

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, March 15, 2017 at 7:32 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, Mrs. Burke, Mr. Shultz

Absent: Mr. Green, Mr. Knott, Mr. Odenath

Also in attendance Mrs. Corson, Executive Director, Mr. Long, Solicitor and Mr. Dougherty, Engineer.

Mrs. Burke was seated in Mr. Green's absence. Mr. Shultz was seated for Mr. Knott.

Mr. Hartman made a motion to excuse Mr. Green and Mr. Knott for illness, seconded by Mr. Shultz.

Mr. Hartman made a motion to seat Mrs. Burke and Mr. Shultz, seconded by Mr. Buscher. On voice vote, motion carried.

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

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

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

Minutes:

The Minutes of the February meeting.

Mr. Shultz made a motion to approve the minutes of the February meeting, seconded by Mrs. Burke. On voice vote, motion carried. Mr. Hartman abstained.

Correspondence:

1. From Township of Winslow re: Notice of Public Hearing
2. From Pennoni re: NJEIT Loan Application Review No.1_Madison
3. From Pennoni re: NJEIT Loan Application Punch list No.2_Greenwood
4. From Pennoni re: NJEIT Loan Application Review No.2_ Madison
5. From Pennoni re: Water Projects NJEIT
6. From Pennoni re: NJEIT Loan Application Change Order No.1_Greenwood
7. From Pennoni re: Certificate for Payment No.7-Final_Greenwood
8. From Pennoni re: NJEIT Loan Application Notice To Proceed Madison

The Board reviewed the correspondence.

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

Engineer's Report:

I. Active Projects

1. Greenwood Avenue Pump Station (PHMU 0908)
 - a. Awarded to Centerpoint Associates; NJEIT FY2016 funding.
 - b. Contract end date is January 17, 2017; Closeout: March.
 - c. Clementon flow diverted to pump station.
 - d. Final Payment \$748,854.20 (under budget).
2. Madison Ave. PS /CCMUA Atlantic Basin Interceptor (PHMU 0910)
 - a. Awarded to Level-1 Construction; NJEIT FY2016 funding.
 - b. Awarded December 21, 2016; preconstruction meeting held February 8, 2017
 - c. NTP March 15, 2017.
 - d. Revised estimated project cost: \$520,500.
3. Firm Capacity and 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. Turnerville Road Emergency Repairs
 “Pipe Bursting” repair complete by AP construction and AmeriDrill.
 - a. Settlement issues to be revisited in the spring.
 - b. County to TV storm sewer.
5. Water Allocation Permit
 - a. Permit expires September 30, 2017.
 - b. Pennoni proposal for renewal permit application.
6. Branch Avenue Fire Flow and 3rd Ave Loop
 - a. Mansions fire.
 - b. Meet with Deputy Fire Chief to investigate Clearview loop.
 - c. MUA to install portion of watermain at 3rd Avenue.
 - d. PRV design by Pennoni.
7. Erial Road Reconstruction
 - a. County reconstruction project, (2017) Cloverdale Avenue drainage project.
 - b. County 2018 project remainder of Erial Road.
 - c. Echologics Report: no leaks.
 - d. Approximately sixty (60) water service replacements.
 - e. 3,500 LF of ACP water main suspected to be in “poor” condition.
 - f. Pennoni proposal for loan application and design for lining services.
8. Map Updates
 - a. 2017 updates.

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. Awaiting construction schedule from SGC Engineering.
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 (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. Greenwood Avenue expires January 17, 2019.
9. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.

Mr. Dougherty reviewed his report with the Board.

Mrs. Corson stated she spoke with Mr. Welding regarding the additional cost associated with Water Project #2. Mr. Welding said we will amend budget in capital line so the cost would not be part of the NJEIT fund loan.

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

On voice vote, motion carried.

Solicitor’s Report:

Mr. Chris Long stated that negotiations have begun with AT&T in regards to lease agreements for the water towers. He expects to have a full contract next month for the board’s review.

Mr. Shultz made a motion to approve the Solicitor's Report, seconded by Mrs. Burke.
On voice vote, motion carried.

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 Mrs. Burke. On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson stated that Centerpoint received an adjustment on their electric bill for Greenwood Ave. Centerpoint will issue payment to MUA in the amount that will be refunded to them by Atlantic City Electric. Mrs. Corson also stated that there has not been a water rate increase for nine years and a rate study for water is now needed. Discussion followed.

Mr. Hartman made a motion to approve water rate study, seconded by Mr. Buscher.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

Mrs. Corson stated that the Sewer loan that was originally to close this May has been postponed until November. She will keep the board updated. Mrs. Corson also stated that the audit has not been completed due to a delay with the State providing the required form (GASB68) needed for completion.

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

New Business:

None

Old Business:

None

Resolutions:

RESOLUTION #17-42

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 Pine Hill Borough Municipal Utilities Authority ("PHMUA") adopted Resolution #16-91 on September 21, 2016 authorizing and approving a contract with WB Mason and Papermart for the purchase of Copy, Computer Paper and Envelopes for a period beginning September 1, 2016 through February 28, 2017; and

WHEREAS, Camden County Board of Chosen Freeholders adopted a Resolution on February 16, 2017 authorizing a six month contract extension commencing March 1, 2017 through August 31, 2017 with Various Vendors for the purchase of Copy, Computer Paper and Envelopes; and

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby authorizes and approves a contract extension with the Various Vendors for Various Items for a period commencing March 1, 2017 through August 31, 2017.

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

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

RESOLUTION #17- 43

Water

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2016/2017 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
Automobile Expense	800.00	
Small Equipment		800.00
Total	\$800.00	\$800.00

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

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

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE
GREENWOOD AVENUE PUMP STATION REPLACEMENT PROJECT
RESOLUTION #17- 44

WHEREAS, on March 3, 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. 1 to reduce the contract amount by \$1,145.80 for the Greenwood Avenue Pump Station Replacement; and WHEREAS, Change Order No. 1 is required to address the removal and replacement of concrete slabs on Erial Road, the relocation of a bollard at the pump station, and final as-built quantity adjustments for the Base Bid; 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. 1, reducing the contract amount in the amount of \$1,145.80 is hereby approved by the Authority.

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

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

Resolution #17-45
Water Billing Adjustments

BE IT RESOLVED BY THE PINE HILL BOROUGH MUNICIPAL AUTHORITY that the following accounts be adjusted for billing:

4064000-0	\$35.00	27 Golf View Ct	Waived Turn On Fee
1011000-0	\$36.01	1903 Bromley Estates	Reimburse for Overpayment

Mr. Hartman made a motion to accept the water billing adjustments, seconded by Mrs. Burke.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

Resolution #17-46
Sewer Billing Adjustments

BE IT RESOLVED BY THE PINE HILL BOROUGH MUNICIPAL AUTHORITY that the following accounts be adjusted for billing:

1011000-0	\$100.00	1903 Bromley Estates	Reimburse for Overpayment
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Mrs. Burke made a motion to accept the water billing adjustments, seconded by Mr. Hartman.

Roll Call:

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz

Nays: None

Abstain: None

Payment of Bills:

Resolution #17-47
Water Operating

BE IT RESOLVED BY THE PINE HILL BOROUGH MUNICIPAL AUTHORITY that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

6892	226.50	DEPT PO BMEU CLERK	SUPPLIES - OFFICE
6894	8,230.19	AC ELECTRIC	UTILITIES - OPERATING
6894	245.89	AC ELECTRIC	UTILITIES - OFFICE
6895	83.70	ACME UNIFORMS	SUPPLIES - OPERATING
6895	18.50	ACME UNIFORMS	SUPPLIES - OFFICE
6896	48.95	ALPHA MESSAGE	R/M - OFFICE
6897	12,692.55	AMERIHEALTH INS	HEALTH INSURANCE
6898	36.01	BLM COMPANIES LLC	MISC - OFFICE
6899	14,500.00	BOWMAN & COMPANY	AUDIT & ACCT FEES
6899	1,035.00	BOWMAN & COMPANY	AUDIT & ACCT FEES
6900	116.37	CASA PAYROLL SERV	SUPPLIES - OFFICE
6901	552.94	C&C COMPUTER	SUPPLIES - OFFICE
6903	299.89	CITGO FLEET	AUTOMOTIVE EXPENSE
6906	35.85	DEBBIE CORSON	T/E ADMIN
6906	479.99	DEBBIE CORSON	SM EQUIP - OPERATING
6907	45.84	COURIER POST INC	SUPPLIES - OFFICE
6909	55.62	CENTRAL SECURITY	R/M - OFFICE
6909	61.80	CENTRAL SECURITY	R/M - BUILDING
6910	385.00	EUROFINS QC INC	LAB TESTING
6911	87.07	FANIE MAE	MISC - OFFICE
6912	25.00	FLEXFACTS	SUPPLIES - OFFICE
6913	78.52	GREEN RIVER CAPITAL	MISC - OFFICE
6914	18.00	THOMAS HASSETT	HEALTH INSURANCE
6915	\$120.00	HD SUPPLY INC	SUPPLIES - OPERATING
6916	241.76	HOME DEPOT INC	SUPPLIES - OPERATING
6917	336.76	HORIZON BC/BS INC	HEALTH INSURANCE
6918	60.00	MATTHEW HUFNER	HEALTH INSURANCE
6919	23.30	INTERCOUNTY NEWS	SUPPLIES - OFFICE
6921	995.00	WADE, LONG & WOOD	LEGAL FEES
6923	128.25	MECHANICS AUTO	AUTOMOTIVE EXPENSE
6924	904.47	MIRACLE CHEMICAL	CHEMICALS
6926	67.74	NEXTEL/SPRINT	TELEPHONE-OPERATING
6927	19,345.21	NJ AMERICAN WATER	WATER AGREEMENTS
6928	148.75	NJ MOTOR VEHICLES	AUTOMOTIVE EXPENSE
6929	4,375.00	NORRIS SALES CO	SM EQUIP - OPERATING
6930	232.67	OFFICE BASICS INC	SUPPLIES - OFFICE
6930	4.65	OFFICE BASICS INC	SUPPLIES - OPERATING
6931	35.63	ONE CALL CONCEPTS	R/M - SYSTEM
6932	4.00	PAUL'S TROPHIES	SUPPLIES - OFFICE
6933	69.50	PENNONI ASSOCIATES	ENGINEER FEES
6934	51.03	PAT GARVEY PETTYCSH	SUPPLIES - OFFICE
6935	289.27	PINE HILL MUA	MISC - OFFICE
6935	39,276.00	PINE HILL MUA	PERS
6936	273.15	PINE HILL HARDWARE	SUPPLIES- OPERATING
6937	27.00	PROGAS	CHEMICALS
6938	94.57	SAFEGUARD BUS FORMS	SUPPLIES - OFFICE
6939	41.74	SAMS CLUB	SUPPLIES-OPERATING
6939	32.98	SAMS CLUB	SUPPLIES-OFFICE
6940	386.50	SJ GAS CO	UTILITIES - OFFICE
6941	100.66	VERIZON INC	R/M - SYSTEM
6942	75.00	JIM WAKELEY	SUPPLIES - OPERATING
6943	29.69	D. WARRINGTON	HEALTH INSURANCE
6944	64.50	WINSLOW RENTAL	SUPPLIES - OPERATING
6945	23.50	XEROX CO	SUPPLIES - OFFICE

6946	356.03	XTEL	TELEPHONE - OFFICE
6946	179.97	XTEL	TELEPHONE-OPERATING

Mrs. Burke made a motion to accept the payment of all water bills to be found true and correct, seconded by Mr. Buscher.

Roll Call:

Ayes: Mr. Buscher, Mrs. Burke

Nays: None

Abstain: Mr. Hartman, Mr. Shultz

Mr. Long stated a reconfirmation of payment of all water bills to be addressed at April meeting.

Resolution #17-48

Sewer Operating

BE IT RESOLVED BY THE PINE HILL BOROUGH MUNICIPAL AUTHORITY that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

6892	226.5	DEPT PO BMEU CLERK	SUPPLIES - OFFICE
6894	3,724.20	ATLANTIC CITY ELETRIC	UTILITIES - OPERATING
6895	83.70	ACME UNIFORMS	SUPPLIES - OPERATING
6895	18.50	ACME UNIFORMS	SUPPLIES - OFFICE
6896	48.95	ALPHA MESSAGE	R/M - OFFICE
6897	8,461.69	AMERIHEALTH INS	HEALTH INSURANCE
6898	100.00	BLM COMPANIES LLC	MISC - OFFICE
6899	14,500.00	BOWMAN & COMPANY	AUDIT & ACCT FEES
6900	116.37	CASA PAYROLL	SUPPLIES - OFFICE
6901	552.93	C&C COMPUTER DESIGN	SUPPLIES- OFFICE
6903	299.89	CITGO FLEET	AUTOMOTIVE EXPENSE
6904	2,365.00	CLEMENTON SEWER	TRANSMITTAL AGREMT
6905	145.88	COMCAST	SUPPLIES- OFFICE
6906	100.00	DEBBIE CORSON	MISC - OFFICE
6906	35.84	DEBBIE CORSON	T/E - ADMIN
6906	320.00	DEBBIE CORSON	SM EQUIP - OPERATING
6907	45.84	COURIER POST INC	SUPPLIES- OFFICE
6908	160.00	COVERALL OF PHILA	SUPPLIES - OFFICE
6909	55.62	CENTRAL SEC SERVICE	R/M - OFFICE
6909	61.80	CENTRAL SEC SERVICE	R/M - BUILDING
6911	248.86	FANNIE MAE	SUPPLIES- OFFICE
6912	25.00	FLEXFACTS	SUPPLIES- OFFICE
6913	224.35	GREEN RIVER CAPITAL	MISC - OFFICE
6914	12.00	THOMAS HASSETT	HEALTH INSURANCE
6916	199.87	HOME DEPOT INC	SUPPLIES - OPERATING
6917	224.51	HORIZON BC/BS	HEALTH INSURANCE
6919	23.30	INTERCOUNTY NEWS	SUPPLIES - OFFICE
6920	11,317.00	LINDENWOLD SEWER	TRANSMITTAL AGREMT
6921	899.00	WADE, LONG & WOOD	LEGAL FEES
6922	29.00	LETHAL PEST SOLUTIONS	R/M - OFFICE
6923	128.24	MECHANICS AUTO PARTS	AUTOMOTIVE EXPENSE
6925	253.95	NATIONAL INTEGRITY	MISC-OFFICE
6926	67.73	NEXTEL/SPRINT	TELEPHONE-OPERATING
6928	148.75	NJ MOTOR VEHI COMM	AUTOMOTIVE EXPENSE
6930	232.66	OFFICE BASICS	SUPPLIES - OFFICE
6930	4.64	OFFICE BASICS	SUPPLIES - OPERATING
6931	35.62	ONE CALL CONCEPTS	R/M - SYSTEM
6932	4.00	PAUL'S TROPHIES	SUPPLIES - OFFICE
6933	409.00	PENNONI ASSOC	ENGINEER FEES
6934	51.03	PATGARVEYPETTY CASH	SUPPLIES - OFFICE
6935	289.27	PINE HILLMUA	MISC - OFFICE
6935	26,184.00	PINE HILLMUA	PERS
6936	273.15	PINE HILL HARDWARE	SUPPLIES - OPERATING

6938	94.57	SAFEGUARD BUSINESS	SUPPLIES - OFFICE
6939	41.73	SAMS CLUB	SUPPLIES - OPERATING
6939	32.98	SAMS CLUB	SUPPLIES - OFFICE
6940	98.30	SJ GAS CO	UTILITIES - OFFICE
6940	27.18	SJ GAS CO	UTILITIES - OPERATING
6941	196.85	VERIZON INC	R/M - SYSTEM
6942	75.00	JIM WAKELEY	SUPPLIES- OPERATING
6944	64.50	WINSLOW RENTAL INC	SUPPLIES- OPERATING
6945	23.49	XEROX CORP	SUPPLIES- OPERATING

Resolution #17-49

Sewer General

6902	\$40,800.83	CENTERPOINT ASSOC	GREENWOOD AVE P/S
6933	602.13	PENNONI ASSOC	CCMUA/MADISION AVE P/S

Mrs. Burke made a motion to accept the payment of all sewer bills to be found true and correct, seconded by Mr. Shultz.

Ayes: Mr. Buscher, Mr. Hartman, Mrs. Burke, Mr. Shultz.

Nays: None

Abstain: None

Mr. Buscher made a motion to adjourn the meeting, seconded by Mr. Shultz.

On voice vote, motion carried unanimously. Meeting adjourned at 8:16 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary

