

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Tuesday, **December 29, 2020** at 2:30 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, Mrs. Burke

Absent: Mr. Odenath, Mr. Hassett

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Tom Leisse, Engineer, and Mr. Chris Long, Solicitor.

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

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

Minutes:

Mrs. Burke made a motion to approve the minutes of the November 18, 2020 meeting, seconded by Mr. Knott.

There were no questions regarding the meeting minutes.

All were in favor of approving the minutes.

Correspondence:

1. To Chief Bill Dukes re: Trench Operations, Natural Gas Incidents, and Confined Space
2. From NJ Board of Public Utilities re: Damage to Natural Gas Pipeline
3. To One Call Enforcement re: Alleged One Call violation letter
4. From Pennoni re: Partial Roof Replacement for MUA Building
5. From Richard Connor, Camden County Dept of Public Safety re: PHMUA Radio Communications
6. From Pennoni re: Erial Rd Watermain Rehab- Certificate for Payment No.6
7. From MEL JIF re: Risk Management Seminar for Authority commissioners
8. From Tyler Arsenault, ATA Lawn & Landscape, LLC re: Request for Septic System

The Board reviewed the Correspondence.

Regarding #8, Mrs. Corson explained that if the sewer runs within 150' of the property (house), connection to sewer would be required. The location of the building will be 220' off of Cross Keys Rd, therefore connection to our sewer is not required. There is no problem with a septic system being installed but County approvals are required. Mr. Toal explained the process for markouts also involves finding lines that have not been previously marked out and marking them. In case of the gas line damage (#2) the line was 44" deep, so they proceeded with caution and dug by hand. If a gas line is hit then they call 911. The Board wants to speak with Mr. Dougherty about (#4) cost of roof replacement. Mrs. Corson said Mr. Dougherty will look at the numbers again and report back.

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

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. 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) Lining complete, water service complete, Bypass piping removed, restoration to continue in Spring, additional police will be needed beyond \$80,000 allowance.
 - b. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1) PRV design by Pennoni.
 - 2) 2021 Construction.
 - c. 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 review completed by DEP; Pennoni addressing DEP comments.
- d. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
2. Federal Law America's Water Infrastructure Act of 2018
 - a. Risk and Resilience Study
 - 1) Risk and Resilience Study due June, 2021.
 - 2) Workshop held November 16.
3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
 - b. Well status update to be submitted annually by January 31st through E2 electronic filing system.
 - c. Annual DRBC Water Audit due March.
4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Incorporate MUA GIS Data (Future).
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
5. Plant Roof
 - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood.
 - b. Pennoni proposal for "Option 1" flat roof repair.

II. Other Projects

1. Pine Valley Developers Use Variance
 - a. Use variance approval for 85 units.
 - b. Site Plan application approved by Planning Board.
 - c. Submitted application to MUA.
2. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway.
 - b. Trench repair is no good.
3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
4. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
5. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
6. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2019 report.
7. 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 2nd request for antenna (New request).
 - e. T-Mobile/MetroPCS: Turnerville (New request).
 - f. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Leisse reported on Erial Rd stating the lining and water service is complete, the bypass piping has been removed, and restoration has started. They met with the County on 12/15/20 and are actively working with them regarding the road restoration. Also a revised copy of the proposal for the roof replacement was emailed to Mrs. Corson this afternoon.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report. The board had no questions for John.

Mr. Toal spoke about the Bromley pump station. We have a pump on loan from Clementon. A "lead & lag" pump is on order. This is an operating pump with a bypass spare. The purchase of a comminutor has been discussed with Mrs. Corson and will be put in the Capital Budget for next year. Mr. Toal explained that in earlier years the Bromley station was a light duty station and now has become a heavy duty station.

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

Executive Director's Report:

Regarding correspondence #5, Mrs. Corson stated one of the Risk & Resilience upgrades is to update our radios. We have 3 radios in the trucks and one base station in office. She checked with County Public Safety (see report). The current antenna is not high enough and Mt Clement was discussed as a new location for it. We are looking at purchasing new radios and new base station also. She will follow up and provide additional information at next meeting. Correspondence #8 regarding the landscaping company requesting Septic System, Mrs. Corson explained they need approval from PHMUA to continue because he can't connect to sewer since the sewer lateral is under Cross Keys Rd and there is a moratorium on the road. The planning board needs to approve in order for it to proceed. Approval from the MUA board is also needed.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING WAIVER OF MANDATORY SEWER CONNECTION FOR THE
PROPERTY LOCATED AT 113 CROSS KEYS ROAD (BLOCK 131, LOT 30.01)**

RESOLUTION # 20-111

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") generally requires the owner of any house, building or structure which is or may be occupied or used by human beings and which is located within 150 feet of any sanitary sewer line to, within 30 days after the date on which the services of such sewer system are made available to such house, building or structure, connect same to the sewer system; and

WHEREAS, while the property located at 113 Cross Keys Road (Block 131, Lot 30.01) is currently located within 150 feet of a sanitary sewer line, the property is due to be demolished with a new building built approximately 220 feet from Cross Keys Road, upon recommendation of the Authority Engineer and the Authority Executive Director, the Chairman and Board Members of the PHMUA desire to waive the mandatory sewer connection for the property as the property contains an existing structure serviced by septic that is located more than 150 feet from the sanitary sewer line in Cross Keys Road, and the sewer line in front of the property is approximately 10' deep, thereby in order to facilitate a connection to the sanitary sewer line in Cross Keys Road the property owner would be required to install a pump and incur substantial costs for roadway excavation to complete a connection; and

WHEREAS, should the septic system to be installed on the property fail, this waiver shall be revoked and the property owner shall be required to connect into sewer line.

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. The Mandatory Sewer Connection for the property located at 113 Cross Keys Road (Block 131, Lot 30.01) is hereby waived.
3. Should the septic system on the property located at 113 Cross Keys Road (Block 131, Lot 30.01) fail, this waiver shall be revoked, and the property owner shall be required to connect into sewer line.
4. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute any and all documents necessary to effectuate this waiver.

Mr. Green made a motion to authorize a waiver to allow a septic system on the property due to a moratorium on Cross Keys Rd that prevents access to sewer connection, seconded by Mr. Buscher.

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

Nayes: None

Abstain: None

Mr. Green made a motion to approve the Executive Director's Report, seconded by Mr. Knott.

On voice vote, motion carried.

Board Members:

All attending board members expressed wishes for a safe and Happy New Year. Mr. Buscher thanked everyone for everything they do and for continuing to work through the pandemic.

New Business:

None

Old Business:

None

RESOLUTIONS:

Water Operating

Revenue Resolution #20-112

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.

MC9159	207.46	BMEU Clerk, Deptford USPS	Supplies - Office
9160	6,574.85	Atlantic City Electric	Utilities - Operating
9160	197.87	Atlantic City Electric	Utilities - Office
9161	55.82	Acme Uniforms	Supplies - Operating
9161	11.00	Acme Uniforms	Supplies - Office
9162	15,035.83	Amerihealth Ins Co of NJ	Health Insurance
9163	20.00	Authenticom	Supplies - Office
9164	4,920.96	Bank of New York Mellon	Trustee
9165	27.14	Billows Electric Supply	Supplies - Operating
9166	123.82	Casa Payroll Service	Supplies - Office
9167	1,456.94	C & C Computer Design	Supplies - Office
9169	149.57	Comcast	Supplies - Office
9170	100.00	Debbie Corson	Miscellaneous - Office
9170	22.50	Debbie Corson	Supplies - Office
9171	225.00	Coverall of Philadelphia	Supplies - Office
9172	240.00	Edmunds GovTech	Supplies - Office
9173	1,230.00	Eurofins QC	Laboratory Testing
9174	367.29	Gloucester Township	Automotive Expense
9175	42.20	Michael Grogan	Supplies- Operating
9175	17.03	Michael Grogan	Health Insurance
9176	89.95	Harbor Freight	Supplies - Operating
9177	27.83	Thomas Hassett	Health Insurance
9178	30.00	Heritage Business System	Supplies- Office
9179	16.00	Intercounty Newspaper	Supplies - Office
9182	60.66	Live Message America Acqu	R/M - Office
9183	476.00	Wade, Long, Wood & Long	Legal Fees
9184	34.00	Lethal Pest Solutions	R/M - Office
9185	293.41	Met Life Small Business Ctr	Health Insurance
9186	803.31	Miracle Chemical	Chemicals
9187	26.63	Auto & Truck Parts of Deptford	Automotive Expense
9188	839.80	National Paving	Supplies - Operating
9189	103.01	Nextel/Sprint	Telephone - Operating
9190	19,382.77	New Jersey American Water	Water Agreements
9191	13.33	Office Basics	Supplies- Office
9192	44.15	One Call Concepts	R/M - System
9193	647.00	Pennoni Associates	Engineer Fees
9194	25.07	Pat Garvey (Petty Cash)	Supplies - Office
9194	7.00	Pat Garvey (Petty Cash)	Supplies - Operating
9195	158.37	Pine Hill Hardware	Supplies - Operating
9196	625.00	Phoenix Advisors	Supplies - Office
9197	1,598.52	Joseph Pollard Company	Supplies- Operating
9199	638.73	Rio Supply	Supplies- Operating
9200	29.63	Sams Club	Supplies - Office
9200	105.85	Sams Club	Supplies - Operating
9201	66.48	South Jersey Gas	Utilities - Office
9201	34.58	South Jersey Gas	Utilities - Operating
9202	35.99	George Smith	Health Insurance
9203	62.50	SNJ Chapter NIGP	Training/Educ - Admin
9204	1,050.00	Summit Benefit Consultant	Supplies - Office
9205	9.00	John Toal	Health Insurance
9206	108.84	Verizon	R/M - System
9207	310.94	WB Mason	Supplies - Office
9207	56.68	WB Mason	Supplies - Operating

Water Renewal & Replacement

Revenue Resolution #20-113

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.

9180	283,133.76	J Fletcher Creams & Son	Erial Rd Watermain Rehab- Const
9193	9,396.85	Pennoni Associates	Erial Rd Watermain Rehab- Engin

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

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #20-114

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.

MC9159	207.46	BMEU Clerk, Deptford USPS	Supplies - Office
9160	2,908.53	Atlantic City Electric	Utilities - Operating
9161	55.82	Acme Uniforms	Supplies - Operating
9161	11.00	Acme Uniforms	Supplies - Office
9162	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9163	20.00	Authenticom Services	Supplies - Office
9164	1,700.00	Bank of New York - Mellon	Trustee
9165	27.14	Billows Electric Supply	Supplies - Operating
9166	123.82	Casa Payroll	Supplies - Office
9167	1,456.94	C & C Computer Design	Supplies - Office
9168	2,365.00	Clementon Sewerage Authority	Transmittal Agreements
9170	22.50	Debbie Corson	Supplies - Office
9172	240.00	Edmunds GovTech	Supplies - Office
9174	367.28	Gloucester Township	Automotive Expense
9175	42.20	Michael Grogan	Supplies - Operating
9175	11.35	Michael Grogan	Health Insurance
9176	89.95	Harbor Freight Tools	Supplies - Operating
9177	18.55	Thomas Hassett	Health Insurance
9179	16.00	Intercounty Newspaper Grp	Supplies - Office
9181	11,386.50	Lindenwold Sewer Utility	Transmittal Agreements
9182	60.65	Live Message America Acqu	R/M - Office
9183	192.50	Wade, Long, Wood & Long	Legal Fees
9185	195.61	Met Life	Health Insurance
9187	49.15	Auto & Truck Parts of Deptford	Supplies - Operating
9187	26.63	Auto & Truck Parts of Deptford	Automotive Expense
9189	103.00	Nextel/Sprint	Telephone - Operating
9191	\$13.32	Office Basics	Supplies - Office
9192	44.15	One Call Concepts	R/M - System
9193	722.00	Pennoni Associates	Engineer Fees
9194	25.07	Pat Garvey (Petty Cash)	Supplies - Office
9194	6.99	Pat Garvey (Petty Cash)	Supplies - Operating
9195	158.37	Pine Hill Hardware	Supplies - Operating
9196	625.00	Phoenix Advisors	Supplies - Office
9198	27.00	ProGas	Chemicals
9200	29.63	Sams Club	Supplies - Office
9200	105.84	Sams Club	Supplies - Operating
9201	30.88	South Jersey Gas	Utilities - Operating
9202	24.00	George Smith	Health Insurance
9203	62.50	SNJ Chapter NIGP	T/E - Admin
9204	1,050.00	Summit Benefit Consultant	Supplies - Office
9205	6.00	John Toal	Health Insurance
9206	197.95	Verizon	R/M - System
9207	310.92	WB Mason	Supplies - Office

9207	56.66	WB Mason	Supplies - Operating
9208	308.52	Xtel Communications	Telephone - Office
9208	337.20	Xtel Communications	Telephone - Operating

Mr. Knott made a motion to approve payment of sewer bills, seconded by Mr. Green.

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

Nays: None

Abstain: None

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

All were in favor.

Meeting adjourned 3:03 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary