

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 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. Knott 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. Knott, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Buscher

Also in attendance was Debra Corson, Executive Director; John Toal, Licensed Operator, Mr. Chris Long, Solicitor; and Mr. Hugh Dougherty, Engineer.

Mr. Green made a motion to excuse Mr. Buscher and seat two alternates for this meeting. Seconded by Mr. Odenath. Mrs. Burke and Mr. Hassett were seated. On voice vote, motion carried.

Mr. Hassett made a motion to open the floor to the public, seconded by Mrs. Burke. On voice vote, motion carried.

Mr. Long read the Public Comment Guidelines.

1. Mr. Walter Davis stated his name and address to be 1 Franklin Ave. He asked if the Borough and the MUA helped each other out and also if they borrow equipment from each other, specifically the back hoe. The Board responded that they do help each other as needed. There is a shared services agreement for cutting the grass and snow removal. Recently the Borough was looking into purchasing a new back hoe but saved money by repairing and rebuilding their 17 year old back hoe. The MUA also owns a 1985 back hoe but it is not big enough to load salt and therefore not helpful to the Borough, although the MUA has borrowed the Borough's back hoe when a job requires a bigger one. Mr. Davis then asked about the 5 million dollar loan and the bond length and interest. Mrs. Corson said it is usually 20 years. This money does not go into the annual budget, but it will be paid out of the budget.

Mr. Long stated the 5 minutes were up and thanked Mr. Davis for his time.

2. Mr. Clifford Batezel stated his name and address to be 67 Estates Road. He has lived here for 38 years. His complaint is about not being able to pay his bill with a post dated check and he doesn't think it's fair to pay the bill earlier than the due date. The Board and Mrs. Corson explained that the bank will not accept post dated checks and the auditor does not allow us to hold them in the safe. Also, by State regulations, all monies must be deposited within 48 hours.

Mr. Long stated the 5 minutes were up and thanked Mr. Batezel for his comments. Mr. Batezel was told he could discuss further with the commissioners later if they so agreed.

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

Minutes:

Mr. Green made a motion to approve the minutes of the September 18, 2019 meeting, seconded by Mrs. Burke. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Correspondence:

1. From Peggy Gallos, AEA Exec Director re: Thank You
2. To Public Purchasing Center, Rutgers re: Purchasing Agent D.Warrington
3. From Chris Long re: NJ American Water Agreement

The Board reviewed the Correspondence. Mr. Hassett asked if D.Warrington was applying for RPPS. Mrs. Corson confirmed. Mrs. Burke asked about NJ American agreement. Mr. Long stated that will be discussed in Executive Session. There were no further questions. There was no motion to approve the correspondence.

Engineers Report:

I. Active Projects

1. Generator at Turnerville Road Plant (PHMUX 18002)
 - a. Awarded Base Bid Only to G&G Electrical Contractors, Inc., \$144,600.00.
 - b. Notice to Proceed issued November 29, 2018; Contract end date October 25, 2019.
 - c. Well Generator Installed; Garage Generator installed; punchlist remains.
 - d. Well motor starter installed.
 - e. Total Contract with additional work; \$152,514.73.

2. Various Water Projects for NJIB Loan
 - a. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
 - b. Erial Road Waterman Rehab
 - 1) Echologics Report: no leaks.
 - 2) 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) Plans and Specifications provided to MUA; November Bid; 2020 Construction.
 - c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)MUA to install watermain at 3rd Avenue (Fall 2019).
 - 2)Pennoni staked out ROW.
 - 3)PRV design by Pennoni.
 - 4)2020 Construction.
 - d. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.
 - 4) 2021 Construction.
 - e. Loan
 - 1) Local Finance Board funding.
3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018.
 - b. DRBC Water Audit Submitted March 27, 2019.
4. Map Updates
 - a. 2018 updates Pennoni proceeding.
 - b. Awaiting MUA markups.

II. Other Projects

1. Dollar General- 207 Berlin-Cross Keys Road
 - a. Approved by Planning Board
 - b. Application to MUA.
2. MUNA Center House of Worship (site of former St. Edward's School)
 - a. Approved by Planning Board; Change in use requires MUA approval.
3. Pine Valley Developers Use Variance
 - a. Submitted use variance application for 91 units to Planning Board.
4. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Easement available for 3rd Avenue watermain.
5. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
6. Gary Shuhart- 129 Berlin-Cross Keys Road
 - a. Connection for office/warehouse.
 - b. Recapture Agreement for Amboy Bank.
7. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
8. "Pine Hill Partners"(Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
9. Boy Scout Reservation
 - a. Developer investigating utility extension.
10. Annual Water Bond Trustee Report
 - a. 2018 report issued January 31, 2019.
11. Tank Antenna
 - a. ATT: Turnerville.
 - b. Cellco/Verizon: Mt. Clement.
 - c. Cellco/Verizon: Turnerville.
 - d. T-Mobile/MetroPCS: T-Mobile on Mt Clement 2nd request for antenna (New request).
 - e. T-Mobile/MetroPCS: Turnerville (New request).
 - f. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.
12. Maintenance Bonds

- a. Madison Avenue expires October 31, 2019.
 - b. Cloverdale-Erial Road Watermain Rehab expires 10/ 17/19; Punchlist issued.
13. Third Fairway (Trump Philadelphia)
- a. One-year TWA permit extension request.

Mr. Dougherty stated both generators installed, just punch list remains. Bid specs are being finalized for Erial Road Water Main Rehab and looking to bid in November with a potential award in December/January; services started in winter and bypass later in year with detailed construction early 2020. MUA is progressing with Branch Ave Fire Flow and 3rd Ave and once in place Pennoni will do the pressure reducing valve will tie it all together. The permitting process has started for the new well and decommissioning of wells 6 & 7. Projected completion time is 2020-2021. Mr. Dougherty summarized the other projects on his report. Mr. Hassett asked about covering the new generator. Mr. Dougherty said landscaping has been discussed and ultimately the goal is to put in shrubs around it to create a better look.

Mr. Odenath 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.

Operation Manager's Report:
Board reviewed Mr. Toal's report. Mr. Odenath questioned the crushed pipe at South Club Bowen Field. Mr. Toal said Borough called MUA out to jet the backup and realized it was a crushed pipe. Mr. Green said the MUA helped with the connection. Mr. Green said the pipe was crushed during removal of the playground equipment after the fire.

Mr. Hassett made a motion to approve the Operation Manager's Report, seconded by Mr. Odenath.
On voice vote, motion carried.

Executive Director's Report:
Mrs. Corson said some of her report will be discussed in Executive Session. She said the office has been receiving a lot of calls about the rate increase. We have put notice on all the bills that were mailed out last year, we have it posted in foyer, and we sent out a letter last year that the increase was a two part increase. We explain to the residents why the increase is needed and that this bill is for summer usage also which is usually higher. Mrs. Corson met with Mr. Dougherty about the Erial Road project and time lines were discussed for bids and construction. She spoke with Mr. Welding about the loan. He advises waiting until project has started to get financing. Mrs. Corson said she will not be at the November meeting and she will be out of the office from November 20th to November 30th. If anyone needs anything please call Pat or John. The November meeting is Tuesday, November 26, 2019.

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

Board Members:
There were no comments or questions from the Board.

New Business:
None
Old Business:
None

Resolutions:

**WATER
RESOLUTION #19-101**

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

2079000-0	63 W Diamond Ave	35.00	Billing Error (Turn On Fee)
729000-0	15 Signal Hill Rd	153.60	32T Leaky Meter
1190000-0	47 W Woodburn Ave	28.80	6T Leaky Meter
1181000-0	14 W Cloverdale Ave	67.20	14T Leaky Meter
2797000-0	106 Ramblewood Dr	81.60	17T Leaky Meter
3904000-0	27 Gristmill Lane	67.20	14T Leaky Meter
3892000-0	94 Millstream Rd	24.00	5T Leaky Meter
320000-0	28 Grant Lane	28.80	6T Leaky Meter
3647000-0	32 Melrose Dr	43.20	9T Leaky Meter
3975000-0	43 Gristmill Lane	86.40	18T Leaky Meter
3953000-0	17 Gristmill Lane	86.40	18T Leaky Meter
3337000-1	23 Richards Ave	256.85	Bank Discharged 18/4

3337000-1	23 Richards Ave	31.88	Bank Discharged 18/4 Penalty
3337000-1	23 Richards Ave	138.60	Bank Discharged 19/1
3337000-1	23 Richards Ave	8.50	Bank Discharged 19/1 Penalty

Mr. Green made a motion to approve the Water Billing Adjustments, seconded by Mr. Hassett.
 Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett
 Nays: None
 Abstain: None

**SEWER
 RESOLUTION #19-102**

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

3337000-1	16.67	23 Richards Ave	Bankruptcy Discharged 18/4
3337000-1	3.09	23 Richards Ave	Bankruptcy Discharged 18/4 Penalty
3337000-1	2.20	23 Richards Ave	Bankruptcy Discharged 19/1 Penalty

Mrs. Burke made a motion to approve the Sewer Billing Adjustments, seconded by Mr. Hassett.
 Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett
 Nays: None
 Abstain: None

**Water Operating
 Revenue Resolution #19-103**

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.

MC8490	27.99	South Jersey Gas Co	Utilities - Operating
MC8491	739.91	BMEU Clerk, Deptford USPS	Supplies - Office
MC8492	533.86	NJ State PWT	State Water Tax
8494	6,708.01	Atlantic City Electric	Utilities - Operating
8494	248.45	Atlantic City Electric	Utilities - Office
8495	128.24	Acme Uniforms	Supplies - Operating
8495	18.50	Acme Uniforms	Supplies - Office
8496	13,747.51	Amerihealth Ins Co of NJ	Health Insurance
8497	20.00	Authenticom Services	Supplies - Office
8498	238.00	American Water Works Assoc	T/E - Operating
8499	126.55	Casa Payroll Services	Supplies - Office
8500	122.50	C & C Computer Design	Supplies - Office
8502	147.97	Comcast	Supplies - Office
8503	100.00	Debra Corson	Miscellaneous - Office
8503	31.46	Debra Corson	T/E - Admin
8504	160.00	Coverall of Phila	Supplies - Office
8505	117.50	BMEU Clerk, Deptford USPS	Supplies - Office
8507	2,209.55	Eurofins QC	Lab Testing
8508	262.89	Township of Gloucester	Automotive Expense
8509	31.21	Thomas Hassett	Health Insurance
8511	337.31	Horizon BC/BS	Health Insurance
8512	168.50	Matthew Hufner	Supplies - Operating
8513	49.70	John Toal (Petty Cash)	Supplies - Operating
8514	210.00	Kennedy Marketing Co	Supplies - Operating
8515	110.00	NJ League of Municipalities	T/E - Admin
8515	165.00	NJ League of Municipalities	T/E - Operating
8516	65.77	Live Message America Acqu	R/M - Office
8517	226.25	Wade, Long, Wood & Long	Legal Fees
8518	33.00	Lethal Pest Solutions	R/M - Office
8519	742.88	Miracle ChemicalCo	Chemicals
8520	89.11	Mongans Inc	R/M - System
8521	52.32	Auto & Truck Parts of Dept	Automotive Expense
8522	78.87	Nextel/Sprint	Telephone - Operating
8522	34.17	Nextel/Sprint	Supplies - Operating

8523	20,158.51	NJ American Water	Water Agreements
8524	186.25	NJ Motor Vehicle Commission	Automotive Expense
8525	258.69	Office Basics	Supplies - Office
8526	40.58	One Call Concepts	R/M - System
8527	275.00	Pennoni Associates	Engineer Fees
8528	37.13	Pat Garvey (Petty Cash)	Supplies - Office
8529	178.56	Pine Hill Printing	Supplies - Office
8530	91.62	Pine Hill Hardware	Supplies - Operating
8532	5,864.00	Rio Supply	Meter/Connections
8533	12.50	Rutgers St University	T/E - Admin
8534	91.91	Safeguard Business Forms	Supplies - Office
8535	31.85	South Jersey Gas	Utilities - Office
8535	30.89	South Jersey Gas	Utilities - Operating
8536	80.00	SNJ Chapter NIGP	T/E - Admin
8538	56.13	TLOA Servicing	Miscellaneous - Office
8539	6.22	United Parcel Service	Supplies - Operating
8540	116.29	Verizon	R/M - System

Water Renewal & Replacement

Revenue Resolution #19-104

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.

8527	2,105.00	Pennoni Associates	Water Main Rehab - Engineering
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Mr. Green made a motion to approve payment of the Water Bills, seconded by Mr. Hassett.

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

Nays: None

Abstain: None

Sewer Operating

Revenue Resolution #19-105

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.

MC8490	30.89	South Jersey Gas	Utilities - Office
MC8490	31.96	South Jersey Gas	Utilities - Operating
MC8491	739.91	BMEU Clerk, Deptford USPS	Supplies - Office
8493	4,895.00	A C Schultes	R/M - System
8494	2,579.86	Atlantic City Electric	Utilities - Operating
8495	128.23	Acme Uniforms	Supplies - Operating
8495	18.50	Acme Uniforms	Supplies - Office
8496	9,165.00	Amerihealth Ins Co of NJ	Health Insurance
8497	20.00	Authenticom Services	Supplies - Office
8499	126.55	Casa Payroll Service	Supplies - Office
8500	122.50	C & C Computer Design	Supplies - Office
8501	88.00	Camden County MUA	Supplies - Office
8501	88.00	Camden County MUA	Supplies - Operating
8503	31.45	Debra Corson	R/M - System
8505	117.50	BMEU Clerk, Deptford USPS	Supplies - Office
8506	96.00	Xylem Dewatering Solutions	Supplies - Operating
8508	262.89	Township of Gloucester	Automotive Expense
8509	20.81	Thomas Hassett	Health Insurance
8510	30.00	Heritage Business Systems	Supplies - Office
8511	224.88	Horizon Blue Cross/Blue Shield	Health Insurance
8512	168.48	Matthew Hufner	Supplies - Operating
8513	49.69	John Toal (Petty Cash)	Supplies - Operating
8515	165.00	NJ League of Municipalities	R/M - System
8515	110.00	NJ League of Municipalities	R/M - System
8516	65.77	Live Message America Acqua	R/M - Office

8517	226.25	Wade, Long, Wood & Long	Legal Fees
8520	89.10	Mongan's Oil	R/M - System
8521	\$52.32	Auto & Truck Parts of Deptford	Automotive Expense
8522	78.87	Nextel/Sprint	Telephone - Operating
8524	186.25	NJ Motor Vehicle Commission	Automotive Expense
8525	258.67	Office Basics	Supplies - Office
8526	40.58	One Call Concepts	R/M - System
8528	37.13	Pat Garvey (Petty Cash)	Supplies - Office
8529	178.56	Pine Hill Printing	Supplies - Office
8530	91.61	Pine Hill Hardware	Supplies - Operating
8531	27.00	ProGas	Chemicals
8533	12.50	Rutgers the State University	R/M - System
8534	91.90	Safeguard Business Forms	Supplies - Office
8535	34.09	South Jersey Gas	Utilities - Operating
8536	80.00	SNJ Chapter NIGP	R/M - System
8537	1,325.00	Sunshine Industrial Prod	Chemicals
8538	50.00	TLOA Servicing	Miscellaneous - Office
8540	207.08	Verizon	R/M - System
8541	563.35	Xtel Communications	Telephone - Office
8541	201.52	Xtel Communications	Telephone- Operating

Mr. Green made a motion to approve payment of the Sewer Bills, seconded by Mr. Hassett.
Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett
Nays: None
Abstain: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
COUNTY OF CAMDEN
STATE OF NEW JERSEY
Resolution #19-106

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;

_____ 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*] NJ American Water _____;

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 closed session at 7:58 pm., seconded by Mrs. Burke.
On voice vote, motion carried.

Mr. Dougherty excused himself from the meeting at this time.

Mrs. Burke made a motion to come out of closed session at 8:20 pm., seconded by Mr. Hassett.
On voice vote, motion carried.

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Hassett.
All were in favor. Meeting adjourned 8:20 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary

