

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **June 16, 2021** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. Board Members have the option to attend via tele-conference call.

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, Mrs. Burke

Absent: Mr. Buscher, Mr. Odenath, Mr. Hassett

Board members absences were excused. Mrs. Corson was also absent for vacation day.

Also in attendance was Mr. Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, Mr. Chris Long, Solicitor.

Mr. Green stated to let the record show no one is present from the public.

Minutes:

Mr. Green made a motion to approve the minutes of the May 19, 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 J.Fletcher Creamer re: JFC Response to Leak Repair Letter – Erial Rd Watermain
2. To Cali Donovan-Glen Holdings re: Fire Hydrant - Rembrandt Ct
3. From DEP re: Compliance Evaluation & Assistance Inspection
4. From State of NJ Superior Court re: Summons

The Board reviewed the Correspondence.

Mr. Green made a motion to approve the correspondence, seconded by Mrs. Burke. 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 underway, additional police will be needed beyond \$80,000 allowance.
 - 7) Roadway Restoration underway, anticipated substantial completion 7/4/2021.
 - b. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)PRV design (Fairway Pines).
 - c. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells; Spring 2022.
 - 3) Must construct new well to maintain Firm Capacity.
 - 4) Preliminary Design for MUA review July 31st, Advertise October, Construction November 2021- Spring 2022.
 - 5) Aquifer test plan review completed by DEP; DEP requested “temporary observation well” be installed to monitor aquifer during construction.
 - 6) Use of existing Well #4 for observation.
 - 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 certification to be submitted before June 30, 2021.
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 31st through E2 electronic filing.
- c. Pennoni submitted 2020 DRBC Audit.
- 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.
 - d. Update Rules, Regulations and Technical Specifications.
- 5. Plant Roof
 - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood.
 - b. Design underway; August 2021 Advertisement.
 - c. Plywood to be replaced as needed.
 - d. Construction Fall 2021; No conflict with school projects.
- 6. Bromley Estates Pump Station Generator
 - a. Pennoni conducted site survey.
 - b. Pennoni proceeding with design.
 - c. Construction Fall 2021.
- 7. 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. Pennoni issued letter on utilities.
 - c. Branch Avenue/3rd Avenue PRV design and installation to provide redundancy.
- 2. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway.
- 3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 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. 1734 Erial Road, Gloucester Township
 - a. Sewer and water connection.
- 8. 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. Dougherty highlighted certain projects on his report. Erial Road restoration is underway w/ anticipated completion by 7/4/21. As for Branch Ave/3rd Ave PRV design for Fairway Pines, he has requested for the Developer to do that work and install to provide redundancy and fire protection, and is waiting for a response. He is looking to finalize the design on the New Well construction by end of July and advertise in October with construction planned for Winter 2021 or Spring 2022. The Risk & Resilience Study certification must be submitted to EPA before June 30th. The plan will be signed by Mrs. Corson and then submitted on time. Both the Plant Roof construction and Bromley Estates pump station generator projects are planned for Fall 2021. Note: any holdup would be lead time for mechanical materials needed. Regarding the leak repair on Erial Rd, Mr. Dougherty stated that it is our position that it is the Contractor’s responsibility and not that of the MUA.

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

Solicitor’s Report:

Mr. Long stated the Utility moratorium ended 7/1/21 but there is a grace period to 12/31/21 therefore we can not shut off until January 1, 2022. Mr. Long will continue to monitor the situation and report to the Board.

Mr. Green 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 recommendations made to us by GenServ regarding the emergency generators, Mr. Toal stated we can take care of most of them. GenServ will have to do the work for removing the contaminated diesel fuel, thoroughly cleaning and replacing with new clean diesel. This will prevent costly damage in the future. Also, results of the JIF inspection requires installation of spill kits at our diesel generator stations. We will need to purchase three (3) kits.

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:

No report. In her absence, Mrs. Corson wanted to let the Board know that as of today she has received nine (9) resumes for the Executive Director position. The closing date is 6/30/21 and the Committee will meet the week of 7/12/21 to review resumes.

Board Members:

There were no comments.

New Business:

None

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #21-057**

Water

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2020/2021 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.

APPROPRIATION TITLE	FROM	TO
Telephone-Office		300.00
PERS		1,460.00
Telephone-Operating		600.00
Miscellaneous-Office	1,460.00	
Training/Education Administrative	900.00	
Total	\$ 2,360.00	\$2,360.00

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

Mr. Green made a motion to approve the Water Budget Transfers, seconded by Mrs. Burke.

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

Nays: None

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #21-058**

Sewer

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2020/2021 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.

APPROPRIATION TITLE	FROM	TO
PERS		970.00
Repair/Maintenance-System		3,530.00
Supplies-Operating	1,500.00	
Training-Operating	1,000.00	
Miscellaneous-Office	2,000.00	
Total	\$4,500.00	\$4,500.00

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

Mr. Green made a motion to approve the Sewer Budget Transfers, seconded by Mrs. Burke.

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

Nays: None

**SEWER
RESOLUTION #21-059**

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

2631000-0	1201 Cedar Drive	.75	Interest Adjustment 21/2
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Mr. Green made a motion to approve the Sewer Billing Adjustments, seconded by Mrs. Burke.

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

Nays: None

**Water Operating
Revenue Resolution #21-060**

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.

MC9445	922.95	BMEU Clerk, Deptford USPS	Supplies - Office
MC9446	981.43	Stamp Fulfillment Services	Supplies - Office
9447	7,343.54	Atlantic City Electric	Utilities - Operating
9447	213.92	Atlantic City Electric	Utilities - Office
9448	58.92	Acme Uniforms	Supplies - Operating
9448	11.00	Acme Uniforms	Supplies - Office
9449	15,336.58	Amerihealth Ins Co of NJ	Health Insurance
9450	20.00	Authenticom Services	Supplies - Office
9451	3,000.00	Bank of NY - Mellon	Trustee
9453	123.82	Casa Payroll Service	Supplies - Office
9455	149.57	Comcast Inc	Supplies - Office
9456	100.00	Debra Corson	Miscellaneous - Office
9456	6.72	Debra Corson	T/E - Admin
9457	225.00	Coverall of Philadelphia	Supplies - Office
9458	820.00	Eurofins QC	Laboratory Testing
9459	2.90	Patricia Garvey	Health Insurance
9460	150.00	GenServe	R/M - System
9460	400.00	GenServe	R/M - System
9461	143.00	G & M Printwear	Supplies - Operating
9462	21.48	WW Grainger	Supplies - Operating
9463	4.40	Michae Grogan	Health Insurance
9464	30.00	Heritage Business System	Supplies - Office
9465	42.96	John Toal (petty cash)	Supplies - Operating
9466	80.00	NJ League of Municipalities	Supplies - Office
9468	64.63	Live Message American Acqu	R/M - Office
9469	597.50	Wade, Long, Wood & Long	Legal Fees
9470	36.00	Lethal Pest Solutions	R/M - Office
9471	293.41	Met Life Small Business Ctr	Health Insurance
9472	1,294.09	Miracle Chemical	Chemicals
9473	144.76	Auto & Truck of Deptford	Automotive Expense
9473	405.76	Auto & Truck of Deptford	Supplies - Operating

9474	33.02	National Paving	Supplies - Operating
9475	177.40	Nextel/Sprint	Telephone - Operating
9476	19,691.24	NJ American Water	Water Agreements
9477	52.19	One Call Concepts	R/M - System
MC9489	5,982.38	Pennoni Associates	Engineer Fees
9479	43.75	Pine Hill Auto Repair	Automotive Expense
9480	126.70	Pine Hill Hardware	Supplies - Operating
9482	28.47	Sams Club	Supplies - Office
9482	40.32	Sams Club	Supplies - Operating
9483	41.92	South Jersey Gas	Utilities - Office
9483	34.58	South Jersey Gas	Utilities - Operating
9484	112.16	Verizon	R/M - System
9485	29.38	James Wakeley	Health Insurance
9486	500.22	WB Mason	Supplies - Office
9487	456	West and Thomason Corp	Supplies - Office

Water Renewal & Replacement

Revenue Res #21-061

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.

MC9489	9,741.03	Pennoni Associates	Erial Rd Wtrmn Rehab- Engineer
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Mr. Green made a motion to approve payment of the Water Bills, seconded by Mrs. Burke.

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

Nayes: None

Sewer Operating

Revenue Resolution#21-062

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.

MC9444	149.57	Comcast	Supplies - Office
MC9446	981.42	Stamp Fulfillment Services	Supplies - Office
9447	2,552.01	Atlantic City Electric	Utilities - Operating
9448	58.92	Acme Uniforms	Supplies - Operating
9448	11.00	Acme Uniforms	Supplies - Office
9449	10,224.38	Amerihealth Ins Co Of NJ	Health Insurance
9450	20.00	Authenticom Services	Supplies - Office
9451	3,000.00	Bank of NY - Mellon	Trustee
9452	176.50	Billows Electric Supply	Supplies - Operating
9453	123.82	Casa Payroll Services	Supplies - Office
9454	2,365.00	Clementon Sewerage Authority	Transmittal Agreements
9456	6.72	Debra Corson	T/E - Admin
9459	1.94	Patricia Garvey	Health Insurance
9460	1,525.00	GenServ	R/M - System
9461	143.00	G & M Printwear	Supplies - Operating
9462	21.48	WW Grainger	Supplies - Operating
9463	2.93	Michael Grogan	Health Insurance
9465	42.96	John Toal (Petty Cash)	Supplies - Operating
9466	80.00	NJ League of Municipalities	Supplies - Office
9467	11,386.50	Lindenwold Sewer Utility	Transmittal Agreements
9468	64.63	Live Message America Acqua	R/M - Office
9469	597.50	Wade, Long, Wood & Long	Legal Fees
9471	195.61	Met Life Small Business Ctr	Health Insurance
9473	144.73	Auto & Truck Parts of Deptford	Automotive Expense
9474	33.02	National Paving	Supplies - Operating
9475	177.39	Nextel/Sprint	Telephone - Operating
9477	52.19	One Call Concepts	R/M - System

MC9489	1,311.00	Pennoni Associates	Engineer Fees
9479	43.75	Pine Hill Auto Repair	Automotive Expense
9480	126.69	Pine Hill Hardware	Supplies - Operating
9481	27.00	ProGas	Chemicals
9482	28.47	Sams Club	Supplies - Office
9482	40.31	Sams Club	Supplies - Operating
9483	35.82	South Jersey Gas	Utilities - Operating
9484	208.50	Verizon	R/M - System
9485	19.59	James Wakeley	Health Insurance
9486	500.21	WB Mason Co	Supplies - Office
9487	456.00	West & Thomson Corp	Supplies - Office
9488	313.07	Xtel Communications	Telephone - Office
9488	296.93	Xtel Communications	Telephone - Operating

Mr. Green made a motion to approve payment of the Sewer Bills, seconded by Mrs. Burke.

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

Nays: None

Mr. Green made a motion to adjourn, seconded by Mrs. Burke.

All were in favor.

Meeting adjourned 7:47 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary