

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **April 18, 2018** at 7:37 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, Mrs. Burke

Absent: Mr. Hassett

Mr. Knott made a motion to excuse Mr. Hassett, seconded by Mr. Buscher. On voice vote, motion carried.

Also in attendance Mr. Toal, Operations Manager, Mr. John Moustakas, Solicitor, and Mr. Hugh Dougherty, Engineer. Mrs. Corson was not in attendance.

Mr. Buscher introduced Ken Botterbrodt from SJRA. Mr. Botterbrodt stated he is the President of South Jersey Radio Association. His address is 15 Cohen Road, Marlton, NJ 08053. SJRA would like to relocate a repeater (a device used as a backup communication system) to PHMUA water tower on Turnerville Road. Ken stated that Rick Connors who works for the County and is licensed and insured would be doing the work. Mr. Dougherty stated that drawings should be submitted for the Engineer review and a Certificate of Insurance is required. Questions and detailed discussion followed. Mr. Buscher thanked Mr. Botterbrodt and said we will contact him with the Board's decision.

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

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

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

Minutes:

Mr. Odenath made a motion to approve the meeting minutes of February 21, 2018, seconded by Mr. Shultz. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Mr. Odenath made a motion to approve the meeting minutes of March 29, 2018, seconded by Mr. Shultz.

Mr. Green abstained from approval of these minutes due to his absence at March's meeting. All other board members were in favor of approving the minutes.

Correspondence March 21, 2018:

1. From Township of Winslow re: Public hearing, Water/Sewer Connection Rates
2. From NJDEP re: Payment Requisition No.2 approval Project S340274-05B
3. From Township of Winslow re: Revisions to Water/Sewer Connection Fees
4. From MEL Joint Insurance Fund Safety Institute re: Elected Officials Online Training
5. From Camden County Public Works re: Planned 2018/2019 Construction

Mr. Shultz made a motion to approve the March 21st correspondence, seconded by Mr. Odenath. On voice vote, motion carried.

Correspondence April 18, 2018:

1. From Samuel Spino, CC Emergency Management re: Ham Radio Repeater System
2. From PH Middle School PTO re: Donation to PH Education Foundation
3. From Township of Winslow re: Revisions to Water/Sewer Connection Fees
4. From MEL Joint Insurance Fund Safety Institute re: Elected Officials Online Training
5. From Deborah Warrington re: Bid Results for Office Cleaning and Generator Maintenance

The Board discussed pros and cons re: #2 correspondence - school donations. It was decided to table the discussion for future time.

Mr. Green made a motion to approve the April 18th correspondence, seconded by Mr. Shultz. On voice vote, motion carried.

Engineer's Report:

I. Active Projects

1. Generator at Turnerville Road Plant (PHMUX 18002)
 - a. Electrical survey complete.
 - b. Design underway.
2. 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.
3. Water Allocation Permit
 - a. Permit expires September 30, 2017.
 - b. Pennoni submitted Renewal Application.
4. Map Updates
 - a. 2018 updates Pennoni to prepare proposal.

II. Other Projects

Mansion Apartments Fire Service (PHMUX 18003)

- a. Mansion Apartments looking to connect fire service to Building #300.
2. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank looking to construct 90 Townhomes.
3. “Pine Hill Partners” (Lakes at Pine Hill) (PHMU 0612)
 - a. Pennoni issued bond release recommendation (release not recommended).
4. Annual Water Bond Trustee Report
 - a. 2017 report issued January 31, 2018.
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.
 - b. Private financing.
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.
 - c. Cloverdale-Erial Road Watermain Rehab expires October 17, 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 the March report is rolled into the April report so he will just discuss the April 18th report. The priority for generators is the Well and the Chem-Feed Room and the 3rd priority is the Admin Building. Each location requires its own generator due to separate circuits with different voltages. Mr. Dougherty has a new proposal for Mrs. Corson adding another \$50T for additional services. He recommends we bid for 2 main generators and an optional 3rd alternate. Request Approval to proceed.

Mr. Knott made a motion to approve bidding for 2 generators with an optional 3rd, seconded by Mr. Shultz.
 Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mr. Shultz, Mrs. Burke
 Nays: None
 Abstain: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
 RESOLUTION AUTHORIZING THE ADVERTISEMENT
 FOR THE RECEIPT OF BIDS FOR
 THE INSTALLATION OF TWO GENERATORS AND AN OPTIMAL THIRD GENERATOR
 FOR THE TURNERVILLE ROAD WELL #4, CHEMICAL FEED ROOM AND
 AUTHORITY ADMINISTRATIVE OFFICE

Resolution #18- 49A

WHEREAS, there is a need for generators for the Turnerville Well #4, the Chemical Feed Room, and the Administrative Office of the Authority; and

WHEREAS, electrical survey and design specifications will be completed by Pennoni Associates, Inc. for the purchase and installation of two generators and an optimal 3rd generator; and

WHEREAS, pursuant to N.J.S.A. 40A:11-23, all advertisements for bids shall be published in an official newspaper of the Authority sufficiently in advance of the date fixed for receiving the bids to promote competitive bidding, but in no event, less than 10 days prior to such date.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that Pennoni Associates, Inc., and/or representatives of the Authority are hereby authorized to advertise for bids for installation of two generators and an optimal 3rd generator for the Turnerville Well #4, the Chemical Feed Room, and the Administrative Office as required by N.J.S.A. 40A:11-23.

Mr. Dougherty continued regarding various water projects for consideration and said he is working with Mrs. Corson on a schedule to apply for a NJEIT loan. The water allocation permit application was submitted in September and we are still waiting to hear from DEP which is running about 6 months behind. Renewal of permit is good for 5 years. Map Updates are on hold until after the budget in June. Mansion apartment fire service connection will use Branch Ave line and we are looking at 3rd Ave line for supplement connection. Mr. Dougherty will add the ham radio antenna to the Tank Antenna listing for a complete record. Regarding Erial Road, we are still waiting for correspondence from the County indicating that they will pave the road.

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

Solicitor's Report:
Mr. Moustakas stated there was no report.

Operations Manager's Report:
The Board reviewed Mr. Toal's report.

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

Executive Director's Report:
In Mrs. Corson's absence Ms. Garvey presented the report. T-Mobile on Turnerville Tower wants to reduce monthly payment from \$2,300 to \$1,800. She suggests the Board authorize Solicitor to negotiate.

Mr. Knott made a motion to authorize Solicitor to negotiate payment reduction with T-Mobile, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING RENEGOTIATIONS FOR T-MOBILE
TELECOMMUNICATIONS AGREEMENT

Resolution #18- 49B

WHEREAS, there is currently a T-Mobile telecommunications antennas on the Pine Hill Municipal Utilities Water Tank located on Turnerville Road, and

WHEREAS, T-Mobile has requested a substantial reduction in monthly rental payments to the Authority; and

WHEREAS, the Commissioners for the Authority would like to continue with a mutually satisfactory contract with T-Mobile; and

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that the Authority Solicitor, Chris Long is hereby authorized to conduct contract negotiations with T-Mobile.

Amateur Ham Radio on Turnerville Tower: Board to decide to allow it and if there will be a fee.

Mr. Buscher feels it would be good for the community and is in favor with no fees contingent on Engineer's approval. Further Board discussion.

Mr. Shultz made a motion have Solicitor draft an agreement with SJRA for installation of ham radio antenna, seconded by Mr. Odenath. On voice vote, motion carried.

Decision to donate to Pine Hill Education Foundation was tabled. Reminded Board to watch MEL JIF safety video in order to receive \$250 credit for each participant. Reminded Board to complete their Financial Disclosure Statements by deadline of 4/30/18. Mrs. Corson has contacted Kevin at the County twice regarding their commitment letter to diamond grind Erial Rd so we can go out for financing.

Mr. Dougherty explained the situation with Erial Rd and the County's participation and commitment to the project. Our lines need to be done first but we want commitment that road will be resurfaced. There will be a 5 year moratorium once it is completed.

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

Board Members:

There were no questions or comments from the Board members.

New Business:

None

Old Business:

None

Resolutions:

Sewer General Fund Appropriation

Resolution #18- 50

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had applied to NJEIT for financing of the Greenwood Avenue Pump Station Reconstruction and Madison Avenue Pump Station Improvements and was required by NJEIT to provide a Sewer Asset Management Plan; and

WHEREAS, it was determined that the funds must be appropriated for the engineering cost of the Sewer Asset Management Plan.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$20,500.00 from the Sewer General Fund, which is required to fund this plan 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 for Engineering Cost of the Sewer Asset Management Plan, seconded by Mr. Shultz.

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

Nays: None

Abstain: None

Generator Maintenance Contract

Resolution #18- 51

WHEREAS, Atlantic Switch & Generator has provided the lowest bid for maintenance services to the Pine Hill Borough Municipal Utilities Authority ("PHBMUA") on various identified equipment; and

WHEREAS, a two (2) year Contract beginning June 1, 2018, has been provided to the Authority to provide these services, at a cost of \$2,525.00 annually, unless additional services are required; and

WHEREAS, the Commissioners for the Authority have reviewed said Proposal and have determined that same should be approved in order to continue the maintenance on its identified necessary equipment, said Proposal attached hereto and incorporated by reference herein; and

WHEREAS, funds are available in the Authority budget for the payment of these services as set forth on the Certification of Funds attached hereto and incorporated by reference herein;

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby agree to award the Maintenance Contract with Atlantic Switch & Generator, in the amount of \$2,525.00 per year to provide maintenance service on the identified equipment set forth in the Proposal attached hereto.

BE IT FURTHER RESOLVED that the appropriate Authority Official is authorized to sign the Contract for this maintenance work.

Mrs. Burke made a motion to approve the contract, seconded by Mr. Knott.

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

Nays: None

Abstain: None

Office Cleaning Contract

Resolution #18- 52

WHEREAS, Coverall of Philadelphia has provided the lowest bid for office cleaning services for the Administrative Building of the Pine Hill Borough Municipal Utilities Authority ("PHBMUA") ; and

WHEREAS, a one (1) year Contract beginning May 1, 2018, has been provided to the Authority for these services on a weekly schedule, at an annual cost of \$2,080.00, with an additional charge of \$110.00 for window cleaning upon request; and

WHEREAS, funds are available in the Authority budget for the payment of these services as set forth on the Certification of Funds attached hereto and incorporated by reference herein;

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby agree to award the Office Cleaning Contract to Coverall of Philadelphia in the amount of \$2,080.00.

BE IT FURTHER RESOLVED that the appropriate Authority Official is authorized to sign the Contract for the commencement of this service.

Mr. Odenath made a motion to approve the contract, seconded by Mr. Shultz.

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

Nays: None

Abstain: None

WATER

Resolution #18-53

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

4109000-1	\$107.84	52 Millstream Rd	Bankruptcy Discharged
1830000-0	\$24.80	6 E 8 TH Ave	Meter Leak - 8T Gals

Mr. Knott made a motion to accept the water billing adjustments, seconded by Buscher.

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

Nays: None

Abstain: None

SEWER

Resolution #18- 54

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

4109000-1	\$201.26	52 Millstream Rd	Bankruptcy Discharged
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Mr. Shultz made a motion to accept the sewer billing adjustments, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

Water Operating

Revenue Resolution #18- 55

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.

MC7558	737.60	BMEU Clerk, USPS	Supplies - Office
MC7559	435.66	NJ PWT	State Water Tax
MC7560	821.57	Amerihealth Ins Co of NJ	Health Insurance
7561	7,226.20	Atlantic City Electric	Utilities - Operating
7562	84.20	Acme Uniforms	Supplies - Operating
7562	18.50	Acme Uniforms	Supplies - Office
7563	12,584.66	Amerihealth Ins Co of NJ	Health Insurance
7564	20.00	Authenticom Services LLC	Supplies - Office
7565	74.50	Career Track Inc.	T/E - Admin.
7566	115.73	Casa Payroll Services LLC	Supplies - Office
7567	87.50	C & C Computer Design LLC	Supplies - Office
7570	456.40	Citgo Fleet Inc.	Automotive Expense
7571	145.84	Comcast Inc.	Supplies - Office
7573	100.00	Debbie Corson	Miscellaneous - Office
7574	20.72	Courier Post Inc.	Supplies - Office
7575	160.00	Coverall of Philadelphia Inc.	Supplies - Office
7576	1,880.00	Eurofins QC	Laboratory Testing
7577	25.00	Flowers & Gifts	Supplies - Office
7578	27.00	Patricia Garvey	Health Insurance
7579	165.00	G & M Printwear	Supplies - Operating
7580	9.66	WW Grainger Inc.	Supplies - Operating
7581	14.98	Michael Grogan	Supplies - Operating
7581	18.00	Michael Grogan	Health Insurance
7582	16.28	Thomas Hassett	Health Insurance
7583	361.61	Horizon BC/BS	Health Insurance
7584	15.00	Matthew Hufner	Health Insurance
7585	428.75	Wade, Long, Wood & Long	Legal Fees
7586	30.00	Letha Pest Solutions	R/M - Office
7587	250.50	MGL Printing Solutions LLC	Supplies - Office
7588	1,073.66	Miracle Chemical Co Inc	Chemicals
7589	68.07	Nextel/Sprint Inc	Telephone - Operating
7590	19,926.58	NJ American Water Inc	Water Agreements
7591	64.00	NJ Motor Vehicle Commission	Automotive Expense
7592	9,897.03	NJ Utilities Authority JIF	Insurance
7593	101.05	OfficeBasics Inc	Supplies - Office
7594	198.12	One Call Concepts Inc	R/M - System
7596	16.28	Pat Garvey Petty Cash	Supplies - Office
7596	19.72	Pat Garvey Petty Cash	Supplies- Operating

7597	75.00	Pine Hill Printing Inc	Supplies - Office
7598	62.25	Pine Hill Hardware Inc	Supplies - Operating
7600	243.75	Rio Supply Inc	Supplies- Operating
7600	3,894.00	Rio Supply Inc	Meter/Connections
7601	117.89	South Jersey Gas Co Inc	Utilities - Office
7601	36.11	South Jersey Gas Co Inc	Utilities - Operating
7602	47.40	George Smith	Health Insurance
7603	204.00	Terminix Inc	R/M - Building
7604	108.43	Verizon Inc	R/M - System
7605	100.00	James Wakeley	Supplies - Operating
7606	69.00	Deborah Warrington	Health Insurance
7607	49.79	Xerox Corp	Supplies - Office

Mr. Odenath made a motion to approve payment of the water bills, seconded by Mr. Shultz.

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #18- 56

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.

MC7557	820.00	Treasurer, New Jersey State	Supplies - Operating
MC7558	737.61	BMEU Clerk, USPS	Supplies - Office
MC7560	547.71	Amerihealth Ins Co of NJ	Health Insurance
7561	2,929.52	Atlantic City Electric	Utilities - Operating
7561	195.07	Atlantic City Electric	Utilities - Office
7562	84.20	Acme Uniforms	Supplies - Operating
7562	18.50	Acme Uniforms	Supplies - Office
7563	8,389.77	Amerihealth Ins Co of NJ	Health Insurance
7564	20.00	Authenticom Services LLC	Supplies - Office
7565	74.50	Career Track Inc	T/E - Admin
7566	115.73	Casa Payroll Service LLC	Supplies - Office
7567	87.50	C & C Computer Design LLC	Supplies - Office
7568	88.00	CCMUA	Supplies - Office
7568	88.00	CCMUA	Supplies - Operating
7569	50.00	Camden Co Div of Health	R/M - System
7570	456.41	Citgo Fleet Inc	Automotive Expense
7572	2,695.87	Consolidated Rail Corporation	Railroad Rental
7574	20.72	Courier Post Inc	Supplies - Office
7577	25.00	Flowers & Gifts	Supplies - Office
7578	18.00	Patricia Garvey	Health Insurance
7579	165.00	G & M Printwear	Supplies - Operating
7580	9.66	WW Grainger Inc	Supplies - Operating
7581	14.99	Michael Grogan	Supplies - Operating
7581	12.00	Michael Grogan	Health Insurance
7582	10.86	Thomas Hassett	Health Insurance
7583	\$241.06	Horizon BC/BS Inc	Health Insurance
7584	10.00	Matthew Hufner	Health Insurance
7585	428.75	Wade, Long, Wood & Long	Legal Fees
7587	250.50	MGL Printing Solutions Inc	Supplies - Office
7589	68.08	Nextel/Sprint Inc	Telephone - Operating
7591	64.00	NJ Motor Vehicle Commission	Automotive Expense
7592	9,897.03	NJ Utilities Authority JIF	Insurance
7593	101.05	Office Basics Inc	Supplies - Office
7594	198.13	One Call Concepts Inc	R/M - System
7596	16.29	Pat Garvey (Petty Cash)	Supplies - Office
7596	19.72	Pat Garvey (Petty Cash)	Supplies - Operating
7597	75.00	Pine Hill Printing Inc	Supplies - Office
7598	62.26	Pine Hill Hardware Inc	Supplies - Operating

7599	27.00	Progas Inc	Chemicals
7601	45.31	South Jersey Gas Co Inc	Utilities - Operating
7602	31.60	George Smith	Health Insurance
7603	204.00	Terminix Inc	R/M - Building
7604	197.19	Verizon Inc	R/M - System
7605	100.00	James Wakeley	Supplies - Operating
7606	46.00	Deborah Warrington	Health Insurance
7607	51.68	Xerox Corp	Supplies - Office
7607	49.78	Xerox Corp	Supplies - Office
7608	395.01	Xtel Communications	Telephone - Office
7608	196.40	Xtel Communications	Telephone - Operating

Sewer General

Revenue Resolution #18- 57

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.

7595	20,424.50	Pennoni Associates Inc	Sewer Asset Mgmt-Engineer
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Mr. Odenath made a motion to approve payment of the sewer bills, seconded by Mr. Knott.

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

Nays: None

Abstain: None

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

On voice vote, motion carried. Meeting adjourned at 8:40 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary