

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 17, 2018** 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.

Mr. Buscher read the Open Public Meeting Act.

Roll Call:

Present: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mr. Shultz

Absent: Mrs. Burke, Mr. Hassett

Mr. Odenath made a motion to excuse Mrs. Burke and Mr. Hassett, seconded by Mr. Shultz.

All Board Members were in favor.

Also in attendance: Mr. Chris Long, Solicitor, and Mr. Tom Leisse, Engineer, Mrs. Corson, Executive Director and Mr. John Toal, Operations Manager.

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

Minutes:

Mr. Knott made a motion to approve the meeting minutes and the closed session minutes of September 19, 2018, seconded by Mr. Green. There were no questions or corrections regarding the meeting minutes. All board members were in favor of approving the minutes.

Correspondence:

1. From NJDEP re: Final Loan Decrease- Project Nos. S340274-05 A & B
2. From Freeman & Mintz, PA re: Notice of Application for Use Variance- Pine Valley Developers
3. From Pennoni re: Use Variance- Completeness Review #1-Pine Valley Developers
4. From Deborah Warrington re: Quote Results/Recommendation-GPS Hydrants/ Valves
5. From AEA re: Breakfast Event Bally's in AC 11/13/18
6. From Paul Hauch, NJDEP re: Water Financing Program
7. From Chris Long, Esq. re: New Generators
8. To Stephen Burton re: 1090 Grandview Drive Meter Test Results

The Board discussed the intended development by Pine Valley Developers. There were no additional questions or comments on the correspondence.

Mr. Shultz made a motion to approve the correspondence, seconded by Mr. Odenath. All board members were in favor of approving the correspondence.

Engineer's Report:

I. Active Projects

1. Generator at Turnerville Road Plant (PHMUX 18002)
 - a. Base Bid- Well and Chemical Feed/Garage (Diesel)
 - b. Add Alternate Admin Building (Natural Gas).
 - c. Opened Bids October 10th; Apparent Low Bidder G&G Electrical Contractors, Inc.; Base Bid \$144,600.00; Add Alternate \$49,000.00.
2. Various Water Projects for NJIB Loan
 - a. Asset Management Plan (PHMUX 18007)
 - 1) Required under NJ Water Quality Accountability Act.
 - 2) Implementation date April, 2019.
 - 3) Proceeding with preparation of plan.
 - 4) Identify long term capital projects.
 - b. Erial Road Waterman Rehab
 - 1) Echologics Report: no leaks.
 - 2) 2018/2019 County project: remainder of Erial Road.
 - 3) Approximately sixty (60) water service replacements.
 - 4) 4,400 LF of ACP water main suspected to be in "poor" condition.
 - 5) 2,800 LF of CIP water main suspected to be in need of rehabilitation.
 - 6) Preliminary Plans October; NJIB Submission December.
 - 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.
 - 4) Preliminary Plans October; NJIB Submission December.

- d. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.
 - 4) NJIB Submission December.
- e. Loan Application
 - 1) Process underway.
 - 2) Possible temporary NJIB funding shortage.
- 3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018.
- 4. Map Updates
 - a. 2018 updates Pennoni proceeding.
 - b. Awaiting MUA markups.

II. Other Projects

Pine Valley Developers Use Variance

- a. Submitted use variance application for 91 units to Planning Board.
- 2. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Need easement for 3rd Avenue watermain.
 - b. Submitted site plan application to Planning Board.
- 3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
- 4. Gary Shuhart- 129 Berlin-Cross Keys Road
 - a. Connection for office/warehouse.
 - b. Recapture Agreement for Amboy Bank.
- 5. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct 90 Townhomes.
- 6. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612)
 - a. Pennoni issued bond release recommendation (release not recommended).
- 7. Annual Water Bond Trustee Report
 - a. 2017 report issued January 31, 2018.
- 8. Tank Antenna
 - a. ATT: Mt Clement.
 - b. ATT: Turnerville.
 - c. Cellco/Verizon: Mt. Clement.
 - d. Cellco/Verizon: Turnerville.
 - e. T-Mobile/MetroPCS: T-Mobile on Mt Clement.
 - f. T-Mobile/MetroPCS: Turnerville.
 - g. Sprint: Mt. Clement.
 - h. Ham Radio Operator Antenna: Turnerville.
- 9. Maintenance Bonds
 - a. Greenwood Avenue expires January 17, 2019.
 - b. Madison Avenue expires October 31, 2019.
 - c. Cloverdale-Erial Road Watermain Rehab expires October 17, 2019.
- 10. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.

Mr. Leisse reviewed the Engineer's report with the Board. The generator bids came back with G & G Electrical as the low bidder. \$144,600 is the base bid and \$49,000 for the alternate bid. Mrs. Corson said she recommends just going with the base bid due to the cost being greater than expected. Mr. Leisse stated the due date for implementation of the Asset Management Plan is 4/19/19. They are proceeding with preparation of the plan. As for the Erial Road Water Main Rehab project, preliminary plans are underway and the NJIB submission target date is December 2018. The plans and specs are needed for the application. The 3rd Ave Loop was also discussed along with the decommissioning of Wells 6 and 7 and the construction of a new firm capacity well.

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

ON THE AGENDA – Mr. Stephen Burton – 1090 Grandview Drive – High Water Bill.

Solicitor Chris Long stated the floor be re-opened to the public due to Mr. & Mrs. Stephen Burton arriving at 7:50 pm. Ms. Garvey had them sign the sign in sheet. Mr. Long requested that Mr. Burton limit his comments to five minutes as is Board policy.

Mr. Burton stated his name and address for the Board. Mr. Burton lives at 1090 Grandview Drive in Pine Hill. He requested the Board consider reducing the amount of his bill since he is positive he did not use the 40 thousand gallons that he was billed. He stated that there are no leaks in his home and even though the meter test shows the meter is working accurately he could not have possibly used that much water. Mrs. Corson addressed the Board regarding the certified meter test. She also provided the Board with the average summer month's usage for this property. The Board questioned Mr. Burton. Mr. Long stated that the five minute time limit has been reached. Mr. Burton thanked the Board and exited the building at 8:10 pm.

Discussion followed among the Board, Mr. Long, Mrs. Corson and Mr. Toal. It was decided that the \$75.00 meter test fee should be waived but not the bill for the water usage.

Mr. Green made a motion to waive the \$75.00 meter test fee, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

Solicitor's Report:

Mr. Long stated he had no report for this evening.

Operations Manager's Report:

The Board reviewed Mr. Toal's report.

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

On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson reminded Board members that the November meeting is on Tuesday, November 20, 2018 at 7:30 pm. Mrs. Corson stated that we went out for quotes for GPS program equipment and software. According to the Water Quality Availability Act we need to have longitude and latitude locations for the hydrants and valves. Mrs. Corson and Mr. Toal have discussed other uses for the GPS: Documenting repairs on water mains, service lines and valves, and locating and documenting manhole covers. Mrs. Corson stated there are resolutions on the agenda for the appropriation of funds and purchase for the system.

Mr. Buscher asked about manhole covers on GPS. Mr. Toal stated that is because manhole covers get buried under asphalt. Eventually the state of NJ is going to require all utilities including main wells, valves, curb stops and meter boxes to be on GPS. What needs to be done now is just the first step; main valves, isolation valves and hydrants.

Mr. Buscher asked about the gas company and damages to meters. Mrs. Corson explained that the contractors doing work for the gas company have damaged some meter boxes and we have billed them for the repairs. Also, on Ramblewood, the contractors for the boro resurfacing the road have damaged some meter boxes and other boxes are raised and lowered. These repairs will be done now since the meter readings and shut offs for the quarter have been completed.

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

Board Members:

There were no questions or comments from the Board Members.

New Business:

None

Old Business:

None

Resolutions:

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #18-114

WHEREAS, the Pine Hill Borough Municipal Utilities Authority is presently holding funds for Start2Finish Builders & Remodelers, PO Box 850, Williamstown, NJ who has requested that the account be closed and the funds be returned as the Mansions Fire Line project has been completed; and

WHEREAS, there are no outstanding invoices for any professional services and no additional professional services are required.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that for the above stated reason, Start2Finish Builders & Remodelers Escrow Account is hereby closed and any funds remaining in said Account are hereby authorized to be refunded to the contractor.

Mr. Green made a motion to approve closing of the escrow account, seconded by Mr. Odenath.

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

Nays: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AWARDING PHMUX 18002- NEW GENERATORS

RESOLUTION #18-115

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") advertised for public bids for Contract PHMUX 18002 – New Generators; and

WHEREAS, on Wednesday, October 10, 2018, the PHMUA received five (5) bids for PHMUX 18002 – New Generators as follows:

<u>VENDOR</u>	<u>BASE BID</u>	<u>ALT. #1</u>
1. G&G Electrical Contractors, Inc.	\$144,600.00	\$49,000.00

2. Scallo Electric, Inc.	\$151,400.00	\$219,400.00
3. DEC Electrical Contractors, Inc.	\$152,200.00	\$52,400.00
4. Maguire Electrical Construction, LLC	\$158,536.00	\$59,958.00
5. Ronald Janney Electric, Inc.	\$176,025.00	\$56,500.00

WHEREAS, the Authority's Solicitor issued a written opinion dated October 12, 2018, which is attached and made a part hereof opining that the bid submitted by the apparent low bidder, G&G Electrical Contractors, Inc. complied with the material aspects of the Bid Specifications for PHMUX 18002 – New Generators; and

WHEREAS, the Authority's Executive Director and Consulting Engineer, Pennoni Associates, Inc., concur with said recommendation awarding Contract PHMUX 18002 – New Generators in the base bid amount only of \$144,600.00; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the contract for PHMUX 18002 – New Generators for the base bid amount only.

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 contract for PHMUX 18002 – New Generators is hereby awarded to G&G Electrical Contractors, Inc. in the base bid amount only for the total sum of \$144,600.00; and
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute the Contract and any and all other documents necessary to effectuate the award of this bid.

Mr. Shultz made a motion to award New Generators base bid, seconded by Mr. Buscher.

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

Nays: None

Resolution #18-116

Renewal & Replacement Resolution

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a GPS System, Cell Phone Compatible iPad, Computer Software and Training to map the location of our Hydrants and Valves as part of The Water Quality Accountability Act; and

WHEREAS, it will be necessary to appropriate funds from the Renewal & Replacement Fund in order to make this purchase.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$13,000.00 from the Renewal & Replacement Fund, which is required to purchase this Equipment and Software, 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 appropriate R&R funds for GPS system, seconded by Mr. Shultz.

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

Nays: None

Pine Hill Borough
Municipal Utilities Authority

Resolution #18-117

WHEREAS, the Pine Hill Borough Utilities Authority has requested quotes for GPS System for Hydrants and Valves; and

WHEREAS, the lowest quote submitted in accordance with the specifications for the GPS System was by Fondriest Environmental in the amount of Eight Thousand Two Hundred Eighty Seven Dollars and Ninety Seven Cents (8,287.97); and

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 GPS System to Fondriest Environmental, in accordance with the proposals submitted.

BE IT FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute the purchase with Fondriest Environmental for this purpose.

Mr. Green made a motion to award quote for GPS System to Fondriest Environmental, seconded by Mr. Odenath.

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

Nays: None

WATER

RESOLUTION #18-118

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

316000-0	17 Lincoln Lane	\$ 35.00	Correction To Billed Turn On
3955000-0	18 Gristmill Lane	\$385.00	Incorrect Reading Resolution 100T Gals

Mr. Knott made a motion to accept the water billing adjustments, seconded by Mr. Odenath.
 Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mr. Shultz
 Nays: None

Water Operating
Revenue Resolution #18-119

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.

MC7858	739.45	BMEU Clerk, Deptford USPS	Supplies - Office
MC7859	457.84	NJ State PWT	State Water Tax
MC7860	35.00	NJ League of Municipalities	T/E - Admin
7861	7,952.59	Atlantic City Electric	Supplies - Operating
7862	84.20	Acme Uniforms	Supplies - Operating
7862	18.50	Acme Uniforms	Supplies - Office
7863	13,465.57	Amerihealth Insurance	Health Insurance
7864	20.00	Authenticom	Supplies - Office
7865	2,372.98	Bank of NY Mellon	Trustee
7866	56.25	Computers Made Easy	Supplies - Office
7867	125.19	Casa Payroll Service	Supplies - Office
7869	145.84	Comcast	Supplies - Office
7870	100.00	Debra Corson	Miscellaneous - Office
7871	160.00	Coverall of Philadelphia	Supplies - Office
7872	112.50	BMEU Clerk, Deptford USPS	Supplies - Office
7873	24.93	Charles & Rosalind Eddy	Miscellaneous - Office
7874	2,438.13	Eurofins QC	Laboratory Testing
7875	12.50	FlexFacts	Supplies - Office
7876	204.63	W W Grainger	Supplies - Operating
7877	47.49	Michael Grogan	Supplies - Operating
7878	40.81	Harbor Freight Tools	Supplies - Operating
7879	27.00	Tom Hassett	Health Insurance
7880	30.00	Heritage Business Systems	Supplies - Office
7881	337.32	Horizon BC/BS	Health Insurance
7882	68.91	Matthew Hufner	Supplies - Operating
7883	29.57	John Toal (Petty Cash)	Supplies - Operating
7884	192.50	NJ League of Municipalities	T/E - Admin
7884	165.00	NJ League of Municipalities	T/E -Operating
7885	53.47	Live Message America Acqua	R/M - Office
7886	1,029.50	Wade, Long, Wood & Long	Legal Fees
7887	31.00	Letha Pest Solutions	R/M - Office
7888	219.95	Mechanics Auto Parts	Automotive Expense
7889	756.43	Miracle Chemical	Chemicals
7890	57.75	National Paving	Supplies - Operating
7891	78.02	Nextel/Sprint	Telephone - Operating
7892	20,844.01	New Jersey American Water	Water Agreements
7893	30.00	NJ Water Association	T/E - Operating
7894	309.75	NJ Motor Vehicle Commission	Automotive Expense
7895	143.58	Office Basics	Supplies - Office
7895	0.48	Office Basics	Supplies - Operating
7896	110.00	One Call Concepts	R/M - System
7897	954.25	Pennoni Associates	Engineer Fees
7898	31.37	Pat Garvey (Petty Cash)	Supplies - Office
7899	357.12	Pine Hill Printing	Supplies - Office
7900	146.92	Pine Hill Hardware	Supplies - Operating
7902	175.00	Rio Supply	Meters - Connections
7903	104.04	Safeguard Business Forms	Supplies - Office
7904	69.98	Sam's Club	Supplies - Office
7904	17.59	Sam's Club	Supplies - Operating
7905	34.98	South Jersey Gas	Utilities - Office
7905	34.98	South Jersey Gas	Utilities - Operating

7906	64.50	SNJ Chapter NIGP	T/E - Admin
7907	1,050.00	Summit Benefit Consultants	Supplies - Office
7908	103.73	Verizon	R/M - System
7909	42.00	Deborah Warrington	Health Insurance

Water Renewal & Replacement

Revenue Resolution #18-120

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.

7897	1,635.75	Pennoni Associates	NJIB Loan Appl - Engineering
7897	16,859.55	Pennoni Associates	Water Asset Mgmt Pl - Engineering
7897	2,303.35	Pennoni Associates	Generator - Engineering
7897	234.50	Pennoni Associates	PRM Backup/Capping - Engineer
7897	4,166.00	Pennoni Associates	Erial Rd Water Main Rehab-Engineer

Mr. Green made a motion to approve payment of the water bills shown to be true and correct, seconded by Mr. Shultz.

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

Nays: None

Sewer Operating

Revenue Resolution #18-121

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.

MC7858	739.44	BMEU Clerk, Deptford USPS	Supplies - Office
MC7860	35.00	NJ League of Municipalities	T/E - Admin
7861	1,785.63	Atlantic City Electric	Utilities - Operating
7861	277.45	Atlantic City Electric	Utilities - Office
7862	84.20	Acme Uniforms	Supplies - Operating
7862	18.50	Acme Uniforms	Supplies - Office
7863	8,977.04	Amerihealth Ins Co	Health Insurance
7864	20.00	Authenticom Services	Supplies - Office
7866	56.25	Computers Made Easy	Supplies - Office
7867	125.19	Casa Payroll Services	Supplies - Office
7868	88.00	CCMUA	Supplies - Operating
7868	88.00	CCMUA	Supplies - Office
7872	112.50	BMEU Clerk, Deptford USPS	Supplies - Office
7875	12.50	Flex Facts	Supplies - Office
7876	24.03	WW Grainger	Supplies - Operating
7877	47.49	Michael Grogan	Supplies - Operating
7878	40.81	Harbor Freight Tools	Supplies - Operating
7879	18.00	Tom Hassett	Health Insurance
7881	224.87	Horizon BC/BS	Health Insurance
7882	68.91	Matthew Hufner	Supplies - Operating
7883	29.57	John Toal (Petty Cash)	Supplies - Operating
7884	192.50	NJ League of Municipalities	T/E - Admin
7884	110.00	NJ League of Municipalities	T/E - Operating
7885	53.47	Live Message America Acqu	R/M - Office
7886	368.00	Wade, Long Wood & Long	Legal Fees
7888	219.94	Mechanics Auto Parts	Automotive Expense
7891	78.01	Nextel/Sprint	Telephone - Operating
7894	309.75	NJ Motor Vehicle	Automotive Expense
7895	143.57	Office Basics	Supplies - Office
7895	0.48	Office Basics	Supplies - Operating
7896	110.00	One Call Concepts	R/M - System
7897	461.25	Pennoni Associates	Engineers Fees
7898	31.37	Pat Garvey (Petty Cash)	Supplies - Office
7900	146.92	Pine Hill Hardware	Supplies - Operating
7901	27.00	ProGas	Chemicals

7903	104.03	Safeguard Business Forms	Supplies - Office
7904	69.98	Sam's Club	Supplies - Office
7904	17.59	Sam's Club	Supplies - Operating
7905	32.72	South Jersey Gas	Utilities - Operating
7906	64.50	SJ Chapter NIGP	T/E - Admin
7907	1,050.00	Summit Benefit Consultant	Supplies - Office
7908	198.95	Verizon	R/M - System
7909	28.00	Deborah Warrington	Health Insurance
7910	56.84	Xerox Corp	Supplies - Operating
7911	376.97	Xtel	Telephone- Office
7911	193.19	Xtel	Telephone - Operating

Sewer General

Revenue Resolution #18-122

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.

7897	255.92	Pennoni Associates	Generator - Engineering
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Mr. Green made a motion to approve payment of the sewer bills shown to be true and correct, seconded by Mr. Shultz.

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

Nays: None

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

All were in favor. Meeting adjourned 8:35 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary