

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 18, 2017** 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. Hartman, 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. Mrs. Corson explained that Mr. Toal was absent due to medical reasons.

Mr. Buscher presented Mr. Hartman with a token of appreciation for serving the Authority for 22+ years and the Board expressed its heartfelt thanks and wished him a happy retirement and he will be missed.

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

Minutes:

The Minutes of the September 20, 2017 meeting and Closed Session.

Mr. Knott made a motion to approve the minutes of the September meeting and Closed Session, seconded by Mr. Hartman. On voice vote, motion carried.

Correspondence:

1. To Chris Pisani, American Discount Fence re: Mark Out Request
2. From Pennoni re: T-Mobile NE re: Mt Clement Tank Review No.2
3. From Pennoni re: Cellco Verizon Wireless re: Mt Clement Tank Review No.1
4. From Pennoni re: Payment Recommendation Turnerville/Estates Restoration

The Board reviewed the Correspondence.

Mr. Buscher questioned #1 – not being able to mark out lines in Mason Run. Discussion about private developments with streets not owned by the borough, no tracing lines for the pvc pipes, and responsibility for main breaks. Mr. Dougherty stated the PHMUA would be responsible for any discharge to the environment, that being the reason Mr. Toal would investigate the area, document his findings and make needed repairs.

Mr. Odenath made a motion to approve the Correspondence, seconded by Mr. Knott. On voice vote, motion carried.

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. NTP March 15, 2017.
 - c. 90-day Time extension; New Contract end date is September 12, 2017.
 - d. Change Order approvals for an additional \$17,546.80 for unforeseen conditions.
 - e. Forcemain construction and pump replacement complete; station paving outstanding.
 - f. **Estimated project cost: \$540,000.**
 - g. Closing on NJEIT Loan: November 2017.
2. Cloverdale - Erial Road Watermain Rehab (PHMU 1703)
 - a. Awarded to J. Fletcher Creamer & Son, Inc. August 16, 2017.
 - b. NTP September 18, 2017.
 - c. Lining complete; awaiting water testing results.
 - d. Total project cost: \$167,825.
3. Various Water Projects for Consideration for NJEIT Loan
 - a. Asset Management Plan
 - 1) Required with loan application.
 - b. Erial Road Watermain Rehab
 - 1) Echologics Report: no leaks.
 - 2) 2018 County project: remainder of Erial Road.
 - 3) Approximately sixty (60) water service replacements.
 - 4) 3,500 LF of ACP water main suspected to be in "poor" condition.
 - 5) 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. Turnerville Road Emergency Repairs
 - a. "Pipe Bursting" repair complete by AP construction and AmeriDrill.
 - b. Road Restoration completed by Gerald A. Barrett, LLC.
 - c. Recommend final payment of \$36,677.12 to Gerald A. Barrett, LLC.
- 6. Greenwood Slope Armoring
 - a. Awarded to Centerpoint Associates, Inc for 13,300.00.
- 7. 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; minor changes to Exhibit B.
- 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. NTP July 10, 2017 (By others); Startup complete; grading and restoration outstanding.
- 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.
 - 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 the Engineer's report with the Board. His recap included Madison Ave paving outstanding and final invoice. County contractor broke the new valve at Cloverdale Ave lining project and then made repairs. Investigating new generators for Turnerville Rd plant for energy savings and sustainability. Turnerville restoration work completed by Barrett. AP Construction has been notified of the withholding of their retainage that will be used to offset the additional cost of change order for Barrett. Centerpoint will be installing the stone and stabilization at Greenwood PS. Recommendations for T-mobile and Cellco VW to proceed with antenna modifications.

Regarding Mr. Odenath's question about Well 6&7 project, Mr. Dougherty explained the decommissioning of those wells is part of the NJEIT loan and since the Erial Rd project took precedence over the wells, it may be a 2019-2020 project.

Mrs. Corson stated that regarding the Erial Rd project we were able to eliminate 900 ft from Evanson to Sitley because the water main is in the sidewalk area so we won't have to line that water main and save us from doing 12 single family home service lines. The County may not resurface the road since Clementon still has its line there.

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

Solicitor's Report:

Mr. Long had no report this evening. He thanked Mr. Hartman for his service to the Authority and he will be missed.

Operations Manager's Report:

Mr. Toal was not in attendance. There was no monthly report for this meeting.

Executive Director's Report:

Mrs. Corson spoke about the watermain break on Erial Road and repair by South State. An invoice to South State has been prepared for labor and materials supplied to South State for the repair. South State has in turn invoiced the Authority for their costs since they feel the break to the valve was not their error. Mr. Long will send South State a letter.

The work to replace the five (5) manhole covers on Cross Keys Rd will begin soon and will be scheduled between the hours of 8 pm – 5 am. Mrs. Corson will coordinate with the police for traffic control.

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

Board Members:

Mr. Hartman expressed thanks for the privilege of serving on the Board. All the Board members wished Mr. Hartman all the best and thanked him for his many years of service.

New Business:

None

Old Business:

None

Resolutions:

Pine Hill Borough
Municipal Utilities Authority

Resolution #17-110

WHEREAS, the Pine Hill Borough Municipal Utilities Authority must repair Turnerville Road as required by the Camden County Public Works due to an emergency sewer repair that the Authority completed in December during a County moratorium on Turnerville Road and traffic control is required; and

WHEREAS, it will be necessary to appropriate funds from the Sewer General Fund for the traffic control cost.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$3,640.00 from the Sewer General Fund 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 resolution, seconded by Mr. Hartman.

Ayes: Mr. Hartman, Mr. Buscher, Mr. Knott, Mr. Odenath

Nays: None

Abstain: Mr. Green

PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY

Resolution #17-111

WHEREAS, the Pine Hill Borough Municipal Utilities Authority must repair Turnerville Road as required by the Camden County Public Works due to an emergency sewer repair that the Authority completed in December during a County moratorium on Turnerville Road and it was found that additional excavation, backfill and compaction was necessary; and

WHEREAS, it will be necessary to appropriate additional funds from the Sewer General Fund in order to make this repair.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the additional appropriation of \$15,111.82 from the Sewer General Fund, which is required to fund the repair 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. Hartman made a motion to approve the resolution, seconded by Mr. Knott.

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

Nays: None

Abstain: None

WATER

Resolution #112

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

274000-0	\$145.70	1904 TALL PINES	Billing Error
2551000-0	\$ 40.30	61 ESTATES RD	Meter Leak
1878000-0	\$ 24.80	77 E 11 TH AVE	Meter Leak

Mr. Knott made a motion to approve the resolution, seconded by Mr. Hartman.

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

Nays: None

Abstain: None

SEWER

Resolution #17-113

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

2133000-0	\$50.00	John Glenn School	Reduction of 1 Unit
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Mr. Hartman made a motion to approve the resolution, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

Water Operating

Resolution #17-114

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.

MC7250	469.80	Wade, Long Wood & Long	Legal Fees
MC7251	730.92	BMEU Clerk, Dept USPS	Supplies - Office
MC7252	581.39	NJ State PWT	State Water Tax
MC7253	684.64	Amerihealth Ins Co of NJ	Health Insurance
7254	6,238.41	Atlantic City Electric	Utilities - Operating
7255	83.70	Acme Uniforms	Supplies - Operating
7255	18.50	Acme Uniforms	Supplies - Office
7256	71.20	Alpha Message Center	Repair/Maint - Office
7257	12,584.66	Amerihealth Ins Co of NJ	Health Insurance
7258	20.00	Authenticom Services LLC	Supplies - Office
7259	2,372.98	The Bank of NY - Melon	Trustee
7260	137.91	Barton Supply Inc.	Supplies - Operating
7262	119.78	Casa Payroll Service LLC	Supplies - Office
7264	399.26	Citgo Fleet Inc.	Automotive Expense
7265	145.88	Comcast Inc.	Supplies - Office
7266	100.00	Debra Corson	Miscellaneous - Office
7266	37.50	Debra Corson	Miscellaneous - Office
7267	160.00	Coverall of Philadelphia Inc.	Supplies - Office
7268	112.50	BMEU Clerk, Dept USPS	Supplies - Office
7269	1,310.50	Eurofins QC Lab	Laboratory Testing
7270	27.50	Flowers & Gifts	Miscellaneous - Operating
7272	18.00	Thomas Hassett	Health Insurance
7273	361.60	Horizon BC/BS Inc.	Health Insurance
7274	\$25.00	Matthew Hufner	Health Insurance
7274	50.00	Matthew Hufner	Supplies - Operating
7275	165.00	NJ League of Municipalities	Training Educ/Admin.
7275	165.00	NJ League of Municipalities	Training Educ/Operating
7276	1,017.55	Wade, Long Wood & Long	Legal Fees
7277	30.00	Lethal Pest Solutions	Repair/Maint - Office
7278	1,516.14	Miracle Chemical Co Inc	Chemicals
7279	92.81	Nextel/Sprint Inc.	Telephone - Operating
7280	19,712.93	New Jersey American Water	Water Agreements
7281	309.75	NJ Motor Vehicle Commission	Automotive Expense
7282	149.45	Office Basics Inc.	Supplies - Office
7283	51.88	One Call Concepts Inc.	Repair/Maint - System
7284	1,013.75	Pennoni Associates Inc.	Engineer Fees
7285	148.80	Pine Hill Printing Inc.	Supplies - Office
7286	66.43	Pine Hill Hardware Inc.	Supplies - Operating
7288	160.00	Rio Supply Inc.	Supplies - Operating
7289	32.06	South Jersey Gas Co.	Utilities - Office

7289	32.06	South Jersey Gas Co.	Utilities - Operating
7290	60.00	SNJ Chapter NIGP	Training/Educ - Admin.
7291	187.83	United Electric Supply Co.	Supplies - Office
7292	106.31	Verizon Inc.	Repair/Maint. - System
7293	9.68	Xerox Corp.	Supplies - Office

Water Renewal & Replacement

Resolution #17-115

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.

7284	1805.56	Pennoni Associates Inc	Cloverdale-Erial Water Main
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Mr. Knott made a motion to accept payment of the water bills, seconded by Mr. Buscher.

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

Nayes: None

Abstain: Mr. Hartman

Sewer Operating

Resolution #17-116

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.

MC7250	468.45	Wade, Long Wood & Long	Legal Fees
MC7251	730.91	BMEU Clerk, Dept. USPS	Supplies - Office
MC7253	684.64	Amerihealth Ins. Co. of NJ	Health Insurance
7254	2,435.39	Atlantic City Electric	Utilities - Operating
7254	252.22	Atlantic City Electric	Utilities - Office
7255	83.70	Acme Uniforms	Supplies - Operating
7255	18.50	Acme Uniforms	Supplies - Office
7256	71.18	Alpha Message Center Inc.	Repair/Maint. - Office
7257	8,389.77	Amerihealth Ins. Co. of NJ	Health Insurance
7258	20.00	Authenticom Services, LLC	Supplies - Office
7262	119.78	Casa Payroll Service LLC	Supplies - Office
7263	88.00	Camden County MUA	Supplies - Office
7263	88.00	Camden County MUA	Supplies - Operating
7264	399.26	Citgo Fleet Inc.	Automotive Expense
7266	37.50	Debra Corson	Miscellaneous - Office
7268	112.50	BMEU Clerk, Dept. USPS	Supplies - Office
7270	27.50	Flowers & Gifts	Miscellaneous - Operating
7272	12.00	Thomas Hasset	Health Insurance
7273	241.07	Horizon BC/BS Inc.	Health Insurance
7274	50.00	Matthew Hufner	Supplies - Operating
7275	165.00	NJ League of Municipalities	Training/Educ. - Admin.
7275	110.00	NJ League of Municipalities	Training/Educ. - Operating
7276	1,604.20	Wade, Long Wood & Long	Legal Fees
7279	92.80	Nextel/Sprint Inc.	Telephone - Operating
7281	\$309.75	NJ Motor Vehicle Commission	Automotive Expense
7282	149.45	Office Basics Inc.	Supplies - Office
7283	51.87	One Call Concepts Inc.	Repair/Maint. - System
7284	1,606.50	Pennoni Associates Inc.	Engineer Fees
7285	148.80	Pine Hill Printing Inc.	Supplies - Office
7286	66.43	Pine Hill Hardware Inc.	Supplies - Operating
7287	27.00	Progas Inc.	Chemicals
7289	28.15	South Jersey Gas Co. Inc.	Utilities - Operating
7290	30.00	SNJ Chapter NIGP	Training/Educ. - Admin.
7291	187.82	United Electric Supply Co.	Supplies - Office
7292	187.89	Verizon Inc.	Repair/Maint. - System
7293	61.35	Xerox Corp.	Supplies - Office
7294	358.59	Xtel Communications	Telephone - Office
7294	179.91	Xtel Communications	Telephone - Operating

Sewer General
Resolution #17-117

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.

7261	\$3,640.00	Borough of Pine Hill	Turnerville-Estates Sewer Repair
7271	\$36,677.12	Gerald A Barrett LLC	Turnerville-Estates Sewer Repair
7284	\$2,953.19	Pennoni Associates Inc.	CCMUA/Madison Ave P/S

Mr. Hartman made a motion to accept payment of the sewer bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: Mr. Hartman

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
COUNTY OF CAMDEN
STATE OF NEW JERSEY

Resolution #17-118

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILITIES 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. 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. Knott made a motion to go into Closed Session, seconded by Mr. Odenath.

On voice vote, motion carried. Closed Session began 8:08 pm.

Mr. Hartman made a motion to go back into Open Session, seconded by Mr. Odenath. On voice vote, motion carried.

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

On voice vote, motion carried. Meeting adjourned at 8:35 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary

