

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, May 17, 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. Green, Mr. Odenath

Absent: Mr. Hartman, Mr. Knott, Mrs. Burke, Mr. Shultz

Also in attendance Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Long, Solicitor and Mr. Leisse, Engineer, Mr. Welding, Auditor.

Mr. Odenath made a motion to excuse Mr. Hartman, Mr. Knott, Mrs. Burke & Mr. Shultz, seconded by Mr. Green. On voice vote, motion carried.

Mr. Buscher welcomed Mr. Welding to the meeting. Mr. Welding proceeded with the Budget Introduction. Mr. Welding said the plan is to get the consumption figures from the June meter readings and then do a rate study for a future water rate increase.

2017 AUTHORITY BUDGET

RESOLUTION #17-60

FISCAL YEAR: FROM: August 1, 2017 TO: July 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2017 and ending, July 31, 2018 has been presented before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of May 17th, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,315,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$2,533,375.00 and Total Unrestricted Net Position utilized of \$218,375.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$100,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$100,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED by the governing body of the Pine Hill Municipal Utilities Authority at an open public meeting held on May 17th, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2017 and ending, July 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 19, 2017.

Mr. Green made a motion to approve the Resolution to Introduce the August 1, 2017 Budget, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Mr. Welding also stated he would like to do research to change the fiscal year from 7/31 to 6/30 allowing for more time to prepare budget. He will obtain a sample resolution and present it at a later date.

Mr. Welding explained the Cash Flow analysis relating to Sewer and the Madison Ave project. At the conclusion Mr. Welding excused himself from the meeting.

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:

The Minutes of the April 19, 2017 meeting.

Mr. Green made a motion to approve the minutes of the April meeting, seconded by Mr. Odenath. On voice vote, motion carried.

Correspondence:

1. To Peter Kay & Jennifer Rager-Kay re: Meter Test Results
2. From Pennoni re: Madison PS Certificate for Payment No. 1
3. From NJDEP re: Notice of Permit Equivalency, Gems Landfill
4. From Michael Welding re: 2017-2018 Budget Information Sheet
5. From Michael Welding re: Sewer General Cash Flow Projection
6. From Dave Patterson re: PHMUA v. AB Woodcrest Fields
7. From Pennoni re: Cloverdale-Erial Watermain Rehab

The Board reviewed the correspondence.

Mr. Green made a motion to accept the correspondence, seconded by Mr. Odenath.

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; Contract end date is June 13, 2017.
 - c. Force main construction underway.
 - d. Revised estimated project cost: \$520,500.
 - e. Closing on NJEIT Loan: November 2017.
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) 2017 Cloverdale Avenue drainage project by County.
 - 3) Estimate 2-3 months for PHBMUA design, bidding and award for Cloverdale.
 - 4) 2018 County project: remainder of Erial Road.
 - 5) Approximately sixty (60) water service replacements.
 - 6) 3,500 LF of ACP water main suspected to be in "poor" condition.
 - 7) 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) 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
3. Water Allocation Permit
 - a. Permit expires September 30, 2017.
 - b. Pennoni authorized to prepare application.
4. Turnerville Road Emergency Repairs
 - a. "Pipe Bursting" repair complete by AP construction and AmeriDrill.
 - b. Settlement issues to be revisited in the Spring.
 - c. County to TV storm sewer.
5. 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.
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. Awaiting construction schedule from SGC Engineering.
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. Lisse reviewed his report with the Board.

Mr. Odenath made a motion to accept the Engineer’s Report, seconded by Mr. Green.

On voice vote, motion carried.

Solicitor’s Report:

Mr. Chris Long stated he had no report for this meeting.

Operations Manager’s Report:

The Board reviewed Mr. Toal’s Report.

Mr. Green made a motion to accept the Operations Manager’s Report, seconded by Mr. Odenath. On voice vote, motion carried.

Executive Director’s Report:

Mrs. Corson had no report for this meeting.

New Business:

None

Old Business:

None

Resolutions:

AUTHORIZING THE ADVERTISEMENT
FOR THE RECEIPT OF BIDS FOR
THE INSTALLATION OF STRUCTURAL LINER IN THE AC PIPE WATERMAIN IN ERIAL ROAD
IN THE VICINITY OF CLOVERDALE ROAD
RESOLUTION #17-61

WHEREAS, specifications have been completed by Pennoni Associates, Inc. for the installation of a structural liner in the AC pipe watermain in Erial Road in the vicinity of Cloverdale Road on behalf of the Pine Hill Municipal Utilities Authority (“Authority”); 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 a structural liner in the AC pipe watermain in Erial Road in the vicinity of Cloverdale Road as required by N.J.S.A. 40A:11-23.

Mr. Green made a motion to accept the resolution, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

RESOLUTION #17-62

WHEREAS, the Pine Hill Borough Municipal Utilities Authority has determined it necessary install structural liner in the water main on Erial Road between Woodburn Avenue and Cloverdale Avenue due to the County Highway Department repairing the storm drains and diamond grinding Erial Road; and

WHEREAS, it will be necessary to appropriate funds from the Renewal and Replacement General Fund in order to cover the professional fees.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$29,700.00 from the Renewal and Replacement General Fund, which is required to fund the project 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 accept the resolution, seconded by Mr. Green.

Roll Call:

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

Nayes: None

Abstain: None

Resolution #17-63

Water

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2016/2017 Authority Water Budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted.

NOW THEREFORE BE IT RESOLVED, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be effected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

APPROPRIATION TITLE	FROM	TO
Insurance	3,400.00	
T/E Administrative	1,500.00	
R/M System	4,000.00	
Hydrant Maintenance	1,000.00	
Chemicals	2,500.00	
T/E Operating		1,500.00
Engineering		10,900.00
Total	\$12,400.00	\$12,400.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Odenath made a motion to accept the resolution, seconded by Mr. Green.

Roll Call:

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

Nayes: None

Abstain: None

Resolution #17-64

Sewer

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2016/2017 Authority Sewer Budget are not sufficient to meet anticipated expenses; and

WHEREAS, transfers between appropriations are permitted.

NOW THEREFORE BE IT RESOLVED, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be effected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

APPROPRIATION TITLE	FROM	TO
Insurance	\$1,200.00	
Miscellaneous Office		1,200.00
Total	\$1,200.00	\$1,200.00

AND, BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Mr. Green made a motion to accept the resolution, seconded by Mr. Odenath.

Roll Call:

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

Nayes: None

Abstain: None

Water Operating

Resolution #17-65

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment our of the Revenue Fund.

6992	5,134.78	Atlantic City Electric	Utilities - Operating
6992	273.96	Atlantic City Electric	Utilities - Office
6993	83.70	Acme Uniforms	Supplies - Operating
6993	18.50	Acme Uniforms	Supplies - Office
6994	47.77	Alpha Message Center Inc.	R/M - Office

6995	12,692.55	Amerihealth Insurance Co. NJ	Health Insurance
6996	2,372.98	The Bank of NY - Mellon	Trustee
6997	116.37	Casa Payroll Services	Supplies - Office
6998	293.69	Citgo Fleet Inc.	Automotive Expense
7000	9.10	Debra Corson	T/E Admin
7003	385.00	Eurofins QC, Inc.	Laboratory Testing
7004	9.00	Patricia Garvey	Health Insurance
7004	31.73	Patricia Garvey	T/E Admin
7005	51.00	G & M Printwear	Supplies - Operating
7006	169.11	Michael Grogan	Health Insurance
7007	9.00	Tom Hassett	Health Insurance
7008	1,144.00	HD Supply Waterworks	Meter/Connections
7009	361.60	Horizon BC/BS of NJ	Health Insurance
7010	9.00	Matthew Hufner	Health Insurance
7011	30.86	John Toal Petty Cash	Supplies - Operating
7013	1,205.13	Wade, Long, Wood & Long	Legal Fees
7015	71.25	Mechanics Auto Parts	Automotive Expense
7016	1,182.11	Miracle Chemical Co Inc.	Chemicals
7017	24.21	National Paving Company	Supplies - Operating
7018	435.00	New England Water Works	T/E - Operating
7019	67.80	Nextel/Sprint Inc.	Telephone - Operating
7020	19,687.01	NJ American Water Inc.	Water Agreements
7021	274.88	Office Basics, Inc.	Supplies - Office
7022	45.63	One Call Concepts Inc.	R/M - System
7024	688.75	Pennoni Associates Inc.	Engineer Fees
7025	298.00	Pine Hill Printing Inc.	Supplies - Office
7026	223.49	Pine Hill Hardware Inc.	Supplies - Operating
7027	27.00	Progas Inc.	Chemicals
7028	62.46	Sams Club	Supplies - Operating
7029	114.62	South Jersey Gas Co.	Utilities - Operating
7030	18.00	John Toal	Health Insurance
7031	75.00	James Valentine Jr Inc.	R/M - Office
7031	37.50	James Valentine Jr Inc.	R/M - Building
7032	101.18	Verizon Inc.	R/M - System
7033	26.11	James Wakeley	Health Insurance
7034	23.50	Xerox Corp	Supplies - Office
7035	352.65	Xtel Communications	Telephone - Office
7035	174.79	Xtel Communications	Telephone - Operating

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

Roll call:

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

Nays: None

Abstain: None

Sewer Operating

Resolution #17-66

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.

6992	4154.82	Atlantic City Electric	Utilities - Operating
6993	83.70	Acme Uniforms	Supplies- Operating
6993	18.50	Acme Uniforms	Supplies- Office
6994	47.77	Alpha Message Center	R/M - Office
6995	8,461.69	Amerihealth Insurance Co NJ	Health Insurance
6997	116.37	Casa Payroll Services	Supplies - Office
6998	293.69	Citgo Fleet Service	Automotive Expense

6999	145.88	Comcast Inc.	Supplies - Office
7000	100.00	Debra Corson	Miscellaneous - Office
7000	9.09	Debra Corson	T/E Admin
7001	160.00	Coverall of Philadelphia Inc.	Supplies - Office
7002	24.99	Deltronics Corporation	Supplies- Operating
7004	6.00	Patricia Garvey	Health Insurance
7004	31.73	Patricia Garvey	T/E Admin
7005	51.00	G & M Printwear	Supplies- Operating
7006	112.73	Michael Grogan	Health Insurance
7007	6.00	Tom Hassett	Health Insurance
7009	241.07	Horizon BC/BS Inc.	Health Insurance
7010	6.00	Matthew Hufner	Health Insurance
7011	30.86	John Toal Petty Cash	Supplies- Operating
7013	581.12	Wade, Long Wood & Long	Legal Fees
7014	30.00	Lethal Pest Solutions Inc.	R/M - Office
7015	71.25	Mechanic's Auto Parts	Automotive Expense
7017	24.20	National Paving Company, Inc.	Supplies- Operating
7019	67.79	Nextel/Sprint Inc.	Telephone- Operating
7021	274.88	Office Basics, Inc.	Supplies - Office
7022	45.62	One Call Concepts Inc.	R/M - System
7024	275.00	Pennoni Associates	Engineer Fees
7026	223.49	Pine Hill Hardware Inc.	Supplies - Operating
7028	62.45	Sams Club	Supplies - Operating
7029	56.10	South Jersey Gas Company	Utilities - Office
7029	30.10	South Jersey Gas Company	Utilities - Operating
7030	12.00	John Toal	Health Insurance
7031	75.00	James Valentine Jr. Inc.	R/M - Office
7031	37.50	James Valentine Jr. Inc.	R/M - Building
7032	176.89	Verizon Inc.	R/M - System
7033	17.40	James Wakeley	Health Insurance
7034	23.49	Xerox Corp.	Supplies- Office

Sewer General
Resolution #17-67

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.

7012	133,058.52	Level 1 Construction	CCMUA/Madison P/S
7023	3,796.87	Parker McCay	Greenwood Ave P/S Other
7024	1,418.00	Pennoni Associates Inc.	CCMUA/Madison P/S Eng.
7024	2,805.25	Pennoni Associates Inc.	Greenwood P/S Engineering

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

Roll call:

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

Nays: None

Abstain: None

Resolution #17-68

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.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]*

X 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] Amboy Bank ;

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. Green made a motion to go into Executive Session to discuss Amboy Bank, seconded by Mr. Odenath.

On voice vote, motion carried.

Mr. Green made a motion to Close Executive Session and adjourn the meeting, seconded by Mr. Odenath.

On voice vote, motion carried unanimously. Meeting adjourned at 8:10 pm.

Respectfully submitted,

Patricia Garvey,
Recording Secretary

