

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **December 18, 2019** at 7:00 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. Odenath, Mrs. Burke

Absent: Mr. Hassett

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, and Mr. John Moustakas was present as Solicitor. Mr. Hassett was not in attendance due to the flu. Mrs. Burke was initially seated for Mr. Green who arrived at 7:04. Mr. Toal arrived at 7:10.

Mr. Knott made a motion to open the floor to the public, seconded by Mr. Odenath. On voice vote, motion carried. No one was present to address the board.

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

Minutes:

Mr. Odenath made a motion to approve the minutes of the November 26, 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 Pennoni re: Dollar General 207 Berlin Cross Keys Review #1 Water/Sewer Feasibility
- 2.From NJLM re:UpFront:Water Infrastructure 10 Yr Plan to Eliminate Lead in Drinking Water
- 3.From Pennoni re: New Generators Certificate for Payment No.4

The Board reviewed the Correspondence.

Mr. Knott made a motion to approve the correspondence, seconded by Mrs. Burke. All were in favor.

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. Work Complete; Training 12/13/19.
  - c. Total Contract with additional work; \$155,024.03.
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.
    - 7) Advertised on Dec. 5<sup>th</sup>; Open bids Jan. 9<sup>th</sup>.
  - 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) Pennoni to start permitting; 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.

- c. Incorporate MUA GIS Data (Future).

## 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 3<sup>rd</sup> 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 2<sup>nd</sup> 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. Cloverdale-Erial Road Watermain Rehab expired October 17, 2019; Punchlist issued.
13. Third Fairway (Trump Philadelphia)
  - a. One-year TWA permit extension request.

Mr. Dougherty stated the work for the new generator at the plant is complete and there is a training session scheduled for Friday, 12/13/19. The generator will operate the well in case of a power outage, and also operate portions of the garage i.e. John's office and the garage door. He explained that this project is part of the asset management plan which can be viewed on the ipads under Capital Projects. Mr. Dougherty stated the Erial Road Water main Rehab project has been advertised as of December 5, 2019 with bid opening on January 9, 2020. They have 60 days to award the bid. As far as the other projects, John has finished 3<sup>rd</sup> Ave loop coming down the hill. It's not quite energized yet but there is water in the line and should be ready soon. Mr. Dougherty mentioned the map updates and incorporating the water lines and sanitary sewer lines into the GPS system in addition to the hydrants and water valves. Mrs. Corson said they have added a layer to eventually have the wells, blow off valves and school service lines on the system.

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

### Solicitor's Report:

Mr. Moustakas said that regarding Chalet Apts, Mr. Long advises we reject their offer from attorney and go from there. In addition, Mrs. Corson said she contacted Mr. Long about the issue.

Mr. Odenath made a motion to accept the Solicitor's Report, seconded by Mrs. Burke.  
On voice Vote, motion carried.

### Operation Manager's Report:

Board reviewed Mr. Toal's report. Regarding the trucks, Mr. Toal stated that the 2005 Ranger is parked for now due to major mechanical problems. The 2002 truck will be repaired by Mike Grogan and put back into service. Mr. Toal said we are in need of a new truck. Mrs. Corson stated that we are looking into that. Also, Mr. Buscher thanked John again for getting the 3<sup>rd</sup> Ave Water main project done in such a timely manner.

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

Executive Director's Report:

Mrs. Corson said she is aware the Board would like to implement fees for final water meter readings. She said she is looking further into it and will report back with additional information.

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

Board Members:

Mr. Green said re-org for the Borough will be Saturday, January 4, 2020 at 11:00 a.m. Board members wished Happy Christmas and New Year wishes to all and also thanked the employees for the great job they do all year.

New Business:

None

Old Business:

None

**Resolutions: Resolution #19-114**

Resolution Approving Amounts Due and Owed for 18 Gristmill Lane  
Account #3955000-0

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") has billed the owner of the property located at 18 Gristmill Lane, Account #3955000-0 in the amount of \$342.65, representing 89T gallons of water used, plus \$26.45 of interest, for a total amount of \$369.10; and

**WHEREAS**, a dispute has arisen regarding the amounts due and owed due to a potentially faulty meter and sporadic readings and usage; and

**WHEREAS**, in an effort to resolve the dispute amicably and avoid any potential litigation, without admitting any wrongdoing, the PHMUA agrees to accept \$184.55 to satisfy the outstanding amounts due and owed for the property located at 18 Gristmill Lane, Account #3955000-0.

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

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

The PHMUA agrees to accept \$184.55 to satisfy the outstanding amounts due and owed for the property located at 18 Gristmill Lane, Account #3955000-0.

Mr. Odenath made a motion to approve the Resolution for 18 Gristmill Lane bill adjustment, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

**Resolution #19-115**

Resolution of the Pine Hill Borough Municipal Utilities Authority  
Rescinding Resolution #19-108

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("Authority") previously approved Resolution #19-108 relating to appropriation of funds;

**WHEREAS**, after further review, it has been determined that said Resolution appropriated the entire transfer from the Renewal and Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby rescinds Resolution #19-108 in that said Resolution appropriating funds was incorrect.

Mrs. Burke made a motion to approve Rescinding Resolution #19-108, seconded by Mr. Green.

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

Nays: None

Abstain: None

**Pine Hill Borough  
Municipal Utilities Authority  
Resolution #19-116**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority has approved Change Order #5 to the New Generator Contract to include wiring the Operations Manager's office to the Plant Generator as an alternate power source; and

**WHEREAS**, it will be necessary to appropriate additional funds from the Water Renewal and Replacement Fund in order for the Authority to pay for this Change Order.

**NOW, THEREFORE BE IT RESOLVED** by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$1,506.00 from the Water Renewal and Replacement Fund, which is required to complete this additional work, 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 Renewal & Replacement Appropriation for Change Order #5 New Generator, seconded by Mrs. Burke.

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

Nayes: None

Abstain: None

**Pine Hill Borough  
Municipal Utilities Authority  
Resolution #19-117**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority has approved Change Order #5 to the New Generator Contract to include wiring the Operations Manager's office to the Plant Generator as an alternate power source; and

**WHEREAS**, it will be necessary to appropriate additional funds from the Sewer General Fund in order for the Authority to pay for this Change Order.

**NOW, THEREFORE BE IT RESOLVED** by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$1,004.00 from the Sewer General Fund, which is required to complete this additional work, 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 Sewer General Appropriation for Change Order #5 New Generator, seconded by Mrs. Burke.

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

Nayes: None

Abstain: None

**Water  
Resolution #19-118**

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

3955000-0	18 Gristmill Lane	208.29	RESOLUTION FROM BD 19/3
795000-0	3 Slalom Ct	20.00	DBL BILLED RET CK CHG
24000-46	Boyce Chalet	21.33	INT EXEMPT BILLING

Mr. Odenath made a motion to approve Water Billing Adjustments, seconded by Mr. Green.

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

Nayes: None

Abstain: None

**Water Operating  
Revenue Resolution #19-119**

**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.

8592	7,993.03	Atlantic City Electric	Utilities - Operating
8592	204.48	Atlantic City Electric	Utilities - Office
8593	84.45	Acme Uniforms	Supplies - Operating
8593	18.50	Acme Uniforms	Supplies - Office
8594	13,747.51	Amerihealth Ins Co of NJ	Health Insurance
8595	20.00	Authenticom Services	Supplies - Office
8597	119.27	Casa Payroll Service	Supplis - Office
8599	147.97	Comcast Inc	Supplies - Office
8600	100.00	Debra Corson	Misc - Office
8601	160.00	Coverall	Supplies - Office
8602	16.26	Echelon Ford	Automotive Expense

8603	3,520.00	Edmunds Govtech	Supplies - Office
8604	1,880.00	Eurofins QC	Laboratory Testing
8607	54.74	Home Depot	Supplies - Operating
8608	337.31	Horizon BC/BS	Health Insurance
8609	16.00	Intercounty Newspaper	Supplies - Office
8610	622.74	Kennedy Marketing	Supplies - Operating
8612	2,028.50	Wade, Long Wood & Long	Legal Fees
8613	33.00	Lethal Pest Solutions	R/M - Office
8614	31.23	Mechanics Auto Parts	Automotive Expense
8615	496.76	Miracle Chemical	Chemicals
8616	225.99	Elmerinda Narducci	Health Insurance
8617	79.02	Nextel/Sprint	Telephone - Operating
8617	34.17	Nextel/Sprint	Supplies - Operating
8618	20,255.48	New Jersey American	Water Agreements
8619	282.26	Office Basics	Supplies - Office
8620	20.97	One Call Concepts	R/M - System
8622	275.00	Pennoni Associates	Engineer Fees
8623	43.75	Pine Hill Auto Repair	Automotive Expense
8624	85.00	Pine Hill Printing	Supplies - Office
8625	196.09	Pine Hill Hardware	Supplies - Operating
8627	44.63	Sams Club	Supplies - Operating
8627	22.73	Sams Club	Supplies - Office
8628	76.60	South Jersey Gas	Utilities - Office
8628	29.82	South Jersey Gas	Utilities - Operating
8629	71.38	George Smith	Health Insurance
8630	50.00	SNJ NIGP	T/E - Admin
8631	102.54	Verizon	R/M - System
8632	21.30	James Wakeley	T/E - Operating
8632	20.05	James Wakeley	Health Insurance
8633	30.05	Deborah Warrington	Health Insurance
8634	255.91	Xtel Communications	Telephone - Office
8634	309.09	Xtel Communications	Telephone - Operating

### **Water R & R**

#### **Revenue Res #19-120**

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.

8605	33,825.11	G & G Electrical	Generator Installation
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Mrs. Burke made a motion to approve payment of the water bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

### **Sewer Operating**

#### **Revenue Resolution #19-121**

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.

8592	2,849.26	Atlantic City Electric	Utilities - Operating
8593	84.45	Acme Uniforms	Supplies - Operating
8593	18.50	Acme Uniforms	Supplies - Office
8594	9,165.00	Amerihealth Ins Co	Health Insurance
8595	20.00	Authenticom Services	Supplies - Office
8596	3,400.00	Bank of NY - Mellon	Trustee
8597	119.27	Casa Payroll	Supplies - Office
8598	2,365.00	Clementon Sewerage Utility	Transmittal Agreements
8602	16.25	Echelon Ford	Automotive Expense
8603	3,520.00	Edmunds GovTech	Supplies - Office
8606	30.00	Heritage Business Systems	Supplies Office
8608	224.88	Horizon BC/BS	Health Insurance

8609	16.00	Intercounty Newspaper	Supplies - Office
8611	11,386.50	Lindenwold Sewer Utilities	Transmittal Agreements
8612	125.00	Wade, Long, Wood & Long	Legal Fees
8614	31.22	Mechanics Auto Parts	Automotive Expense
8616	150.66	Elmerinda Narducci	Health Insurance
8617	79.02	Nextel/Sprint	Telephone - Operating
8619	282.26	Office Basics	Supplies - Office
8620	20.97	One Call Concepts	R/M - System
8621	196.06	Peirce Eagle Equipment	Supplies - Operating
8623	37.50	Pine Hill Auto Repair	Automotive Expense
8624	85.00	Pine Hill Printing	Supplies - Office
8625	196.08	Pine Hill Hardware	Supplies - Operating
8626	27.00	ProGas	Chemicals
8627	44.62	Sams Club	Supplies - Operating
8627	\$22.73	Sams Club	Supplies - Office
8628	28.76	South Jersey Gas	Utilities - Operating
8629	47.59	George Smith	Health Insurance
8630	50.00	SJ NIGP	T/E - Admin
8631	212.41	Verizon	R/M - System
8632	13.37	James Wakeley	Health Insurance
8633	20.04	Deborah Warrington	Health Insurance

**Sewer General  
Revenue Resolution #19-122**

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.

8605	3,758.34	G & G Electrical Contractors	Generator Installation
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Mr. Knott made a motion to approve payment of the sewer bills, seconded by Mr. Green.

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

Nays: None

Abstain: None

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

All were in favor. Meeting adjourned 7:20 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary