

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **December 20, 2017** 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. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Absent: Mr. Shultz

Also in attendance Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Chris Long, Solicitor, and Mr. Hugh Dougherty, Engineer.

Mr. Odenath made a motion to excuse Mr. Shultz, seconded by Mr. Green. On voice vote, motion carried.

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

Minutes:

The Minutes of the November 21, 2017 meeting and Closed Session.

Mr. Knott made a motion to approve the minutes of the November meeting and Closed Session, seconded by Mr. Odenath. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Correspondence:

1. From NJ DEP re: Payment Requisitions NJEIT & NJEIF Project No.S340274-05B
2. From NJDEP re: Payment Requisitions NJEIT & NJEIF Project No.S340274-05A
3. From Pennoni re: O & M Manuals Madison PS/ Force Main Connection to CCMUA
4. From Pennoni re: Change Order No.4 Madison PS/Force Main Connect to CCMUA
5. From Pennoni re: Final Payment No.6 Madison PS/Force Main Connection to CCMUA
6. From NJAmericanWater re: Increased Tariff Rates and Charges for Water
7. From AT&T re: Notice of Option Expiration Mt. Clement Ave

The Board reviewed the Correspondence.

Mr. Odenath made a motion to accept the correspondence, seconded by Mr. Knott. On voice vote, motion carried.

Engineer's Report:

I. Active Projects

1. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
 - a. Awarded to Level-1 Construction; NJEIT FY2016 funding.
 - b. Final Change Order for as-built conditions; final contract amount \$448,546.80.
 - c. Construction Complete.
 - d. Closing on NJEIT Loan Complete.
 - e. Asset Management Plan required; underway.
2. Cloverdale - Erial Road Watermain Rehab (PHMU 1703)
 - a. Awarded to J. Fletcher Creamer & Son, Inc. August 16, 2017.
 - b. Construction Complete.
 - c. Final closeout remains.
3. Various Water Projects for Consideration for NJEIT Loan
 - a. Asset Management Plan
 - 1) Required with loan application.
 - b. Erial Road Waterman Rehab
 - 1) Echologics Report: no leaks.
 - 2) 2018 County project: remainder of Erial Road.
 - 3) Approximately sixty (60) water service replacements.
 - 4) 3,500 LF of ACP water main suspected to be in "poor" condition.
 - 5) Pennoni proposal for loan application and design for lining services.
 - c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1) MUA to install watermain at 3rd Avenue.
 - 2) ROW Vacated; Need Easement.
 - 3) PRV design by Pennoni.
 - d. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.
 - e. Generator at Turnerville Road Plant
4. Water Allocation Permit

- a. Permit expires September 30, 2017.
 - b. Pennoni submitted draft permit.
5. Map Updates
- a. 2017 updates not started.

II. Other Projects

- 1. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct 90 Townhomes.
 - b. Amboy Bank agreement negotiations.
- 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. Complete.
- 4. Annual Water Bond Trustee Report
 - a. Report submitted February 24th.
- 5. Long Term Capital Projects
 - a. Lining projects, valve replacements, fire hydrant replacements.
 - b. Eliminate Dead-end loops; consider C-900 pipe.
 - c. 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.
 - b. ATT: New installation proposed at 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. Greenwood Avenue expires January 17, 2019.
 - b. Madison Avenue expires October 31, 2019.
- 9. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.

Mr. Dougherty reviewed the Engineer's report with the Board. He stated Madison Ave contract has been closed out with no additional costs. The Cloverdale-Erial Rd watermain is lined and this project is closing out. Mr. Dougherty will meet in January with Mrs. Corson to review the various water projects for NJEIT loan for 2018. Mr. Dougherty stated that the Greens at Pine Hill project is a private pump station that is not part of our system although it is tied into our system. The station is operational, inspection is complete and this project will be closed out.

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

Solicitor's Report:

Mr. Long had no report this evening.

Mr. Buscher welcomed John back from his absence and wished the maintenance crew a Merry Christmas.

Operations Manager's Report:

Mr. Toal stated the meter rebuild kit for Mt. Clement Well was received, installed and back in service.

Mr. Odenath made a motion to approve the Licensed Operation Manager's report, seconded by Mr. Knott. On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson stated the Authority has received \$881,000 reimbursement for the Greenwood Ave and Madison Ave projects. Another \$267,000 is anticipated to be received by the end of week. Invoices for the remainder of the work will be submitted and once approved we will be receiving additional reimbursements. The County has requested a commitment letter from the Authority for Atlantic Ave project. They want to know the best estimate time frame for funding, the design of improvements, and the construction completion time. After discussing this with Bond Counsel and Mr. Welding, Mrs. Corson will set up a water subcommittee meeting in January to discuss projects and funding.

Mrs. Corson wished everyone a Merry Christmas and Happy New Year.

Mr. Knott made a motion to accept the Executive Director's Report, seconded by Mr. Odenath. On voice vote, motion carried.

Board Members:

All the Board Members extended their Happy Holiday wishes to everyone.

New Business:
None
Old Business:
None

Resolutions:

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #17-129

WHEREAS, the Pine Hill Borough Municipal Utilities Authority has declared an emergency repair for a water leak at Erial Road and Third Avenue; and

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

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$10,000.00 from the Water Renewal and Replacement Fund, which is required to make the repair, and 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. Odenath made a motion to approve the appropriation of funds from Water Renewal and Replacement for emergency repair, seconded by Mr. Green.

Mrs. Burke was seated.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

Pine Hill Borough Municipal Utilities Authority
Authorizing the Expenditure of Funds without Competitive
Bidding in Accordance with N.J.S.A. 40A:11-6 to Permit Emergency Repair Services
Resolution #17-130

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 Water Mains on Erial Road;

WHEREAS, said water system was in need of certain emergency repairs, due to a water leak at Erial Road and Third Avenue; 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 November 9, 2017 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 \$10,000.00, and funds are available and have been certified by the Authority; 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 \$10,000.00; 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 authorize the expenditure of funds for emergency water leak repair, seconded by Mrs. Burke.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

Pine Hill Borough Municipal Utilities Authority
Resolution Approving Change Order No.4 for the
Madison Avenue PS Improvements and Force Main Connection to CCMUA Project
RESOLUTION #17-131

WHEREAS, on December 12, 2017 the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) to approve Change Order No. 4, would result in no net increase to the Contract amount for PHMU-0910, the Madison Avenue Pump Station Improvements and Force Main Connection to CCMUA project; and

WHEREAS, Change Order No. 4 is required for final as-built quantity adjustments and clean stone restoration performed at the pump station; and

WHEREAS, the Change Order request submitted by Pennoni has been reviewed by staff and the Chairman and Board Members of the PHMUA.

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. Change Order No. 4 for PHMU-0910, the Madison Avenue Pump Station Improvements and Force Main Connection to CCMUA project, for final as-built quantity adjustments and clean stone restoration performed at the pump station, resulting in no net increase to the contract is hereby approved by the Authority.
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute any and all documents necessary to effectuate the Change Order.

Mr. Burke made a motion to approve the Madison Ave Change Order, seconded by Mr. Odenath.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
Water

RESOLUTION #17-132

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2017/2018 Authority Water 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
Overtime-Administrative	925.00	
Longevity		925.00
Total	\$925.00	\$925.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Odenath made a motion to approve the transfer of water funds, seconded by Mr. Knott.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
Sewer

RESOLUTION #17-133

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2017/2018 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
Administrative Overtime	925.00	
Longevity		925.00
Total	\$925.00	\$925.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Odenath made a motion to approve the transfer of sewer funds, seconded by Mr. Burke.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #17-134

WHEREAS, the Pine Hill Borough Municipal Utilities Authority has administrative cost from the Professionals for the 2017 NJEIT Sewer Loans; and

WHEREAS, it will be necessary to appropriate funds from the Sewer General Fund in order to pay the Professionals.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the additional appropriation of \$ 32,000.00 from the Sewer General Fund, which is required to fund these cost, 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. Odenath made a motion to approve the appropriation of Sewer General funds for administrative costs for NJEIT Sewer loans, seconded by Mr. Burke.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nayes: None

Abstain: None

Water Operating

Revenue Resolution #17-135

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

MC7348	821.57	Amerihealth of NJ	Health Insurance
7349	5,962.66	Atlantic City Electric	Utilities - Operating
7350	104.63	Acme Uniforms	Supplies - Operating
7350	18.50	Acme Uniforms	Supplies - Office
7351	1,557.00	Allied Meter Service Inc.	Repair/Maintenance - System
7352	50.13	Alpha Message Center	Repair/Maintenance - Office
7353	12,584.66	Amerihealth of NJ	Health Insurance
7355	156.50	Casa Payroll Service LLC	Supplies - Office
7356	1,050.00	C & C Computer Designs LLC	Supplies - Office
7357	297.24	Citgo Fleet Inc.	Automotive Expense
7358	145.88	Comcast Inc.	Supplies - Office
7360	2,262.00	Core & Main LP	Supplies - Operating
7361	100.00	Debbie Corson	Miscellaneous - Office
7362	26.44	Courier Post	Supplies - Office
7363	160.00	Coverall of Philadelphia	Supplies - Office
7365	15.58	Joseph Donohue	Training/Educ - Operating
7365	50.00	Joseph Donohue	Supplies - Operating
7366	3,412.00	Edmunds & Associates Inc.	Supplies - Office
7367	851.50	Eurofins QC, Inc	Lab Testing
7368	9.00	Patricia Garvey	Health Insurance
7369	361.60	Horizon BC/BS Inc	Health Insurance
7370	37.50	Matthew Hufner	Health Insurance
7371	8.68	Intercounty Newspaper	Supplies - Office
7372	16.00	Intercounty Newspaper	Supplies - Office
7375	1,002.50	Wade, Long, Wood & Long	Legal Fees
7376	30.00	Lethal Pest Solutions Inc.	Repair/Maintenance - Office
7377	224.50	Mechanic's Auto Parts Inc.	Automotive Expense
7378	509.72	Miracle Chemical Co Inc	Chemical
7379	369.87	Mongan's Inc.	Repair/Maintenance - System
7380	160.01	Elmerinda Narducci	Health Insurance
7381	51.75	National Paving Co, Inc.	Supplies - Operating
7382	67.99	Nextel/Sprint Inc.	Telephone- Operating
7383	19,712.93	NJ American Water Inc.	Water Agreement
7384	10,147.03	NJ Utilities Authority JIF	Insurance
7385	38.13	One Call Concepts Inc.	Repair/Maintenance - System
7387	92.23	Pine Hill Hardware Inc.	Supplies - Operating
7389	64.54	South Jersey Gas Co., Inc.	Utilities - Office
7389	161.52	South Jersey Gas Co., Inc.	Utilities - Operating
7390	101.32	George Smith	Health Insurance
7391	97.50	SNJ NIGP	Training/Educ - Administration
7392	592.75	Stamp Fulfillment Center	Supplies - Office
7393	108.17	Verizon Inc.	Repair/Maintenance - System

7394	10.00	Deborah Warrington	Training/Educ - Administration
7394	17.11	Deborah Warrington	Health Insurance
7397	233.67	Zallies Catering	Supplies - Office

Water Renewal & Replacement

Resolution #17-136

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

7398	4153.25	R D Zeuli Inc.	Emerg Water Main Repair-Con
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Mr. Odenath made a motion to approve payment of the water bills, seconded by Mrs. Burke.

Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

Sewer Operating

Revenue Resolution #17-137

BE IT RESOLVED by the PINE HILL MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

MC7348	547.71	Amerihealth Ins Co of NJ	Health Insurance
7349	3,166.59	Atlantic City Electric	Utilities - Operating
7349	175.91	Atlantic City Electric	Utilities - Office
7350	104.62	Acme Uniforms	Supplies - Operating
7350	18.50	Acme Uniforms	Supplies - Office
7352	50.13	Alpha Message Center Inc.	Repair/Maintenance - Office
7353	8,389.77	Amerihealth Ins Co of NJ	Health Insurance
7354	1,695.00	Bank of NY - Mellon	Trustee
7355	156.49	Casa Payroll Service LLC	Supplies - Office
7356	1,050.00	C & C Computer Designs LLC	Supplies - Office
7357	297.24	Citgo Fleet Inc.	Automotive Expense
7359	560.00	Connell Foley LLP	Legal Fees
7362	26.44	Courier Post Inc.	Supplies - Office
7364	675.00	Dave Patterson Esquire	Legal Fees
7365	15.57	Joseph Donohue	Training/Educ - Operating
7365	50.00	Joseph Donohue	Supplies - Operating
7366	3,412.00	Edmunds & Associates Inc.	Supplies - Office
7368	6.00	Patricia Garvey	Health Insurance
7369	241.07	Horizon BC/BS Inc.	Health Insurance
7370	37.50	Matthew Hufner	Health Insurance
7371	8.67	Intercounty News	Supplies - Office
7372	16.00	Intercounty News	Supplies - Office
7374	11,421.25	Lindenwold Sewer Authority	Transmittal Agreements
7375	1,008.25	Wade, Long, Wood & Long	Legal Fees
7377	224.50	Mechanic's Auto Parts Inc.	Automotive Expense
7379	369.86	Mongan's Inc.	Repair/Maintenance - System
7380	106.68	Elmerinda Narducci	Health Insurance
7382	67.99	Nextel/Sprint Inc.	Telephone - Operating
7384	10,147.03	NJ Utilities Authority JIF	Insurance
7385	38.12	One Call Concepts Inc	Repair/Maintenance - System
7387	92.22	Pine Hill Hardware Inc.	Supplies - Operating
7388	27.00	Progas Inc.	Chemicals
7389	37.65	South Jersey Gas Co., Inc.	Utilities - Operating
7390	67.55	George Smith	Health Insurance
7391	97.50	SJ NIGP	Training/Educ - Administration
7392	592.75	Stamp Fulfillment Services	Supplies - Office
7393	189.76	Verizon Inc.	Repair/Maintenance - System
7394	10.00	Deborah Warrington	Training/Educ - Administration
7394	11.40	Deborah Warrington	Health Insurance
7394	17.99	Deborah Warrington	Supplies - Operating
7395	51.68	Xerox Corp	Supplies - Office

7396	523.65	Xtel Communications	Telephone - Operating
7397	233.67	Zallies Catering	Supplies - Office

Sewer General
Revenue Resolution #17-138

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

7373	16,908.94	Level 1 Construction	CCMUA Madison Ave P/S Const.
7375	3,500.00	Wade, Long, Wood & Long	Greenwood Ave P/S Other
7386	6,800.16	Parker McCay	Greenwood Ave P/S Other

Mr. Odenath made a motion to approve payment of the sewer bills, seconded by Mr. Buscher.
 Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke
 Nays: None
 Abstain: None

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Odenath.
 On voice vote motion carried. Meeting adjourned at 7:15 pm.

Respectfully submitted,

Patricia Garvey
 Recording Secretary