

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, July 19, 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. Knott, Mr. Odenath, Mrs. Burke, Mr. Schultz

Absent: Mr. Hartman

Also in attendance Mrs. Corson, Executive Director, Mr. John Moustaskas, Solicitor, and Mr. Tom Lees, Engineer. Mr. Toal was not in attendance.

Mr. Shultz made a motion to excuse Mr. Hartman for vacation absence, seconded by Mr. Knott. On voice vote, motion carried. Mr. Shultz made a motion to seat Mrs. Burke, seconded by Mr. Green. On voice vote, motion carried.

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

Minutes:

The Minutes of the June 21, 2017 meeting and Closed Session.

Mr. Green made a motion to approve the minutes of the June meeting and Closed Session, seconded by Mrs. Burke. On voice vote, motion carried.

Correspondence:

1. From Pennoni re: The Greens at Pine Hill Pump Station
2. To Mr. Pizzo, Lindenwold Sewer Utility re: Godwin By-Pass Pump
3. From Bowman & Co re: Promotion Announcement
4. To Mr. Fields, 14 Players Lane re: Theft of Service
5. To Mr. Nwoga, 607 Bromley Estates re: Theft of Service
6. To BV ACA, LLC C/O Remax, 123 E 12th Ave re: Theft of Service
7. From Mark Rinaldi LLC re: 800 Turnerville Road
8. From Pennoni re: Response to Change Order 2-5 Madison PS
9. From Pennoni re: Permissible Changes Madison PS
10. From Pennoni re: Permissible Changes No.2 Madison PS
11. From Level-1 re: Response to Pennoni
12. From Pennoni re: Madison PS Payment No.3

The Board reviewed the correspondence. Mr. Green commented on the recent amount of thefts of service. Mrs. Corson explained that every quarter during shut offs there are people that turn themselves back on. Out of 3,300 customers about 180 get turned off for non-payment each quarter. Mr. Odenath questioned #11: Level 1's request for a meeting. Mrs. Corson stated there is a scheduled meeting on Friday 7/21 with Ed Kispert from NJDEP. Mrs. Burke questioned #12: the contract amount. Mrs. Corson explained the difference between the total project cost and the contractor cost. 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. 60-day Time extension; New Contract end date is August 12, 2017.
 - d. Force main construction underway.
 - e. **Revised estimated project cost: \$520,500.**
 - f. Closing on NJEIT Loan: November 2017.
2. Cloverdale - Erial Road Watermain Rehab (PHMU 1703)
 - a. Advertised July 8, 2017.
 - b. Open bids July 18, 2017.
 - c. Construction August/September.
 - d. Estimated project cost: \$139,700.
 - e. County project at Cloverdale; Award July; Fall Construction.

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 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. Additional road restoration required.
 - c. County to TV storm sewer.
6. 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).
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. Lees reviewed the Engineer’s report with the Board. Mr. Lees will be attending Friday meeting for Madison Ave pump station; Cloverdale water main project bids extended to 8/8/17, County has not awarded the project on their end, Construction to begin in September; Turnerville restoration project is out for quotes. Mr. Lees stated he is unaware of any concerns with the Water Allocation Permit.

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

On voice vote, motion carried.

Solicitor’s Report:

Mr. Moustaskas stated he has no report at this time. He does have an agenda for the Executive Session.

Operations Manager’s Report:

The Board reviewed Mr. Toal’s Report. Mrs. Burke questioned #10: DEP inspection of wells and pumping stations. Mrs. Corson stated that John said it is just a formality for the inspection when requesting an allocation permit and since the capping of well #6 & #7 is part of the water projects that we will be doing.

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

Executive Director’s Report:

Mrs. Corson stated that we received notification from NJEIT that we are in the fall pool for our sewer project loans. Bond counsel is preparing financial loan forms. We will have the Resolution ready to be passed at the August meeting. Also, the billing registers have been sent to Mike Welding for the water rate study to begin. Mr. Buscher questioned the work being done at Turnerville and Estates. Mayor Green said the hole got so bad that he had the borough put in a temporary patch. Mrs. Corson stated that according to the map from Mr. Dougherty the area has to be restored: 13’ from curb out and 110’ long including going into Estates Rd. We have submitted application for street opening permit to County in preparation for when quotes come back. Mr. Odenath made a motion to accept the Executive Director’s Report, seconded by Mr. Knott. On voice vote, motion carried.

Board Members:

Mr. Odenath asked to be excused from the August meeting. Mr. Schultz also said he will not be attending next month.

New Business:

None

Old Business:

None

Resolutions:

**Resolution #17-80
Pine Hill Municipal Utilities Authority
AUTHORITY BUDGET**

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Pine Hill Municipal Utilities Authority for the fiscal year beginning August 1, 2017 and ending, July 31, 2018 has been presented for adoption before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of July 19, 2017; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,280,235.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,467,055.00 and Total Unrestricted Net Position utilized of \$186,820.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$100,000.00 and Total Unrestricted Net Position planned to be utilized of \$100,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Pine Hill Municipal Utilities Authority, at an open public meeting held on July 19, 2017 that the Annual Budget and 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 adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary’s Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mark Buscher	x			
Franklin Hartman				x
Christopher Green	x			
Thomas Knott	x			
John Odenath	x			

Mr. Knott made a motion to approve the adopted budget resolution, seconded by Mr. Green.

Roll Call:

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

Nayes: None

Abstain: None

Resolution #17-81
Water Budget Transfers

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
Overtime-Administrative	1,500.00	
PERS	2,000.00	
Health Insurance	3,400.00	
Overtime-Operating	1,000.00	
Repair/Maintenance Building	2,000.00	
Chemicals		9,000.00
Supplies-Office		400.00
Engineering Fees		7,500.00
Total	\$9,900.00	\$9,900.00

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

Mr. Odenath made a motion to approve the water budget transfers, seconded by Mr. Green.

Roll Call:

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

Nayes: None

Abstain: None

Resolution #17-82
Sewer Budget Transfers

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
Overtime-Administrative	1,500.00	
PERS	600.00	
Health Insurance	3,400.00	
Overtime-Operating	1,000.00	
Supplies-Office		1,500.00
Legal Fees		5,000.00
Total	\$6,500.00	\$6,500.00

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

Mr. Odenath made a motion to approve the sewer budget transfers, seconded by Mrs. Burke.

Roll Call:

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

Resolution #17-83
Water Billing Adjustments

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

875000-0	\$15.50	1500 Oak Street	Meter Leaking
1424000-0	\$55.80	107 E. Clearview Ave.	Meter Leaking
2141000-0	\$21.70	121 W. 2 nd Avenue	Meter Leaking
2862000-0	\$35.00	35 Madison Avenue	Waived Turn On Fee

Resolution #17-84
Sewer Billing Adjustments

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

1307000-0	\$7.50	76 E. Cloverdale Ave.	Senior Discount
2655000-0	\$50.00	1082 Grandview Drive	Sewer Unit Reduced

Mr. Odenath made a motion to approve the water and sewer billing adjustments, seconded by Mr. Knott.

Roll Call:

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

Nayes: None

Abstain: Mr. Green

**Water Operating
Resolution #17-85**

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.

MC 7095	729.33	BMEU Clerk, Deptford USPS	Supplies - Office
MC 7096	403.12	NJ State PWT	State Water Tax
MC 7140	12,098.84	Amerihealth Ins Co of NJ	Health Insurance
MC 7141	821.57	Amerihealth Ins Co of NJ	Health Insurance
7097	7,114.20	Atlantic City Electric	Utilities - Operating
7097	289.08	Atlantic City Electric	Utilities - Office
7098	83.70	Acme Uniforms	Supplies - Operating
7098	18.50	Acme Uniforms	Supplies - Office
7100	58.06	Alpha Message Center Inc.	Repair/Maintenance - Office
7101	20.00	Authenticom Services, LLC	Supplies - Office
7102	244.19	Mabel Borovkoff	Health Insurance
7103	111.91	Casa Payroll Service LLC	Supplies - Office
7104	347.43	Citgo Fleet Inc	Automotive Expense
7109	31.77	Joseph Donohue	Health Insurance
7109	46.44	Joseph Donohue	Training/Educ - Operating
7110	1,012.50	Eurofins QC, Inc.	Laboratory Testing
7111	25.00	FlexFacts	Supplies - Office
7112	35.40	Michael Grogan	Health Insurance
7113	33.00	Thomas Hassett	Health Insurance
7114	361.60	Horizon BC/BS Inc.	Health Insurance
7115	75.00	Matthew Hufner	Health Insurance
7116	38.20	John Toal (Petty Cash)	Supplies - Operating
7118	1,374.25	Wade, Long, Wood & Long	Legal Fees
7120	\$1,670.13	Miracle Chemical Co Inc.	Chemicals
7121	172.42	Elmerinda Narducci	Health Insurance
7122	67.80	Nextel/Sprint	Telephone - Operating
7123	19,712.93	NJ American Water Inc.	Water Agreements
7124	47.50	One Call Concepts Inc	Repair/Maintenance - System
7125	362.70	Parker McCay	Legal Fees
7126	2,612.75	Pennoni Associates Inc.	Engineer Fees
7127	222.55	Pine Hill Auto Repair Inc.	Automotive Expense
7128	106.75	Pine Hill Hardware Inc.	Supplies - Operating
7129	27.00	Progas Inc.	Chemicals
7130	3,492.00	Rio Supply Inc.	Meters/Connections
7132	83.81	Sams Club	Supplies - Office
7132	14.34	Sams Club	Supplies - Operating
7133	36.15	South Jersey Gas Co.	Utilities - Operating
7134	92.61	George Smith	Health Insurance
7135	1,580.00	Treasurer, New Jersey State	State Water Tax
7136	34.69	United Electric Supply Co	Supplies- Operating
7137	545.88	US Bank Operations Center	Trustee
7138	101.00	Verizon Inc.	Repair/Maintenance - System
7139	57.00	Deborah L. Warrington	Health Insurance

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

Roll Call:

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

Nays: None

Abstain: None

**Sewer Operating
Resolution #17-86**

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

MC 7095	729.33	BMEU Clerk, Deptford USPS	Supplies - Office
MC 7140	8,065.88	Amerihealth Insurance Co of NJ	Health Insurance
MC 7141	547.71	Amerihealth Insurance Co of NJ	Health Insurance
7097	4,035.69	Atlantic City Electric	Utilities - Operating
7098	83.70	Acme Uniforms	Supplies - Operating
7098	18.50	Acme Uniforms	Supplies - Office
7099	3,800.00	AEI2 LLC	Repair/Maintenance - System
7100	58.05	Alpha Message Center	Repair/Maintenance - Office
7101	20.00	Authenticom Services LLC	Supplies - Office
7102	162.80	Mabel Borovkoff	Health Insurance
7103	111.91	Casa Payroll Services LLC	Supplies - Office
7104	347.43	Citgo Fleet Inc	Automotive Expense
7105	145.88	Comcast Inc.	Supplies - Office
7106	100.00	Debbie Corson	Miscellaneous - Office
7107	160.00	Coverall of Philadelphia Inc.	Supplies - Office
7108	6,230.58	Dave Patterson Esquire	Legal Fees
7109	21.18	Joseph Donohue	Health Insurance
7109	46.44	Joseph Donohue	Training Educ/ Operating
7111	25.00	FlexFacts	Supplies - Office
7112	23.60	Michael Grogan	Health Insurance
7113	22.00	Thomas Hasset	Health Insurance
7114	241.07	Horizon BC/BS Inc	Health Insurance
7116	38.20	John Toal (Petty Cash)	Supplies - Operating
7118	707.50	Wade, Long, Wood & Long	Legal Fees
7119	\$30.00	Letha Pest Solutions Inc.	Repair/Maintenance - Office
7121	114.94	Elmerinda Narducci	Health Insurance
7122	67.79	Nextel/Sprint Inc.	Telephone - Operating
7124	47.50	One Call Concepts Inc.	Repair/Maintenance -System
7125	1,108.80	Parker McCay	Legal Fees
7126	2,375.21	Pennoni Associates Inc.	Engineer Fees
7127	222.54	Pine Hill Auto Repair Inc.	Automotive Expense
7128	106.75	Pine Hill Hardware Inc.	Supplies - Operating
7131	1,050.00	Root 24 Hrs Inc.	Repair/Maintenance - System
7132	83.81	Sams Club	Supplies - Office
7132	14.33	Sams Club	Supplies - Operating
7133	35.11	South Jersey Gas Co Inc.	Utilities - Office
7133	29.12	South Jersey Gas Co Inc.	Utilities - Operating
7134	61.74	George Smith	Health Insurance
7136	72.68	United Electric Supply Inc.	Supplies - Operating
7137	2,948.25	US Bank Operations Center	Trustee
7138	209.35	Verizon Inc.	Repair/Maintenance - System
7139	38.00	Deborah Warrington	Health Insurance

Sewer General

Resolution #17-87

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.

7117	\$94,814.02	Level 1 Construction	CCMUA/Madison Ave Tie in
7126	5,257.79	Pennoni Associations Inc.	CCMUA/Madison Ave Tie in

Mr. Knott made a motion to approve payment of the sewer bills, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Resolution #17-88

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. 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;

 X 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;

_____ 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 and 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. Odenath made a motion to go into Executive Session, seconded by Mr. Green.

On voice vote, motion carried.

Mr. Odenath made a motion to re-open the regular meeting, seconded by Mr. Knott.

On voice vote, motion carried.

Mr. Odenath made a motion to adjourn the meeting, seconded by Mr. Knott.

On voice vote, motion carried unanimously. Meeting adjourned at 8:17 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary