

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, June 15, 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. Garvey, Mr. Knott, Mr. Odenath, Mrs. Burke

Absent: Mr. Green

Also in attendance Mr. Hassett, Executive Director, Mr. Long, Solicitor and Mr. Leise, Engineer.

Mr. Odenath was seated for Mr. Green. Mr. Green arrived at 7:35 PM.

Mr. Hartman made a motion to open the floor to the public, seconded by Mr. Knott. On voice vote, motion carried.

There was no one in the audience to address the Board.

Mr. Knott made a motion to close the floor to the public, seconded by Mr. Garvey. On voice vote, motion carried.

Minutes:

The Minutes of the May meeting.

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

Correspondence:

1. From NJDEP re: Compliance Inspection
2. To NJDEP re: Third Fairway Treatment Works Approval
3. From Pennoni re: Emergency Repair of Waterman at Mt Clement Well
4. From Centerpoint re: Greenwood Avenue Bid
5. From Pat Garvey re: Chemical Bid
6. To John Greer re: Borough Owed Properties
7. From Pat Garvey re: Actuarial Bid

The Board reviewed the correspondence.

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

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. Contractor to hold pricing for 60 days.
  - c. Awaiting NJDEP for Authorization to Award; Pennoni submitted to NJDEP on 4/25/2016.
  - d. Schedule: Award May/June.
  - e. Force main work by MUA staff, except stream crossing (which will be part of public contract); received NJDEP permit; coordinating with Pine Valley.
  - f. NJEIT FY2016 funding.
  - g. Revised estimated project cost: \$914,000.**
  - h. 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: 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. Abandon Wells.
  - c. Must construct new well to maintain Firm Capacity.

4. Mt. Clement Well Issues
  - a. Schultes to visit site (check valves).
5. Branch Avenue Fire Flow
  - a. Mansions fire.
  - b. Proposal for Third Avenue loop.
6. Erial Road Reconstruction
  - a. County reconstruction project.
  - b. Approximately sixty (60) water service replacements.
  - c. Pennoni Recommend Award to Ecologics: \$37,303.
7. 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 after Housing Authority gives 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. 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).
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; removed MetroPCS.
  - f. T-Mobile/MetroPCS: Turnerville.
  - g. Sprint: Mt. Clement.
8. Mt. Clement Well Tank (PHMU 1204)
  - a. Maintenance Bond expires January 2, 2017.
9. Atlantic Avenue Pump Station/Lakes at Pine Hill (PHMU 1301)
  - a. Maintenance Bond Expires February 28, 2017.
10. Third Fairway (Trump Philadelphia)
  - a. One-year TWA permit extension request.
  - b. Pennoni provided sample letter for NJDEP submission.

Mr. Leise reviewed his report with the Board.

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

On voice vote, motion carried.

### Solicitor's Report:

Mr. Long stated that he had one issue for Executive Session and possible action when coming out of Executive Session. He would like to hold his report for now.

### 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 stated that Mr. Toal is planning to start the sewer main in Pine Valley in July. We purchased a 12" bucket for the Backhoe to limit the size of the trench. Mr. Hassett stated we need a motion for the promotions of the ladies in the office. Mr. Long stated this will be discussed in closed session.

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 #16-59

WHEREAS, the Pine Hill Borough Utilities Authority has received quotes for Chemicals to be used in its utility operations; and

WHEREAS, has submitted the lowest quote for Sodium Hypochlorite; and

WHEREAS, funds are available for the award of this quote as set forth on the Certification 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 Sodium Hypochlorite to Miracle Chemical in accordance with the proposals submitted.

BE IT FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute the Contract with Miracle Chemical for this purpose.

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

Roll Call:

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

Nays: None

Abstain: None

Resolution #16-60

WHEREAS, the Pine Hill Municipal Borough Utilities Authority ("Authority") authorized a Request for Proposals for the providing of Actuarial Services to the Authority; and

WHEREAS, upon a review of Proposals submitted, it has been determined that the award of this contract should be made to Summit Actuarial Services in the amount of \$1,800.00 per actuarial evaluation, which costs includes all expenses and one meeting at the Authority; and

WHEREAS, funds are available for the award of this Proposal as set forth on the Certification 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 authorizes and approves a contract with Summit Actuarial Services in the amount of \$1,800.00 in accordance with the Proposal attached hereto and incorporated by reference herein.

BE IF FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute said contract with Summit Actuarial Services for the work to be provided.

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 #16-61

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") maintains and operates a water utility system within the Borough of Pine Hill and is the owner of the well on Mt. Clement Avenue;

WHEREAS, said water system was in need of certain emergency repairs, due to a pipe break at Mt Clement Well; and

WHEREAS, failure to take immediate and emergent action would have resulted in a health and safety hazard; and

WHEREAS, the Hugh J. Dougherty, PE, CME, Authority Engineer, has issued correspondence dated May 25, 2016 outlining the nature of the emergency, the need for immediate

action and has rendered an opinion that the public health safety and welfare of the residents of Pine Hill would be affected if not repaired immediately; and

WHEREAS, the Executive Director has concurred that an emergency existed which could only be corrected by swift and immediate action through an emergency repair; and

WHEREAS, this emergency was not reasonably foreseeable by the Authority; and

WHEREAS, the authorization to complete the required repair work was limited to meet immediate needs; and

WHEREAS, the amount expended for the emergency repair service was for an amount not to exceed \$20,000.00, and funds are available and have been certified by the Authority; and

WHEREAS, the Solicitor to the Authority has rendered an opinion that the Award of this Contract is permitted by law as an exception to the Local Public Contracts Law in accordance with N.J.S.A. 40A:11-6; and

WHEREAS, the Authority is satisfied that an emergency existed; and

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 expenditure of funds is authorized without competitive bidding in accordance with N.J.S.A. 40A:11-6 which permits emergency repair services for the reasons expressly set forth in the preamble of this Resolution;
3. The expenditure authorized herein shall not exceed \$20,000.00; and
4. Authority's staff is directed to process any Purchase Orders, Vouchers, or other appropriate documentation to effectuate the expenditure authorized herein.

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 #16-62

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
Training/Education-Operating	525.00	
Sewer Transmittal		525.00
TOTAL	\$525.00	\$525.00

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 #16-63

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had a water pipe break at the Mt. Clement Well Tower, which was determined as an emergency repair; and

WHEREAS, it will be necessary to appropriate the additional funds from the Water Renewal and Replacement Fund in order to complete this project.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$16,100.00 from the Water Renewal and Replacement Fund, which is required to pay for this repair, 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. 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

Payment of Bills:

Resolution #16-64  
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 6453	905.32	BMEU Deptford Postmaster	Supplies - Office
6454	6,857.39	Atlantic City Electric	Utilities - Operating
6455	83.70	Acme Uniforms	Supplies - Operating
6455	18.50	Acme Uniforms	Supplies - Office
6456	53.00	All Brand Supply	Supplies - Operating
6457	101.40	Alpha Message Center	Supplies - Office
6458	12,692.55	AmeriHealth Insurance	Health Insurance
6459	112.50	Atlantic Switch & Generator	R/M - System
6460	3,000.00	Bank of New York Mellon	Trustee
6461	117.51	Casa Payroll Service	Supplies - Office
6462	1,000.00	C & C Computer Designs	Supplies - Office
6463	265.18	Citgo Fleet	Automotive Expense
6465	145.90	Comcast	Supplies - Office
6466	160.00	CoverAll of Philadelphia	Supplies - Office
6467	62.72	Debbie Corson Petty Cash	Supplies - Office
6468	107.50	BMEU Deptford USPS	Supplies - Office
6470	279.00	Eurofins QC	Laboratory Testing
6471	14.90	Fazzio Steel	Supplies - Operating
6473	507.20	Groff Tractor New Jersey	Supplies - Operating
6474	100.00	Thomas Hasset	Miscellaneous - Office
6475	336.77	Horizon BC/BS	Health Insurance
6476	8.06	InterCounty Newspaper	Supplies - Office
6478	29.00	Lethal Pest Solutions	R/M - Office
6479	1,152.57	Miracle Chemical	Chemicals
6480	123.33	Nextel/Sprint	Telephone - Operating
6481	19,922.77	New Jersey American Water	Water Agreements
6482	179.25	NJ MVC	Automotive Expense
6483	\$53.75	One Call Concepts	R/M - System
6484	3,488.25	Pennoni Associates	Engineer Fees
6485	298.00	Pine Hill Printing	Supplies - Office
6486	181.80	Pine Hill Hardware	Supplies - Operating
6489	96.55	Rio Supply	Meters/Connections
6490	90.74	Safeguard Business Forms	Supplies - Office
6491	66.16	South Jersey Gas	Utilities - Operating
6492	10.00	SNJ NIGP	T/E - Administrative
6494	75.00	James Valentine Jr	R/M - Office
6494	37.50	James Valentine Jr	R/M - Building
6495	99.91	Verizon	R/M - System
6496	1,071.00	Water Works Supply	Supplies - Operating
6497	23.50	Xerox Corp	Supplies - Office

Resolution #16-65

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.

6469	312.50	Erial Concrete	Repair to Mt Clement Pipe
6487	15,777.50	Pioneer Pipe Contractors	Repair to Mt Clement Pipe

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. Hartman, Mr. Green, Mr. Garvey, Mr. Knott

Nays: None

Abstain: None

Resolution #16-66

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.

6454	3,151.34	Atlantic City Electric	Utilities - Operating
6454	212.07	Atlantic City Electric	Utilities - Office
6455	83.70	Acme Uniforms	Supplies - Operating
6455	18.50	Acme Uniforms	Supplies - Office
6456	53.00	All Brand Supply	Supplies - Operating
6457	101.40	Alpha Messaging Center Inc.	Supplies - Office
6458	8,461.69	AmeriHealth Insurance Co.	Health Insurance
6459	262.50	Atlantic Switch & Generator	R/M - System
6460	3,000.00	Bank of New York Mellon	Trustee
6461	117.51	Casa Payroll Service	Supplies - Office
6462	1,000.00	C & C Computer	Supplies - Office
6463	265.17	Citgo Fleet	Automotive Expense
6464	17,875.00	Clementon Sewerage Utility	Transmittal Agreements
6467	62.72	Debbie Corson Petty Cash	Supplies - Office
6468	107.50	BMEU Deptford USPS	Supplies - Office
6471	14.90	Fazzio Steel	Supplies - Operating
6472	70.00	Patricia Garvey	Health Insurance
6473	760.80	Groff Tractor New Jersey	Supplies - Operating
6475	224.50	Horizon BC/BS	Health Insurance
6476	8.06	InterCounty Newspaper	Supplies - Office
6477	11,317.00	Lindenwold Sewer Utility	Transmittal Agreements
6480	123.33	Nextel/Sprint	Telephone - Operating
6482	179.25	NJ MVC	Automotive Expense
6483	53.75	One Call Concepts	R/M - System
6484	173.75	Pennoni Associates	Engineer Fees
6486	181.79	Pine Hill Hardware	Supplies - Operating
6488	27.00	ProGas	Chemicals
6490	90.74	SafeGuard Business Forms	Supplies - Office
6491	63.58	South Jersey Gas	Utilities - Office
6491	131.31	South Jersey Gas	Utilities - Operating
6492	10.00	SNJ NIGP	T/E - Administrative
6493	820.00	Treasurer, New Jersey State	Supplies - Operating
6494	75.00	James Valentine Jr	R/M - Office
6494	37.50	James Valentine Jr	R/M - Building
6495	182.90	Verizon	R/M - System
6497	23.49	Xerox Corp	Supplies - Office

Resolution #16-67

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.

6484	541.00	Pennoni Associates	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. Knott.

Roll Call:

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

Nays: None

Abstain: Mr. Garvey

Resolution #16-68

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. Long stated that the Board should be in Executive Session no longer than 10 minutes and may be taking possible action when they return to regular session.

Mr. Hartman made a motion to go into Executive Session, seconded by Mr. Buscher.

On voice vote, motion carried.

Mr. Long stated that the Board has returned to regular session. At this point in time, the Board has a few actions to consider.

Resolution #16-69

Mr. Garvey made a motion to appoint Deborah Warrington from the position of Accts Receivable/Receptionist to the position of Accounts Payable/Purchasing Agent, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstained: Mr. Hartman

Resolution #16-70

Mr. Hartman made a motion to appoint Patricia Garvey to the position of Office Manager with the inclusion of the GPA qualification and compensation are in the compensation package that was discussed in the Executive Session, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstained: Mr. Garvey

Resolution #16-71

Whereas, the Pine Hill Borough Municipal Utilities Authority (“AUTHORITY”) has agreed to appoint Debra Corson (“CORSON”) AS Deputy Executive Director and thereafter Executive Director in accordance with N.J.S.A. 40:14-B-18 and the Authority’s By-Laws: and

Whereas, the Deputy Executive Director Employment Agreement will expire on December 31, 2016 and the Executive Director Employment Agreement will thereafter immediate commence and expire on December 31, 2021; and

Whereas, the AUTHORITY and CORSON have negotiated the terms and conditions of the renewed Agreement as attached hereto and made a part hereof.

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 Whereas clauses set forth above are incorporated herein by reference and made a part hereof.
2. Debra Corson is hereby appointed to the position of Deputy Executive Director effective August 1, 2016 and Executive Director effective January 1, 2017.
3. The Chairman and/or Vice Chairman is hereby authorized to execute the employment contract with Debra Corson in the form attached hereto and approved as to form by the Solicitor of the Pine Hill Municipal Utilities Authority.

Mr. Hartman made a motion to approve Mrs. Corson’s Contract, seconded by Mr. Buscher.

Roll Call:

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

Nays: None

Abstained: Mr. Garvey

Mr. Hartman made a motion to adjourn the meeting, seconded by Mr. Knott.  
On voice vote, motion carried unanimously. Meeting adjourned at 8:10 PM.

Respectfully submitted,

Debra Corson  
Recording Secretary