

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **August 19, 2020** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. Due to Covid-19 social distancing requirements a mask is required to enter the building and attend the meeting in person. Board members have the option to attend via tele-conference call.

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, Mr. Hassett

Absent: None

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations manager, Mr. Welding, Auditor, Mr. Dougherty, Engineer, and Mr. Long, Solicitor.

Mr. Buscher introduced Mr. Welding. Mr. Welding addressed the Board explaining the Audit year ending 2019. The Audit has no comments or recommendations. No questions were presented by the Board. Mr. Welding stated that a Resolution for the Annual Audit has been prepared for the Board's approval and also the Affidavit must be signed by all Board Members.

#### **RESOLUTION #20-084**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual report of audit for the year ended July 31, 2019 has been completed and filed with the Pine Hill Municipal Utilities Authority, County of Camden pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Questioned Costs", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations:", in accordance with N.J.S.A. 40A:5A-17,

**NOW THEREFORE BE IT RESOLVED**, the governing body of the Pine Hill Municipal Utilities Authority, County of Camden, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended July 31, 2019 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Questioned Costs", and has evidence same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit accompanied by a certified true copy of this resolution.

Mr. Knott made a motion to approve the Annual Audit, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Mr. Welding presented his proposal for Water Rate Adjustments and Water/Sewer Connection Fees. The proposed 20% increase will be a one- time one year increase. There is a prepared resolution to be approved for a Public Hearing for the proposed increases.

#### **Pine Hill Borough Municipal Utilities Authority Resolution Authorizing a Public Hearing for a Water Rate Adjustment and Water and Sewer Connection Fees**

#### **RESOLUTION #20-085**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") identified a potential need regarding the water rates, water and sewer utility connection fees charged by the Authority; and

**WHEREAS**, in order to best service its ratepayers, the Authority engaged in a water rate study and water and sewer utility connection fee calculation, conducted by Michael Welding of Bowman & Company to determine the need and/or justification for any adjustment in water rates and connection fees; and

**WHEREAS**, following a review of the water rate study and utility connection fees, the Authority now so desires to conduct a public hearing regarding the proposed water rate adjustment and water and sewer connection fees pursuant to N.J.S.A. 40:14B-23;

**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.
2. A public hearing shall be held on September 16, 2020 regarding the proposed adjustment of the water rates charged by the Authority.
3. The Executive Director and/or her designee are directed to provide notice of the proposed adjustment via regular mail to the clerk of each municipality serviced by the authority. Further, the Executive Director and/or her designee are directed to publish notice of the proposed adjustment, and the time and place of the public hearing, in at least two (2) newspapers of general circulation in the area serviced by the authority.

Mrs. Burke made a motion to authorize Public Hearing, seconded by Mr. Knott.

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

Nays: None

Abstain: None

Mr. Buscher thanked Mr. Welding. Mr. Welding exited meeting 7:45 pm. Mrs. Corson reminded Board that September meeting will be held on the 16<sup>th</sup> at Borough Hall along with the Public Hearing.

Mr. Knott made a motion to open the floor to the public, seconded by Mrs. Burke. On voice vote, motion carried. No one was in attendance.

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

Minutes:

Mrs. Burke made a motion to approve the meeting minutes of the July 15, 2020, seconded by Mr. Knott.

There were no questions regarding the minutes. All were in favor of approving the minutes.

Correspondence :

1. From NJAW re: Petition for Approval of Distribution System Improvement Charge
2. From Pennoni re: 315 W Branch Ave Water/Sewer Feasibility Review #3
3. From Pennoni re: Erial Rd Watermain Rehab – Certificate for Payment No.2
4. From Pennoni re: AT&T Mobility/Cingular Wireless – Water Tank- Review No.1
5. From Michael Welding, Bowman re: 2020 Proposed Water Rate Increase

The Board reviewed the Correspondence. Referencing #1 Mrs. Corson explained the American Water increase will only affect our rate by \$170 annually. This amount is our portion of the American Water debt service. Regarding #4 Mrs. Corson stated AT&T is making changes to its equipment on the water tank.

Mr. Knott made a motion to approve the correspondence, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Engineers Report:

**I. Active Projects**

1. 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.
    - 2) Risk and Resilience Study due June, 2021 (Federal Law).
  - b. Erial Road Waterman Rehab
    - 1) County project: remainder of Erial Road.
    - 2) Approximately sixty (60) water service replacements; 528 homes affected.
    - 3) 4,400 LF of ACP water main suspected to be in "poor" condition.
    - 4) 2,800 LF of CIP water main suspected to be in need of rehabilitation.
    - 5) Awarded to J. Fletcher Creamer & Son, Inc. Base Bid \$2,915,694.00.
      - 6) Bypass piping installed, 33 customer connections; Begin lining week of 8/17.
  - c. Branch Avenue Fire Flow and 3rd Ave Loop
    - 1)PRV design by Pennoni.
    - 2)2021 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) Permitting underway; 2021 Construction for Well #8.
- 5) Aquifer test plan submitted to DEP 6/1/2020; Preliminary design underway; Meeting with NJDEP to be rescheduled. Dealing with NJDEP furloughs.
- e. Loan
  - 1) Raymond James successful bidder for bond.
  - 2) MUA looking to do rate study due to private bonding; 2.26% interest rate.
  - 3) Signed and submitted Engineer's Certification.
- 2. Water Allocation Permit
  - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028
  - b. DRBC Water Audit submitted March 19, 2020.
  - c. Well status update to be submitted annually by January 31<sup>st</sup> through E2 electronic filing system.
- 3. Map Updates
  - a. Awaiting MUA markups.
  - b. Incorporate MUA GIS Data (Future).
- 4. Plant Roof
  - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood.
- 5. Garage Damage
  - a. MUA received quotes; Work awarded to Newport Construction.
  - b. Pennoni sent sealed report to Building Inspector.
  - c. Work complete.

## II. Other Projects

- 1. Dollar General- 207 Berlin-Cross Keys Road
  - a. Approved by Planning Board and MUA; Site work underway
  - b. Recapture Agreement for Amboy Bank.
- 2. MUNA Center House of Worship (site of former St. Edward's School)
  - a. Approved by Planning Board; Change in use requires MUA approval.
  - b. Site work started in violation of Board approvals.
- 3. Pine Valley Developers Use Variance
  - a. Use variance approval for 91 units.
  - b. Site Plan application approved by Planning Board.
- 4. Branch Avenue Self Store (Former Callahan Nursery)
  - a. Connection for storage facility; Site work underway.
- 5. Carl Pursell- 121 Berlin-Cross Keys Road
  - a. Connection for office/warehouse buildings.
  - b. Recapture Agreement for Amboy Bank.
- 6. Dollar General at former Perks
  - a. Site Plan application approved by Planning Board.
- 7. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
  - a. Amboy Bank approved to construct 85 Townhomes.
  - b. TWA Application revisions required.
- 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. Pennoni submitted 2019 report.
- 11. Tank Antenna
  - a. ATT: Turnerville.
  - b. Cellco/Verizon: Mt. Clement; cable tray cover to be removed and cables painted.
  - 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. Third Fairway (Trump Philadelphia)
  - a. One-year TWA permit extension request.

Mr. Dougherty made brief comments of some projects on his report. The Bypass piping is in place on Erial Road Rehab project, cleaning is underway and lining is to begin by end of this week. Pine Valley Developers is a Use Variance for 85 units on Cross Keys Rd. Application has been submitted to the MUA for connection fees. The 2<sup>nd</sup> Dollar General at Perks was approved by the Planning Board. They submitted compliance plans to the Planning Board but still need to submit to the MUA for connection fees. Connection fees are required due to

change in use or ownership of the building and fees are based on the fee schedule. Mr. Dougherty must review the plans and ensure they meet with MUA specifications.

Mrs. Burke made a motion to approve the Engineer’s Report, seconded by Mr. Knott.  
On voice vote, motion carried.

Solicitor’s Report:  
Mr. Long had no report this evening.

Operation Manager’s Report:  
The Board reviewed Mr. Toal’s report. There were no questions for Mr. Toal.

Mr. Knott 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 the garage repair is almost complete except for some painting and trim work. The League of Municipalities is a virtual conference this year and Mrs. Corson suggested the November meeting be changed to the 3<sup>rd</sup> Wednesday instead of the Thanksgiving week date. The Board agreed with changing the date to November 18, 2020. Also, the Insurance company is requiring all elected officials, managers and supervisors to watch a child abuse video. She said Pat Garvey, John Toal and herself watched the video today. She explained the importance of complying and stated the video is approximately 2 hours in length. The employees are required to watch the 20 minute version.

Mr. Knott 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.

New Business:  
None  
Old Business:  
None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #20 - 086**

Water

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2019/2020 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.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
Engineering Fees		16,000.00
Audit and Accounting Fees		1,000.00
Miscellaneous Office	1,000.00	
Health Insurance	10,000.00	
Laboratory Testing	6,000.00	
<b>Total</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>

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

Mr. Green made a motion to approve Water transfer, seconded by Mr. Knott.  
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke  
Nays: None  
Abstain: None

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #20 – 087  
Sewer**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2019/2020 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.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
Audit and Accounting		6,000.00
Repair and Maintenance-System	6,000.00	
<b>Total</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>

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

Mr. Green made a motion to approve Sewer transfer, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

**WATER  
RESOLUTION #20-088**

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

3447000-0	1036 CREST RD	\$57.60	LEAKY METER
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Mr. Knott made a motion to approve Water Billing Adjustments, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

**Water Operating  
Revenue Resolution #20-089**

**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.

MC8969	140.53		Horizon BC/BS	Health Insurance
MC8971	13,889.90		Amerihealth Ins Co of NJ	Health Insurance
			Replace Cks due to Stop Py	
		<i>repl</i>		
MC8972	101.74	<b>8966</b>	Verizon	R/M - System
		<i>repl</i>		
MC8973	148.75	<b>8769</b>	NJ Motor Vehicle Commission	Automotive Expense
MC8974	20,185.98	MC8970	NJ American Water	Water Agreements
8975	10,323.88		Atlantic City Electric	Utilities - Operating
8975	372.14		Atlantic City Electric	Utilities - Office
8976	104.82		Acme Uniforms	Supplies - Operating
8976	14.75		Acme Uniforms	Supplies - Office
8977	13,889.90		Amerihealth Ins Co of NJ	Health Insurance
8978	245.00		American Water Works Assoc	T/E - Operating
8979	11,420.00		Bowman & Company	Audit & Accounting Fees
8980	154.12		Casa Payroll Service	Supplies - Office
8981	149.57		Comcast Inc	Supplies - Office
8982	804.00		Core & Main LP	Supplies - Operating
8983	106.90		Debbie Corson	Miscellaneous - Office
8984	225.00		Coverall of Philadelphia	Supplies - Office
8985	42.43		Joseph Donohue	Health Insurance

8985	135.00	Joseph Donohue	Supplies - Operating
8986	860.00	Eurofins Eaton Analytical	Lab Testing
8987	1,055.00	Eurofins QC	Lab Testing
8988	12.50	FlexFacts	Supplies - Office
8989	5.40	Patricia Garvey	Health Insurance
8990	194.60	Gloucester Township	Automotive Expense
8991	156.00	G & M Printwear	Supplies - Operating
8992	21.96	Michael Grogan	Health Insurance
8993	30.00	Heritage Business System	Supplies - Office
8994	123.76	Home Depot	Supplies - Operating
8997	15.00	NJ League of Municipalities	Supplies - Office
8998	58.99	Live Message America	R/M - Office
8999	887.75	Wade, Long, Wood & Long	Legal Fees
9000	34.00	Lethal Pest Solutions	R/M - Office
9001	2,136.75	Miracle Chemical	Chemicals
9003	87.25	Nextel/Sprint	Telephone - Operating
9003	34.17	Nextel/Sprint	Supplies - Operating
9004	20,404.02	NJ American Water	Water Agreements
9005	114.43	Norris Sales	Supplies - Operating
9006	66.67	One Call Concepts	R/M - System
9007	576.90	Pennoni Associates	Engineer Fees
9008	253.27	Pine Hill MUA	Supplies - Office
9009	110.39	Pine Hill Hardware	Supplies - Operating
9010	330.95	Joseph Pollard Company	Supplies - Operating
9012	19.48	Sams Club	Supplies - Office
9012	34.82	Sams Club	Supplies - Operating
9013	37.29	South Jersey Gas	Utilities - Office
9013	37.29	South Jersey Gas	Utilities - Operating
9014	107.50	Verizon	R/M - System
9015	175.00	James Wakeley	Supplies - Operating
9016	63.83	Deborah Warrington	Health Insurance
9017	446.46	WB Mason Co	Supplies - Office
9018	139.79	Xtel Communications	Telephone - Office
9018	159.13	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

**Revenue Resolution#20-090**

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.

8995	150,234.00	J Fletcher Creamer & Sons	Erial Rd Watermain Rehab-Const
8996	286.30	Kennedy Marketing	Water Main Maint-W 6th Ave
9007	3,019.43	Pennoni Assoc	Erial Rd Watermain Rehab - Eng
9007	2,346.50	Pennoni Assoc	PRM Backup/Capping6&7-Eng

Mr. Green made a motion to approve payment of Water Bills, seconded by Mr. Knott.

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

Nayes: None

Abstain: None

Sewer Operating

**Revenue Resolution #20-091**

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.

MC8969	93.69	Horizon BC/BS	Health Insurance
MC8971	9,259.94	Amerihealth Ins Co of NJ	Health Insurance
		Replacement due to Stop Pym	
MC8972	201.32	<i>repl</i> 8966 Verizon	R/M - System
MC8973	148.75	<i>repl</i> 8769 NJ Motor Vehicle Commission	Automotive Expense

8975	2,872.47	Atlantic City Electric	Utilities - Operating
8976	104.82	Acme Uniforms	Supplies - Operating
8976	14.75	Acme Uniforms	Supplies - Office
8977	9,259.94	Amerihealth Ins Co of NJ	Health Insurance
8979	10,440.00	Bowman & Co	Audit & Accounting Fees
8980	154.11	Casa Payroll Services	Supplies - Office
8983	6.90	Debra Corson	Miscellaneous - Office
8985	28.28	Joseph Donohue	Health Insurance
8985	134.99	Joseph Donohue	Supplies - Operating
8988	12.50	FlexFacts	Supplies - Office
8989	3.60	Patricia Garvey	Health Insurance
8990	194.60	Gloucester Township	Automotive Expense
8992	14.64	Michael Grogan	Health Insurance
8994	123.76	Home Depot	Supplies - Operating
8997	15.00	NJ League of Municipalities	Supplies - Office
8998	58.98	Live Message America	R/M - Office
8999	374.75	Wade, Long, Wood & Long	Legal Fees
9003	87.24	Nextel/Sprint	Telephone - Operating
9005	114.42	Norris Sales	Supplies - Operating
9006	66.67	One Call Concepts	R/M - System
9007	\$777.10	Pennoni Associates	Engineer Fees
9008	253.27	Pine Hill MUA	Supplies - Office
9009	110.39	Pine Hill Hardware	Supplies - Operating
9011	27.00	ProGas	Chemicals
9012	19.48	Sams Club	Supplies - Office
9012	34.82	Sams Club	Supplies - Operating
9013	65.79	South Jersey Gas	Utilities - Operating
9014	211.18	Verizon	R/M - System
9015	175.00	James Wakeley	Supplies - Operating
9017	446.45	WB Mason	Supplies - Office
9018	139.79	Xtel Communications	Telephone - Office
9018	159.13	Xtel Communications	Telephone - Operating

Sewer General

**Revenue Resolution #20-092**

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.

9002	47,000.00	Municipal Maintenance	Madison P/S Comminutor repair
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Mr. Knott made a motion to approve payment of Sewer Bills, seconded by Mr. Green.

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

Nays: None

Abstain: None

Mr. Knott made a motion to adjourn, seconded by Mr. Green.

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

Nays: None

Abstain: None

Meeting Adjourned 8:05 pm.

Respectfully Submitted,

Patricia Garvey  
Recording Secretary