

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **March 17, 2021** 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. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Knott initially marked as absent and Mr. Hassett was seated in his absence. Mr. Knott signed in to tele-meeting at 7:40 pm.

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

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

Mr. Joseph Donohue stated his address being 2102 Brighton Ave Lindenwold. He said he has worked for MUA for almost 22 years, likes his job and cares about the company. He would like to recognize Tom Crosby, the foreman for Pine Hill Public Works and John Greer for their cooperation in helping us with the work we do and lending equipment to us. We get more done more efficiently with their cooperation. He also thanked Mayor Green.

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

Minutes:

Mr. Hassett made a motion to approve the minutes of the February 17, 2021 meeting, seconded by Mrs. Burke. There were no questions regarding the meeting minutes.

All others were in favor of approving the minutes.

Correspondence:

1. From NJ DEP re: New Monitoring Requirements All Points of Entry
2. From National Institute of Environmental Health Sciences re: COVID-19 Vaccine Info
3. From Pennoni re: PV Developers Fairway Pines Application Review #2
4. From Pennoni re: Data Loggers for Wells
5. To Lester Thompson re: 10 W 1<sup>st</sup> Ave Sewer Connection

The Board reviewed the Correspondence.

Regarding #1 Well Water Testing, Mr. Toal explained the DEP has reduced our testing frequency from quarterly to annually for Regulated PFOS. Also, testing for another group (1,2,3 TCP) has been reduced to two (2) times every 3 years.

Regarding #3 Pine Valley Fairway Pines, Mr. Dougherty We are requiring the developer adhere to our standards since we do not want pump station to be inferior. The pump station is an easier way for them to discharge to MUA through the wetlands. The HOA will own property the pump station sits on and the MUA will have easements. An agreement will be required to spell out what is maintained by HOA. Their licensed operator will be responsible for its operation and held accountable for the license with the DEP.

Regarding #5 – 10 W 1<sup>st</sup> Ave Sewer Connection, Certified letter was sent, received and response to Mrs. Corson. She explained to Mr. Thompson the requirements for street opening permit, CCMUA permit and Construction permit. Even though his PHMUA permit is paid we still have to issue the physical permit. Mrs. Corson spoke w/ Mayor Green about enforcement for connecting to water and sewer. She is getting list together of all properties not connected so Borough can enforce the ordinance.

Mr. Knott made a motion to approve the correspondence, seconded by Mr. Buscher. 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.
    - 7) Project completion anticipated May 2021.
  - 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) Design underway; 2021 Construction for Well #8.
  - 5) Aquifer test plan review completed by DEP; DEP requested “temporary observation well” be installed to monitor aquifer during construction.
  - 6) Pennoni proposes use of existing Well #4 for observation; awaiting DEP response.
- d. Asset Management Plan (PHMUX 18007)
  - 1) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
  - 2) Update/Develop a 5-year capital plan for all assets. Review all assets including buildings.
- 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. Pennoni prepared Well Status Update. Well status update to be submitted annually by January 31<sup>st</sup> through E2 electronic filing.
  - c. Pennoni preparing DRBC Audit. Questions provided to MUA. Annual DRBC Water Audit due March 31, 2021.
- 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 proceeding with design.
- 6. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2020 report.

## II. Other Projects

- 1. Pine Valley Developers (Fairway Pines) Use Variance
  - a. Use variance approval for 85 units.
  - b. Site Plan application approved by Planning Board.
  - c. Pennoni issued letter on utilities.
- 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. 113 Berlin-Cross Keys Road
  - a. Connection waiver.
- 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 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.

Mr. Dougherty summarized his report.

Erial Rd project is complete and now in punch list stage. There will be a walk through next week to schedule repairs. Investigation of complaint from 1121 Erial Rd has been added to punch list. Road restoration scheduled for Spring. Regarding New Well #8, Pennoni has proposed use of existing Well #4 for observation in lieu of constructing a separate observation well requested by the DEP. Mr. Dougherty will meet with Mrs. Corson and Mr. Toal to discuss logistic issues. Round 2 workshops planned for April for the Risk & Resilience Study due June 2021. As for the Well Allocation Permit, the Well Status Update was electronically filed. Answers to questions for the completion of the DRBC Water Audit due 3/31/21 were obtained by MUA Office Manager and Operations Manager. The Annual Bond Trustee Report has been submitted to Office Manager.

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

**Solicitor's Report:**

Mr. Long stated there was no report this evening.

**Operation Manager's Report:**

Board reviewed Mr. Toal's report. Mr. Toal discussed the 2/23/21 DEP walk through of Mt. Clement #2 well and the DEP requirement to locate a new raw water sample tap. A new tap was installed between the well head and the discharge check valve, and photos were sent to DEP of the finished tap.

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

**Executive Director's Report:**

Governor Murphy extended Executive Order prohibiting water shut off until June 30, 2021. Once lifted we will be giving notice of shut off and we will work with payment agreements but we will be shutting off. Even though the current Tax Sale is for Sewer only, people have been also paying water, so the Tax Sale has been a help as far as our revenue. Joe Donohue is our certified backflow preventer tester. The next class he should attend on March 29<sup>th</sup> is in York PA. He will take his MUA truck and stay overnight due to the 8:30 am start time. He will pay his lodging cost and Mrs. Corson authorized reimbursement for his meals providing he submits his receipts. Mrs. Corson is working on the list for the Borough of homes not connected and will provide to Mayor Green for future enforcement. The 1962 Ordinance for Water and the 1969 Ordinance for Sewer have never been enforced. Mrs. Corson and Mr. Toal are planning to run water lines for Sheri Way this year. Mayor Green confirmed the plan to resurface Sheri Way within the next few years. Mr. Toal will proceed with markouts and test holes in the area. Mr. Toal's estimate for material is \$35,000. The nineteen homes will provide \$56,000 in permit fees. The fees can be financed with payment agreements for existing homes although new construction must pay up front.

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

**Board Members:**

No comments.

**New Business:**

None

**Old Business:**

None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #21-035**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA") participates in the Camden County Cooperative Program for the purchase of various office supplies; and

WHEREAS, Camden County Board of Chosen Freeholders adopted a Resolution on February 20, 2020 authorizing to exercise the one-year option to renew the contract with Office Basics, Inc for Office Supplies, said Resolution attached hereto and incorporated by reference herein; and

WHEREAS, the Commissioners for the Pine Hill Borough Municipal Utilities Authority desire to take advantage of this contract; and

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby authorizes and approves a contract extension with Office Basics, Inc., for Office Supplies for a period of one-year commencing March 1, 2021 through February 28, 2022.

Mr. Green made a motion to approve the CC Co-Op extension, seconded by Mr. Knott.

Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke  
 Nays: None  
 Abstain: None

**Water  
 Resolution #21-036**

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

2140000-0	109 W 2 <sup>ND</sup> Ave	\$ 17.25	Billing Error
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Mr. Knott made a motion to approve the Water Billing Adjustments, seconded by Mr. Odenath.  
 Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke  
 Nays: None  
 Abstain: None

**Sewer  
 Resolution #21-037**

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

2442000-0	712 Erial Rd	16.67	Resolution for April Sewer
4050000-0	30 Golf View Ct	.77	Resolution for March Interest

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

**Water Operating  
 Revenue Resolution #21-038**

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.

MC9297	140.00	BMEU Clerk, Deptford USPS	Supplies - Office
MC9298	236.00	Rutgers, the State University	T/E - Admin
9299	7,487.84	Atlantic City Electric	Utilities - Operating
9300	58.92	Acme Uniforms	Supplies - Operating
9300	11.00	Acme Uniforms	Supplies - Office
9301	15,035.83	Amerihealth Ins of NJ	Health Insurance
9302	20.00	Authenticom	Supplies - Office
9304	125.23	Casa Payroll	Supplies - Office
9305	1,313.50	C & C Computer Design	Supplies - Office
9309	268.00	Core & Main LP	Supplies - Operating
9311	66.78	Courier Post	Supplies - Office
9313	471.00	Del River Basin Commission	Supplies - Operating
9314	2,640.00	Eurofins QC	Laboratory Testing
9315	342.67	Township of Gloucester	Automotive Expense
9316	35.80	Thomas Hassett	Health Insurance
9318	44.85	Home Depot	Supplies - Operating
9319	55.62	Indepent Alarm	R/M - Office
9319	61.80	Indepent Alarm	R/M - Building
9320	32.33	Intercounty Newspaper Grp	Supplies - Office
9321	206.00	Kennedy Marketing	Supplies - Operating
9323	111.31	Live Message America Acqu	R/M - Office
9324	293.75	Wade, Long, Wood & Long	Legal Fees
9326	293.41	Met Life Small Business Ctr	Health Insurance
9327	821.83	Miracle Chemical	Chemicals
9328	198.24	Elmerinda Narducci	Health Insurance
9329	435.00	New England Water Works	T/E - Operating
9330	102.26	Nextel/Sprint	Telephone - Operating
9331	19,094.80	New Jersey American Water	Water Agreements
9332	35.93	One Call Concepts	R/M - System
9333	1,707.50	Pennoni Associates	Engineer Fees
9334	49,633.20	Pine Hill MUA	PERS
9335	281.30	Pine Hill Hardware	Supplies - Operating
9336	50.00	Pine Hill Machine	Supplies - Operating
9337	27.00	Progas	Chemicals

9338	287.50	Rutgers, The State University	T/E - Admin
9339	142.50	Rutgers Contng Prof Educ	T/E - Operating
9340	68.01	Sams Club	Supplies - Operating
9340	31.71	Sams Club	Supplies - Office
9341	33.35	South Jersey Gas	Utilities - Operating
9342	2.52	Treasurer, New Jersey	Supplies - Office
9343	133.81	Tri State Technical Sales	Supplies - Operating
9344	116.33	Verizon	R/M - System
9345	60.00	Deborah Warrington	Health Insurance
9346	235.51	WB Mason	Supplies - Office
9347	297.85	Xtel Communications	Telephone - Office
9347	294.77	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

**Revenue Res #21-039**

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.

9333	71.50	Pennoni Associates	PRM Backup/Capping 6&7- Engin
9333	592.00	Pennoni Associates	Erial Rd Watermain Rehab - Engin

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

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

Nays: None

Abstain: None

Sewer Operating

**Revenue Resolution #21-040**

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.

MC9297	139.99	BMEU Clerk, Deptford USPS	Supplies - Office
MC9298	236.00	Rutgers, The State University	T/E - Admin
9299	2,890.27	Atlantic City Electric	Utilities - Operating
9299	189.99	Atlantic City Electric	Utilities - Office
9300	58.92	Acme Uniforms	Supplies - Operating
9300	11.00	Acme Uniforms	Supplies - Office
9301	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9302	20.00	Authenticom Services	Supplies - Office
9303	50.90	Batteries Plus Bulbs	Supplies - Operating
9304	125.23	Casa Payroll Service	Supplies - Office
9305	1,313.50	C & C Computer Designs	Supplies - Office
9306	150.00	Treasurer, County Of Camden	R/M - System
9307	2,365.00	Clementon Sewerage Utility	Transmittal Agreements
9308	149.57	Comcast	Supplies - Office
9310	100.00	Debra Corson	Miscellaneous - Office
9311	66.78	Courier Post	Supplies - Office
9312	225.00	Coverall Of Philadelphia	Supplies - Office
9315	342.67	Township of Gloucester	Automotive Expense
9316	23.87	Thomas Hassett	Health Insurance
9317	30.00	Heritage Business Systems	Supplies - Office
9319	55.62	Independent Alarm	R/M - Office
9319	61.80	Independent Alarm	R/M -Building
9320	32.32	Intercounty Newspaper Grp	Supplies - Office
9322	11,386.50	Lindenwold Sewer Utility	Transmittal Agreements
9324	293.75	Wade, Long, Wood and Long	Legal Fees
9325	34.00	Lethal Pest Solutions	R/M - Office
9326	\$195.61	Met Life Small Business Ctr	Health Insurance
9328	132.16	Elmerinda Narducci	Health Insurance
9330	102.25	Nextel/Sprint	Telephone - Operating
9332	35.92	One Call Concepts	R/M - System
9333	75.00	Pennoni Associates	Engineer Fees

9334	33,088.80	Pine Hill MUA	PERS
9335	281.30	Pine Hill Hardware	Supplies - Operating
9338	287.50	Rutgers, The State University	T/E - Admin
9340	68.00	Sams Club	Supplies - Operating
9340	31.71	Sams Club	Supplies - Office
9341	150.16	South Jersey Gas	Utilities - Office
9341	29.64	South Jersey Gas	Utilities - Operating
9342	2.51	Treasurer, New Jersey State	Supplies - Office
9344	207.12	Verizon	R/M - System
9345	40.00	Deborah Warrington	Health Insurance
9346	235.49	WB Mason	Supplies - Office
9348	16,642.87	Xylem Water Solutions	R/M - System

Mr. Green made a motion to approve payment of sewer bills, 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  
COUNTY OF CAMDEN  
STATE OF NEW JERSEY

**Resolution #21-041**

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILITIES 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*] \_\_\_\_\_;

**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, seconded by Mr. Odenath.  
Closed Session began 8:00 pm.

Mr. Knott made a motion to adjourn, seconded by Mr. Odenath.  
All were in favor. Meeting adjourned 8:15 pm.

Respectfully submitted,  
Patricia Garvey, Recording Secretary