Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Municipal Utilities Authority that the following newspapers be designated as the official legal newspaper of the Authority.

1. Courier Post - Camden County, New Jersey
2. The Central Record - Medford, New Jersey
3. Gloucester County Times – Woodbury, NJ

Resolution #16-19

WHEREAS, the Pine Hill Municipal Utilities Authority is required to designate the Legal Depository for funds of the Authority for 2016-2017.

NOW, THEREFORE, BE IT RESOLVED that Audubon Savings Bank, Pine Hill, New Jersey, TD Bank, Cherry Hill, New Jersey and Bank of New York, New York (Trustee) be designated as the Legal Depository for funds of the Authority for the Fiscal year 2016-2017.

Resolution #16-20

WHEREAS, New Jersey Statutes require annual notice of the designation of the day, time and place of the regular meeting of the Pine Hill Municipal Utilities Authority;

NOW, THEREFORE, BE IT RESOLVED that the third Thursday of each month at 7:30 p.m. shall be the day and time, unless otherwise indicated below by an *, of the regular meetings of the Pine Hill Municipal Utilities Authority for the year 2016-2017.

February 17, 2016, March 16, 2016, April 20, 2016

May 18, 2016, June 15, 2016, July 20, 2016

August 17, 2016, September 21, 2016, October 19, 2016

*Tuesday, November 22, 2016, *December 21, 2016 at 7:00 P.M.,

January 18, 2017 Reorganization Meeting, February 6, 2017 at 7:00 P.M.

All regular meetings are held at the Authority Administration Building, 907 Turnerville Road, Pine Hill, New Jersey.

Resolution #16-21

BE IT RESOLVED by the Pine Hill Municipal Utilities Authority that the Secretary is hereby authorized and directed to cause a copy of the Resolution appointing the Insurance Counselor, Auditor, Solicitor, Bond Counsel and Engineer in the Official Newspapers.

Solicitor	Howard Long, Wade, Long, and Wood
Special Conflict Solicitor	Dave Patterson, Law Offices LLC
Risk Management	Mike Avalone, Conner-Strong & Buckelew
Auditor	Michael Welding, Bowman & Company
Engineer	Hugh Dougherty, Pennoni Associates
Special Project Engineer	Ed Vernick, Remington & Vernick
Bond Counsel	Phil Norcross, Parker, McCay

Health Insurance Broker Jack McDermott, Brown and Brown Advisors

BE IT FURTHER RESOLVED that the Secretary also sends a copy with the Municipal Utilities Authority Seal on it to the Secretary of State as required by law.

Resolution #16-22

WHEREAS, it is the designation of the Chairman that the following listed Authority members will head the Department Assignments for the year.

NOW, THEREFORE, BE IT RESOLVED by the Pine Hill Borough Municipal Utilities Authority that the Department Heads are as follows:

Finance	<u>Chris Green/Tom Knott</u>
Water	<u>Tim Garvey/John Odenath</u>
Sewer	<u>Frank Hartman/Tom Knott</u>
Vehicles	<u>John Odenath</u>
Personnel/Union Negotiations	<u>Mark Buscher/Tom Knott</u>
Property	<u>Chris Burke</u>
Safety Coordinators	<u>Tom Hassett/Matt Hufner</u>

BE IT RESOLVED that all emergencies within the above departments be handled by the assigned member and that items of an everyday nature be handled likewise: items of a more important nature should be taken up before the entire board.

Resolution #16-23

WHEREAS, N.J.S.A. 40A: 5-14 mandates that the Authority shall, by Resolution passed by majority of the membership thereof, approve a Cash Management Plan.

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

1. The attached Cash Management Plan will guide the investments of idle funds of the Pine Hill Borough Municipal Utilities Authority.
2. The attached Cash Management Plan includes a policy statement to guide its implementation.
3. The Executive Director will administer the plan.
4. The Plan is subject to annual audit; and

BE IT FURTHER RESOLVED that a certified copy of this resolution with the Cash Management

Plan attached shall be forwarded to the following:

1. The Executive Director
2. The Office Manager
3. The Authority Auditor
4. All Depositories

Resolution #16-24

Whereas, N.J.S.A. 40A: 5-21 requires annual approval of Petty Cash Funds by the Governing Body; and

Whereas, it is the desire of the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority to approve an Administrative Petty Cash Fund for the Administrative Office in the amount of One Hundred Dollars.

Now, Therefore, Be It Resolved by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that:

1. Said Administrative Petty Cash Fund will be maintained by the Office Manager to pay claims for small miscellaneous expenses.
2. Debra Corson, Office Manager, having custody of the Administrative Fund be bonded in an appropriate amount and will operate said Fund in accordance with the laws and regulations governing its operation.

Resolution #16-25

Whereas, N.J.S.A. 40A: 5-21 requires annual approval of Petty Cash Funds by the Governing Body; and

Whereas, it is the desire of the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority to approve an Operations Petty Cash Fund for the Operations Office in the amount of One Hundred Dollars.

Now, Therefore, Be It Resolved by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that:

3. Said Administrative Petty Cash Fund will be maintained by the Operations Manager to pay claims for small miscellaneous expenses.
4. John Toal, Operations Manager, having custody of the Operating Fund be bonded in an appropriate amount and will operate said Fund in accordance with the laws and regulations governing its operation.

Mr. Green made a motion to approve the resolutions, seconded by Mr. Garvey.

Roll Call:

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

Nays: None

Abstain: None

Mr. Knott made a motion to adjourn the meeting at 7:15 P.M., seconded by Mr. Hartman.

On voice vote, motion carried.

Respectfully submitted,

Debra Corson
Recording Secretary