

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 17, 2018** 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. Green, Mr. Knott, Mr. Odenath, Mrs. Burke, Mr. Shultz

Absent: None

Also in attendance Mrs. Corson, Executive Director, Mr. Chris Long, Solicitor, and Mr. Hugh Dougherty, Engineer. Mr. Toal was not in attendance.

Mrs. Burke was seated.

Minutes:

The Minutes of the December 20, 2017.

Mrs. Burke made a motion to approve the minutes of the December meeting, seconded by Mr. Odenath.

There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

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 Mrs. Burke. On voice vote, motion carried.

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. There was a short discussion about increased rates for NJ American Water. Mrs. Corson fielded questions.

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; Draft Complete.
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) 2018/2019 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) 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. 2018 updates Pennoni to prepare proposal.

II. Other Projects

1. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct 90 Townhomes.
 - b. Amboy Bank payment made.
2. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612)
 - a. Pennoni issued bond release recommendation (release not recommended).
3. Annual Water Bond Trustee Report
 - a. Pennoni preparing 2017 report.
4. 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.
5. Identify Funding Sources
 - a. NJEITF (Loans) now accepting rolling applications.
 - b. Private financing
6. 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.
7. Maintenance Bonds
 - a. Greenwood Avenue expires January 17, 2019.
 - b. Madison Avenue expires October 31, 2019.
8. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.

Mr. Dougherty reviewed the Engineer's report with the Board. He stated the draft is complete for the Asset Management Plan that is now a requirement for obtaining funding. He and Mrs. Corson are in the process of reviewing the plan that is mostly using Mr. Toal's input from his O & M manual. He explained the DEP now requires all Authorities to have an Asset Management Plan for all projects and loan applications. A meeting will be scheduled to discuss funding of the various planned water projects whether it be private funding or NJEIT.

Mr. Dougherty stated the construction is complete for both Madison Ave & Cloverdale/Erial Rd.

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.

Operations Manager's Report:

The Board reviewed Mr. Toal's report. Mr. Buscher questioned the GPS requirement. Mrs. Corson said that she and Mr. Toal have a webinar scheduled for tomorrow regarding the DEP requirements and the software needed. She believes the deadline for implementing the GPS program is the end of October 2018. Mr. Dougherty said that the GPS information will be tied to the Asset Management Plan.

Mr. Buscher asked about the frozen water meter and what could be done to correct the problem. Mrs. Corson said that she and Mr. Toal did not think it was cost effective to make the correction at this time since the extremely cold temperatures this year which caused the frozen meters are not the norm.

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

Executive Director's Report:

Mrs. Corson stated there was a watermain break at 2nd & Erial Rd on January 6th. Pioneer Pipe was called and agreed to do the work for \$8,000 not including the concrete. Work is planned to begin on Friday weather permitting. There was no charge for traffic control provided by the Pine Hill Police Department due to it being an emergency. Mrs. Corson reminded the Board that Reorganization is February 5th at 7:00 pm. There is a negotiation meeting scheduled for January 24th. Mrs. Corson said she spoke with Dave Patterson who said Amboy Bank's attorney does have the check and it will be released upon receipt of the signed amendment.

The difference between the original and amended is that the Authority agrees to reserve sufficient sewer allocation.

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

Board Members:

Mr. Green inquired about the County wanting the Authority to commit to when we will complete the Erial Rd project.

Mrs. Corson stated that she has been in contact with the County and will let them know when the project will be done after the meeting to discuss the additional costs involved.

New Business:

None

Old Business:

None

Resolutions:

Water

Resolution #18-01

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

933000-0 \$35.00 904 BROMLEY ESTATES TURN ON FEE 16/4

Mr. Green made a motion to approve the water billing adjustments, seconded by Mr. Knott.

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

Nayes: None

Abstain: None

Water Operating

Revenue Resolution #18-02

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.

MC7399	732.96	BMEU Clerk, Deptford USPS	Supplies - Office
MC7400	383.62	NJ State PWT	State Water Tax
MC7401	821.57	Amerihealth Ins. Co. of NJ	Health Insurance
7402	5,921.33	Atlantic City Electric	Utilities - Operating
7402	203.21	Atlantic City Electric	Utilities - Office
7403	83.70	Acme Uniforms	Supplies - Operating
7403	18.50	Acme Uniforms	Supplies - Office
7404	12,584.66	Amerihealth Ins. Co. of NJ	Health Insurance
7405	112.50	Atlantic Switch & Generator	Repair/Maintenance - System
7406	20.00	Authenticom Services, LLC	Supplies- Office
7408	116.64	Casa Payroll Services LLC	Supplies- Office
7410	434.87	Citgo Fleet Inc.	Automotive Expense
7414	18.96	Courier Post Inc.	Supplies- Office
7416	4,514.00	Eurofins QC, Inc.	Lab Testing
7419	12.50	FlexFacts	Supplies- Office
7420	36.04	Michael Grogan	Health Insurance
7421	20.54	Thomas Hassett	Health Insurance
7422	17.43	Home Depot Inc.	Supplies - Operating
7423	361.60	Horizon BC/BS Inc.	Health Insurance
7424	15.00	Matthew Hufner	Health Insurance
7425	37.18	John Toal Petty Cash	Supplies - Operating
7426	47.50	Kriebel Security Inc.	Supplies - Office
7428	661.55	Miracle Chemical Co Inc.	Chemicals
7429	68.08	Nextel/Sprint Inc.	Telephone - Operating
7430	19,926.58	NJ American Water Inc.	Water Agreements
7431	223.40	Office Basics Inc.	Supplies-Office
7432	30.00	One Call Concepts Inc.	Repair/Maintenance - System
7433	568.75	Pennoni Associates Inc.	Engineer Fees
7434	43.78	Pat Garvey Petty Cash	Supplies-Office
7435	120.77	Pine Hill Hardware Inc.	Supplies - Operating

7436	950.00	Phoenix Advisors	Supplies - Office
7437	27.00	Progas Inc.	Chemicals
7438	70.00	Rio Supply Inc.	Supplies - Operating
7438	138.00	Rio Supply Inc.	Meter/Connections
7439	97.05	Safeguard Business Forms	Supplies - Office
7440	117.49	Sams Club	Miscellaneous - Office
7440	24.05	Sams Club	Supplies - Office
7441	380.61	South Jersey Gas Co Inc.	Utilities - Operating
7442	299.85	Tire Corral Clementon Inc.	Automotive Expense
7443	545.88	US Bank Operations Center	Trustee
7444	108.17	Verizon Inc.	Repair/Maintenance - System
7449	93.00	Deborah Warrington	Health Insurance
7450	88.95	Xerox Corp.	Supplies - Office
7451	336.43	Xtel Communications	Telephone - Office
7451	170.25	Xtel Communications	Telephone - Operating

Water Renewal & Replacement
Revenue Resolution
#18-03

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.

7433	3194.00	Pennoni Associates Inc.	Cloverdale-Erial WaterMain-Engin
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Mr. Knott made a motion to approve payment of the water bills, seconded by Mr. Buscher.
Ayes: Mr. Buscher, Mr. Green, Mr. Knott, Mr. Odenath, Mrs. Burke
Nayes: None
Abstain: None

Sewer Operating
Revenue Resolution #18-04

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.

MC7399	732.95	BMEU Clerk, Deptford USPS	Supplies - Office
MC7401	547.71	Amerihealth Ins Co of NJ	Health Insurance
7402	2985.42	Atlantic City Electric	Utilities - Operating
7403	83.70	Acme Uniforms	Supplies - Operating
7403	18.50	Acme Uniforms	Supplies - Office
7404	8,389.77	Amerihealth Ins Co of NJ	Health Insurance
7405	262.50	Atlantic Switch & Generator	Repair/Mainteanance - System
7406	20.00	Authenticom Services LLC	Supplies - Office
7407	4,150.00	Bank of NY - Mellon	Trustee
7408	116.64	Casa Payroll Services LLC	Supplies - Office
7409	88.00	CCMUA	Supplies - Operating
7409	88.00	CCMUA	Supplies- Office
7410	434.86	Citgo Fleet Inc.	Automotive Expense
7411	145.88	Comcast Inc.	Supplies - Office
7412	236.56	Consolidated Rail Corp	Railroad Rental
7413	100.00	Debbie Corson	Miscellaneous - Office
7414	18.96	Courier Post Inc.	Supplies - Office
7415	160.00	Coverall of Philadelphia Inc.	Supplies - Office
7419	12.50	FlexFacts	Supplies - Office
7420	24.03	Michael Grogan	Health Insurance
7421	13.70	Thomas Hassett	Health Insurance
7422	17.43	Home Depot Inc.	Supplies - Operating
7423	241.07	Horizon BC/BS Inc.	Health Insurance
7424	10.00	Matthew Hufner	Health Insurance
7425	37.18	John Toal Petty Cash	Supplies - Operating
7426	\$47.50	Kriebel Security Inc.	Supplies - Office
7427	30.00	Lethal Pest Solutions	Repair/Maintenance - Office

7429	68.07	Nextel/Sprint Inc.	Telephone- Operating
7431	223.39	Office Basics Inc.	Supplies - Office
7432	30.00	One Call Concepts Inc.	Repair/Maintenance - System
7433	3,042.54	Pennoni Associates Inc.	Engineer Fees
7434	43.77	Pat Garvey Petty Cash	Supplies - Office
7435	120.76	Pine Hill Hardware Inc.	Supplies- Operating
7438	70.00	Rio Supply Inc.	Supplies - Operating
7439	97.04	Safeguard Business Forms	Supplies - Office
7440	117.49	Sams Club	Miscellaneous - Office
7440	24.04	Sam's Club	Supplies - Office
7441	107.15	South Jersey Gas Co Inc.	Utilities - Office
7441	31.67	South Jersey Gas Co Inc.	Utilities -Operating
7442	299.84	Tire Corral Clementon Inc.	Automotive Expense
7443	2,948.25	US Bank Operations Center	Trustee
7444	199.80	Verizon Inc.	Repair/Maintenance - System
7449	62.00	Deborah Warrington	Health Insurance
7450	37.26	Xerox Corp	Supplies Office

Sewer General

Revenue Resolution #18-05

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.

7433	\$1,725.35	Pennoni Associates Inc.	CCMUA/Mad. Ave P/S - Eng
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Mr. Odenath made a motion to approve payment of the sewer bills, seconded by Mr. Knott.

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

Nays: None

Abstain: None

Resolution of the Pine Hill Borough Municipal
Utilities Authority Confirming the Approval of an
Amended Project Development Agreement with
Amboy Woodcrest Fields, LLC

Resolution # 18-06

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“Authority”) previously entered in to a Project Development Agreement with Amboy Woodcrest Fields, LLC (“Amboy”) where various Sewer Infrastructure Improvements were required to which both the Authority and Amboy agreed to participate as same is set forth in said Project Development Agreement; and

WHEREAS, as a result of further negotiations between the parties, it has been determined necessary that said Project Development Agreement should be amended, said Amended Project Development Agreement 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 for the reasons set forth hereinabove it hereby confirms approval of the Amended Project Development Agreement with Amboy attached to this Resolution and authorizes the appropriate Authority Officials to execute same.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

Mr. Green made a motion to approve the amendment to the Amboy agreement, seconded by Mr. Knott.

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

Nays: None

Abstain: None

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

On voice vote motion carried. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary