

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 16, 2019** 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. Knott, Mr. Green, Mr. Shultz, Mr. Hassett

Absent: Mr. Odenath, Mrs. Burke

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

Mr. Knott made a motion to seat Mr. Hassett and excuse Mrs. Burke and Mr. Odenath, seconded by Mr. Hassett. All were in favor.

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

Minutes:

Mr. Hassett made a motion to approve the minutes of the December 19, 2018 meeting, seconded by Mr. Shultz. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Correspondence:

1. From NJAW re: Notice of Public Hearing to Increase Rates for Water/Sewer Service
2. From D.Warrington re: RFP 2019 Results
3. From Pennoni re: New Generators – Certificate for Payment No. 1
4. From Pennoni re: 315 W Branch Ave - Major Site Plan – Completeness Review #2

The Board reviewed the Correspondence. There was a short discussion about the public hearing notice regarding increased rates for NJ American Water. Mrs. Corson fielded questions.

Mr. Shultz made a motion to approve the correspondence, seconded by Mr. Hassett. All were in favor.

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. Awarded Base Bid Only to G&G Electrical Contractors, Inc., \$144,600.00.
 - d. Notice to Proceed issued November 29, 2018; Contract end date March 29, 2019.
 - e. Construction underway.
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) Draft plan provided to PHBMUA for review.
 - 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) NJIB Application Parts 1-3 Submitted; Part 4 Underway.
 - 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)NJIB Application Parts 1-3 Submitted; Part 4 Underway.
 - 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 Application Parts 1-3 Submitted; Part 4 Underway.
 - e. Loan Application
 - 1) 2 Separate Applications; Erial and Branch Application, Well Application
 - 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.
 - c. Requires 3rd Avenue improvements.
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. Pennoni preparing 2018 report.
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. Dougherty reviewed the Engineer's report with the Board. Installation of the generators is 60% completed. There is old unused equipment that can be cleared out and he suggested possibly selling it on Gov Deals. Mr. Dougherty highlighted the Asset Management Plan and the NJIB application. He also discussed Map Updates needing further input from Mr. Toal and the Branch Ave Self Store needing an easement. Pennoni has been preparing the 2018 Annual Water Bond Trustee Report and it will be completed shortly.

Mr. Shultz made a motion to accept the Engineer's Report, seconded by Mr. Hassett.
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. The Board members questioned why Mr. Toal was not present for the meeting. Mr. Buscher stated the operations report will not be approved since Mr. Toal is not present to answer any questions on his report.

Executive Director's Report:

Mrs. Corson explained about a service line leak at 93 Walnut Lane and the basement flooding. The water bill is for 600 thousand gallons usage alone. After Board discussion, it was suggested the MUA split the bill for usage with the owner.

RESOLUTION #19-01

Board agreed to split the usage for the water bill with the owner of 93 Walnut Lane due to a service line leak. The owner will be responsible to pay for 300T gallons in the amount of \$1,155.00 and the same amount will be deducted from his account.

Mr. Hassett made a motion to approve splitting the water usage bill in half for 93 Walnut Lane, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

Mrs. Corson stated that John Greer contacted her about the GPS monitoring system. The Board, Mrs. Corson, Mr. Dougherty and Mr. Long had a detailed discussion regarding the combined efforts, input and responsibilities of the Borough, the Fire Dept, and the PHMUA. Mr. Long stated a resolution should be passed authorizing a shared service agreement for the GPS monitoring system.

Mrs. Corson also informed the Board there is a manual check that is not on the bill list but needs to be approved. Payment is for the generator work completed. Payment is not listed on this month's bill list.

RESOLUTION #19-02

Resolution Authorizing The Execution Of Inter Local Shared Service Agreement Between The Borough Of Pine Hill And The Pine Hill Borough Municipal Utilities Authority For The Use Of ArcGIS Software And ARROWGOLD RTK-KIT Equipment

WHEREAS, there arose a need on behalf of the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or Authority”) for the purchase ArcGIS Software and ARROWGOLD RTK-KIT equipment to comply with certain legal requirements; and

WHEREAS, similar legal requirements have been imposed upon the Borough of Pine Hill (“Borough”); and

WHEREAS, in an effort to best serve the ratepayers of the Authority and the taxpayers of the Borough, the parties have determined that it will be most cost effective and efficient for the parties to enter into a Shared Service Agreement for the Borough to utilize the equipment and software already purchased by the Authority; and

WHEREAS, the Authority and the Borough are willing to enter into an agreement for utilization of such equipment and software; and

WHEREAS, a copy of said Interlocal Service Agreement is attached to this Resolution and will be available for public inspection at the Offices of the Authority

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority as follows:

The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.

The Executive Director and/or her designee is hereby authorized to execute the Interlocal Agreement between the Pine Hill Borough Municipal Utilities Authority and the Borough of Pine Hill pertaining to the usage of the ArcGIS Software and ARROWGOLD RTK-KIT equipment.

Mr. Hassett made a motion to authorize a shared services agreement between the Pine Hill Borough and Pine Hill Municipal Utilities Authority for the GPS monitoring, seconded by Mr. Green.

Ayes: Mr. Buscher, Mr. Shultz, Mr. Hassett

Nays: None

Abstain: Mr. Knott, Mr. Green

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

Mr. Hassett left the meeting at 8:10 pm.

Board Members:

There were no questions or comments from the Board Members.

New Business:

None

Old Business:

None

Resolutions:

**WATER
RESOLUTION #19-03**

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

3485000-0	1037 Crest Road	Resolution for 12T	\$46.20	Leaky Meter
1020000-0	2802 Bromley Est	Resolution for 14T	\$53.90	Leaky Meter
1664000-0	54 E 5 th Ave	Resolution for 7T	\$26.95	Leaky Meter
3337000-0	23 Richards Ave	Resolution for	\$22.00	Duplicate Bill

2170000-0	58 W 2 nd Ave	Resolution for 12T	\$46.20	Leaky Meter
58000-0	115 Mason Run	Resolution for 16T	\$61.60	Leaky Meter
1447000-0	75 E 12 th Ave	Resolution for 5T	\$19.25	Leaky Meter

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

**SEWER
RESOLUTION #19-04**

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

3337000-0	23 Richards Avenue	Resolution for 19/1	\$50.00	Duplicate Bill
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Mr. Green made a motion to approve the sewer billing adjustments, seconded by Mr. Knott.
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Shultz.
Nays: None
Abstain: None

**Water Operating
Revenue Resolution #19-05**

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.

MC 8020	91.66	<i>repl ck</i>	Elmerinda Narducci	Health Insurance
MC 8021	740.82		BMEU Clerk, Deptford USPS	Supplies - Office
MC 8022	329.30		NJ State PWT	State Water Tax
MC 8023	337.32	<i>repl ck</i>	Horizon BC/BS	Health Insurance
EC 8024	33.33		Treasurer, New Jersey State	Supplies - Operating
MC 8074	23.99		Sams Club	Supplies - Office
8025	4,903.04		Atlantic City Electric	Utilities - Operating
8025	165.19		Atlantic City Electric	Utilities - Office
8026	84.20		Acme Uniforms	Supplies - Operating
8026	18.50		Acme Uniforms	Supplies - Office
8027	1,600.00		Asso Environmental Authority	Miscellaneous - Office
8028	53.00		Allbrand Supply	Supplies - Operating
8029	13,465.57		Amerihealth	Health Insurance
8030	42.50		Arlong Auto Service	Automotive Expense
8031	112.50		Atlantic Switch & Generator	R/M - System
8033	132.38		Casa Payroll Service	Supplies - Office
8039	2,440.00		Eurofins Eaton Analytical	Laboratory Testing
8040	1,552.50		Eurofins QC Inc	Laboratory Testing
8041	247.51		Gloucester Twp	Automotive Expense
8042	18.00		Thomas Hassett	Health Insurance
8044	337.32		Horizon BC/BS	Health Insurance
8045	38.25		Matthew Hufner	Health Insurance
8046	28.22		John Toal (Petty Cash)	Supplies - Operating
8047	276.00		Kennedy Marketing	Supplies - Operating
8048	54.32		Live Message America Acqu	R/M - Office
8049	381.50		Long, Wade, Wood & Long	Legal Fees
8052	677.40		Miracle Chemical	Chemicals
8054	45.50		Nat Alexander	Supplies - Operating
8055	78.29		Nextel/Sprint	Telephone- Operating
8055	34.17		Nextel/Sprint	Supplies - Operating
8056	20,127.64		New Jersey American Water	Water Agreements
8057	450.00		NJ Water Assoc	Supplies - Operating
8058	51.88		One Call Concepts	R/M -System
8059	36.75		Pennoni Associates	Engineer Fees
8060	95.64		Pine Hill Hardware	Supplies - Operating
8061	27.00		ProGas	Chemicals

8062	3,528.00	Rio Supply	Meters/Connections
8063	149.63	Sam's Club	Miscellaneous - Office
8065	14.44	John Toal	Health Insurance
8066	127.50	US Bank Operations Center	Trustee
8068	98.33	Verizon	R/M - System
8069	9.00	James Wakeley	Health Insurance
8070	24.00	DeborahWarrington	Health Insurance
8071	56.84	Xerox Corp	Supplies - Operating
8072	398.20	Xtel Communications	Telephone - Office
8072	192.49	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #19-06

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.

8059	937.00	Pennoni Associates	Water Asset Mgmt Pl-Eng
8059	3,991.30	Pennoni Associates	Generator - Engineering
8059	1,619.25	Pennoni Associates	NJIB Loan Appl - Engineering
8059	2,381.25	Pennoni Associates	Erial Rd Water Main Rehab-Eng

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

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #19-07

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.

MC8020	91.65	<i>repl ck</i>	Elmerinda Narducci	Health Insurance
MC8021	740.81		BMEU Clerk, Deptford USPS	Supplies- Office
MC8023	224.87	<i>repl ck</i>	Horizon BC/BS	Health Insurance
EC8024	166.67		Treasurer, New JerseyState	Supplies - Operating
MC8074	23.99		Sam's Club	Supplies - Office
8025	2,808.54		Atlantic City Electric	Utilities - Operating
8026	84.20		Acme Uniforms	Supplies - Operating
8026	18.50		Acme Uniforms	Supplies- Office
8027	1,600.00		Asso Environmental Authority	Miscellaneous - Office
8028	53.00		Allbrand Supply	Supplies- Operating
8029	8,977.04		Amerihealth	Health Insurance
8030	42.50		Arlong Auto Service	Automotive Expense
8031	337.50		Atlantic Switch & Generator	R/M - System
8032	1,695.00		Bank of NY Mellon	Trustee
8033	132.38		Casa Payroll	Supplies - Office
8034	88.00		CCMUA	Supplies- Office
8034	88.00		CCMUA	Supplies- Operating
8035	147.97		Comcast	Supplies - Office
8036	243.37		Consolidated Rail Corporation	Railroad Rental
8037	100.00		Debra Corson	Miscellaneous - Office
8038	160.00		Coverall of Philadelphia	Supplies- Office
8041	247.50		Gloucester Township	Automotive Expense
8042	12.00		Thomas Hassett	Health Insurance
8043	30.00		Heritage Business System	Supplies - Office
8044	224.87		Horizon BC/BS	Health Insurance
8045	25.50		Matthew Hufner	Health Insurance
8046	28.22		John Toal (PettyCash)	Supplies-Operating

8048	54.31	Live Message America Acqua	R/M - Office
8049	530.00	Wade, Long, Wood & Long	Legal Fees
8050	31.00	Lethal Pest Solutions	R/M - Office
8051	275.98	Mechanics Auto Parts	Automotive Expense
8053	272.07	Mongan's	R/M - System
8054	45.50	Nat Alexander	Supplies - Operating
8055	78.28	Nextel/Sprint	Telephone - Operating
8058	51.87	One Call Concepts	R/M - System
8059	495.50	Pennoni Associates	Engineer Fees
8060	95.63	Pine Hill Hardware	Supplies - Operating
8063	149.63	Sam's Club	Miscellaneous - Office
8064	37.19	South Jersey Gas	Utilities - Office
8065	9.62	John Toal	Health Insurance
8066	2,115.00	US Bank Operations Center	Trustee
8067	282.14	Vac Sales	Supplies - Operating
8068	190.30	Verizon	R/M - System
8069	6.00	James Wakeley	Health Insurance
8070	16.00	Deborah Warrington	Health Insurance
8073	622.50	Zions Bank	Trustee

Sewer General

Revenue Resolution #19-08

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.

8059	443.47	Pennoni Associates	Generator - Engineering
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Mr. Green made a motion to approve payment of the sewer bills found to be true and correct, seconded by Mr. Shultz.

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

Nayes: None

Abstain: None

RESOLUTION #19-09

Board approval for the manual check payment for completed generator work thus far. Payment information will appear on next month's bill list for G & G Electrical Contractors in the amount of \$21,914.61 check #8075.

Mr. Green made a motion to approve the manual check payment, seconded by Mr. Shultz.

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

Nayes: None

Abstain: None

Mr. Long requested an executive session to discuss negotiations.

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
COUNTY OF CAMDEN
STATE OF NEW JERSEY
Resolution #19-10

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILILTIES AUTHORITY TO GO INTO
CLOSED SESSION

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHBMUA") is subject to the Open Public Meetings Act, N.J.S.A.A. 10:4-1 et seq. ("Act") which requires that its meetings be open to the general public; and

WHEREAS, Section 10:4-12 of the Act permits the Authority to go into closed session, which is not open to the general public, for certain limited purposes enumerated in that Section; and

WHEREAS, the Authority hereby desires to adopt this Resolution to go into closed session at this time in order to: [*Check all that apply*]

_____ Discuss matters deemed confidential by express provision of Federal or State Law or Rule of Court;

_____ Discuss matters in which release of the information would impair a right to receive funds from the United States Government;

_____ Discuss matters the disclosure of which constitutes an unwarranted invasion of individual privacy, including but not limited to, information relative to an individual's personal or family circumstances and any material relating to medical, rehabilitation, custodial, or child protection issues;

_____ Discuss Collective Bargaining Agreements;

_____ Discuss any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if disclosed;

_____ Discuss any tactics and techniques utilized in protecting the safety and property of the public if disclosure would impair such protection and/or any investigations or violations or possible violations of the law;

X _____ Discuss any pending or anticipated litigation or contract negotiation (other than collective bargaining) in which the Authority is or may become a party and/or any matters falling within the attorney-client privilege; and/or

_____ Discuss any matter involving the appointment, termination, terms and conditions of employment, evaluation of performance of, any specific prospective or current public officer or employee of the Authority;

Related to: [Must Fill in Specifics] _____;

WHEREAS, the Authority believes that the matters discussed in closed session will be disclosed to the general public if an when the Board of Commissioners of the Authority will need to adopt a further resolution taking action on such matters as may be required under the County Improvement Authority Act, N.J.S.A. 40:37A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby resolves to go into closed session for the reasons articulated above immediately after passage of this Resolution. This Resolution shall be kept on file for public inspection in accordance with statutory provisions.

Mr. Shultz made a motion to go into Executive Session to discuss matter of negotiations, seconded by Mr. Green. On voice vote, motion carried. Executive Session began 8:13 pm.

Mr. Shultz made a motion to go out of Executive Session, seconded by Mr. Knott. On voice vote, motion carried. Executive Session ended 8:24 pm.

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Shultz. On voice vote, motion carried. Meeting adjourned at 8:24 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary