

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, November 23, 2021 at 7:30 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, Mr. Hassett

Absent: None

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

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

There was no one in the audience to address the Board.

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

Resolution #21-100

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;

_____ 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

 X 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 and 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. Odenath made a motion to go into closed session, seconded by Mr. Green. On voice vote, motion carried.

The Board returned to regular session.

Minutes:

The Minutes of the October meeting.

Mr. Knott made a motion to approve the minutes of the October meeting, seconded by Mr. Green. On voice vote, motion carried.

Correspondence:

1. From Pennoni re: Maintenance Garage Roof Award – Contract Documents
2. To McDowell – 32 Terrace Ave re: Service Line Leak
3. To Marcy Segro - Bank of NY Mellon re: closing accounts & transferring fund balance
4. From Michael Laing – 5203 Tall Pines re: request to waive outstanding water bills
5. From NJ American Water re: Installation/Testing Backflow Prevention Assembly

The Board reviewed the correspondence. The Board denied Mr. Laing request, a letter will be sent to Mr. Laing. There was a discussion about the installation of the backflow preventer at NJAW connection. Mrs. Corson has tried to contact them in reference to an extension of time.

Mr. Knott made a motion to accept the correspondence, seconded by Mr. Odenath.

On voice vote, motion carried unanimously.

Engineer's Report:

I. Active Projects

1. Various Water Projects

- a. Erial Road Watermain Rehab
 - 1) County project: remainder of Erial Road.
 - 2) Approximately sixty (60) water service replacements; 528 homes affected.
 - 3) Awarded to J. Fletcher Creamer & Son, Inc. Base Bid \$2,915,694.00.
 - 4) Additional police required beyond \$80,000 allowance.
 - 5) Substantial completion 7/2/2021.
 - b. 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 submitted for review, Advertise Winter 2021, Construction Spring 2022.
 - c. 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 submitted.
 - 2) Update ERP within 6 months (December 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. Pennoni prepared Proposal to incorporate MUA CAD data in GIS Data.
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
 - d. Update Rules, Regulations and Technical Specifications.
- ##### 5. Plant Roof
- a. Awarded to Northeast Roof Maintenance, Base Bid \$138,050.00.
 - b. Preconstruction meeting held 11/1/2021; Construction Winter 2021/Spring 2022.
- ##### 6. Bromley Estates Pump Station Generator
- a. Advertised 11/17/21; Bid Opening 12/8/2021.
 - b. Construction Spring 2022.
- ##### 7. One Stop Shoppe Sinkhole Repair
- a. Repair completed by Pioneer General Contracting.
- ##### 8. 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. NJDEP permits submitted.
 - 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; phased construction.
3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 20-year 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 denied.
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 reviewed his report with the Board. Mr. Dougherty has to send the letter to the Camden County Public Works certifying that Erial Road water mains have been slip-lined and the work is complete. A discussion concerning the PRV installation took place; there are concerns as to who will need to do the installation.

Mrs. Burke made a motion to accept the Engineer's Report, seconded by Mr. Odenath.

On voice vote, motion carried.

Operations Manager's Report:

The Board reviewed Mr. Toal's Report. There were questions concerning the issue with air in the water lines due Bean School personnel blowing out their sprinkler system. A letter has been sent to the school and the Superintendent of the Pine Hill School District.

Mr. Knott made a motion to accept the Operations Manager's Report, seconded by Mr. Green.

On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson stated that the Executive Order will expire December 31, 2021; a letter will be sent to all residents with outstanding balances in December stating that the balance must be paid or a payment agreement signed by February 9, 2022 as the Authority will be shutting off water the week of February 14, 2022. The December meeting will be on the 15th at 7:00 PM; no together will occur after the meeting.

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

On voice vote, motion carried.

Board Member's Report:

Mr. Green stated that a micro-brewery will be coming to Pine Hill at the former Connie's Bar. A discussion about the size of water service line took place. The Annual Christmas Parade will be Sunday, December 5th at 6:00 PM.

New Business:

None

Old Business:

None

Resolutions:

RESOLUTION AUTHORIZING THE ADOPTION AND DISTRIBUTION OF THE PERSONNEL
POLICIES AND PROCEDURES MANUAL AND COMPLETION OF EMPLOYMENT PRACTICES
BEST PRACTICES CHECKLIST

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") received an updated Employee Policy Manual, updated on October 26, 2021; and

WHEREAS, the updated Employee Policy Manual was reviewed by the Authority's Executive Director and the Authority's General Counsel, who recommend the adoption of the updated Employee Policy Manual; and

WHEREAS, following their review, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to adopt the updated Employee Policy Manual in its entirety and direct the Authority's General Counsel to complete the Employment Practices Best Practices Checklist.

NOW, THEREFORE BE IT RESOLVED by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. The updated Employee Policy Manual, dated October 26, 2021, is hereby adopted in its entirety.
3. The Authority's Executive Director, General Counsel and/or their designees are hereby authorized and directed to take any and all steps necessary to complete the Employment Practices Best Practices Checklist.

Mr. Green made a motion to accept the resolution, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-102

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to repair the roof of the Maintenance Garage; and

WHEREAS, it will be necessary to appropriate the funds from the Water Renewal and Replacement Fund in order to complete this work.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$69,025.00 from the Water Renewal and Replacement Fund, which is required for the Repair 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.

Mrs. Burke made a motion to accept the resolution, seconded by Mr. Green.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-103

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to repair the roof of the Maintenance Garage; and

WHEREAS, it will be necessary to appropriate the funds from the Sewer General Fund in order to complete this work.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$69,025.00 from the Sewer General Fund, which is required for the Repair 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 accept the resolution, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-104

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA”) participates in the Camden County Cooperative Program for the purchase of Copy and Computer Paper and Envelopes; and
WHEREAS, Camden County Board of Chosen Freeholders adopted a Resolution on October 21, 2021 authorizing a six-month contract with one six-month option for the procurement of said items and awarded the contract to W. B. Mason; 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 six-month contract with W. B. Mason for Copy and Computer Paper and Envelopes with one six-month option commencing on or about November 1, 2021 through April 30, 2022.

Mr. Knott made a motion to accept the Camden County Cooperative Program Contract with WB Mason, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-105

RESOLUTION OF THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESCINDING RESOLUTION #21-081

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“Authority”) previously approved Resolution #21-081 relating to authorizing the execution of a Memorandum of Understanding between the Pine Hill Borough Municipal Utilities Authority and Natalie Chesko and the appointment of Natalie Chesko as Deputy Executive Director/Executive Director in accordance with the terms and conditions of the Memorandum of Understanding;

WHEREAS, after further review, it has been determined that said Memorandum of Understanding was declined.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby rescinds Resolution #21-081 in that said Resolution authorizing the Memorandum of Understanding as Natalie Chesko declined the appointment of Deputy Executive/Executive Director.

Mr. Odenath made a motion to accept the resolution to rescind Resolution#21-081, seconded by Mr. Burke.

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Water Operating

Revenue Resolution #21-106

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.

MC9694	52.30	State Treasury, New Jersey	Unemployment Compensation
MC9695	238.11	BMEU Clerk, Deptford USPS	Supplies - Office
9696	6,509.18	Atlantic City Electric	Utilities - Operating
9697	57.60	Acme Uniforms	Supplies - Operating
9697	11.00	Acme Uniforms	Supplies - Office
9698	15,336.58	AmeriHealth Ins Co of NJ	Health Insurance
9699	3,220.96	Bank of New York - Mellon	Trustee
9700	157.80	Casa Payroll Service	Supplies - Office
9704	820.00	Eurofins QC	Laboratory Testing
9705	25.00	Flowers and Gifts	Supplies - Office
9706	28.61	Patricia Garvey	T/E - Admin
9707	621.10	Township of Gloucester	Automotive Expense
9708	36.92	Michael Grogan	Health Insurance
9708	41.96	Michael Grogan	Supplies - Operating
9708	25.00	Michael Grogan	T/E - Operating
9709	53.17	Thomas Hassett	Health Insurance

9710	143.43	Home Depot	Supplies - Office
9711	80.00	NJ League of Municipalities	Supplies - Office
9712	56.69	Live Message America Aqua	R/M - Office
9713	1,873.25	Wade, Long, Wood, & Long	Legal Fees
9715	318.89	Met Life Small Business Ctr	Health Insurance
9716	525.51	Miracle Chemical Co	Chemicals
9717	149.43	Nextel/Sprint Inc	Telephone - Operating
9718	20,954.55	NJ American Water	Water Agreements
9719	31.82	One Call Concepts	R/M - System
9720	3,757.46	Pennoni Associates	Engineer Fees
9721	140.02	Pine Hill Hardware	Supplies - Operating
9722	1,265.55	Joseph Pollard	Supplies - Operating
9723	31.00	ProGas	Chemicals
9724	12.50	Julie Reehle	T/E - Admin
9725	32.62	Sam's Club	Supplies - Office
9725	51.38	Sam's Club	Supplies - Operating
9726	37.39	South Jersey Gas	Utilities - Operating
9728	112.11	Verizon	R/M - System
9729	165.59	James Wakeley	Health Insurance
9729	175.00	James Wakeley	Supplies - Operating
9729	7.50	James Wakeley	T/E - Operating
9730	22.17	Deborah Warrington	Health Insurance
9730	12.50	Deborah Warrington	T/E - Admin
9731	294.57	Xtel Communications	Telephone - Office
9731	292.74	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #21-107

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.

9720	2,137.83	Pennoni Associates	Maint Garage Roof - Eng
9720	2,342.00	Pennoni Associates	Erial Rd Wtr Rehab - Eng

Mr. Odenath made a motion to approve payment of all water bills found to be true and correct, seconded by Mr. Knott.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-108

Sewer Operating

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.

MC9694	52.29	State Treasury, New Jersey St	Unemployment Compensation
MC9695	238.11	BMEU Clerk, Deptford USPS	Supplies - Office
9696	2,488.95	Atlantic City Electric	Utilities - Operating
9696	203.51	Atlantic City Electric	Utilities - Office
9697	57.60	Acme Uniforms	Supplies - Operating
9697	11.00	Acme Uniforms	Supplies - Office
9698	10,224.38	AmeriHealth Ins Co of NJ	Health Insurance
9699	1,650.00	Bank of New York - Mellon	Trustee
9700	157.79	Casa Payroll Services	Supplies - Office
9701	149.57	Comcast	Supplies - Office
9702	100.00	Debra Corson	Miscellaneous - Office
9703	225.00	Coverall of Philadelphia	Supplies - Office
9705	25.00	Flower and Gifts	Supplies - Office
9706	28.61	Patricia Garvey	T/E - Admin
9707	621.08	Township of Gloucester	Automotive Expense

9708	24.61	Michael Grogan	Health Insurance
9708	41.95	Michael Grogan	Supplies - Operating
9708	25.00	Michael Grogan	T/E - Operating
9709	35.44	Thomas Hassett	Health Insurance
9710	143.42	Home Depot	Supplies - Operating
9711	80.00	NJ League of Municipalities	Supplies - Office
9712	56.69	Live Message America Acqua	R/M - Office
9713	1,522.25	Wade, Long, Wood, and Long	Legal Fees
9714	36.00	Lethal Pest Solutions	R/M - Office
9715	194.59	Met Life Small Business Ctr	Health Insurance
9717	149.43	Nextel/Sprint	Telephone - Operating
9719	31.81	One Call Concepts	R/M - System
9720	2,306.50	Pennoni Associates	Engineer Fees
9721	140.02	Pine Hill Hardware	Supplies - Operating
9723	4.00	ProGas	Chemicals
9724	12.50	Julie Reehle	T/E - Admin
9725	32.61	Sam's Club	Supplies - Office
9725	51.37	Sam's Club	Supplies - Operating
9726	42.00	South Jersey Gas	Utilities - Office
9726	51.30	South Jersey Gas	Utilities - Operating
9727	30.00	Stewart Business Systems	Supplies - Office
9728	202.43	Verizon	R/M - System
9729	110.40	James Wakeley	Health Insurance
9729	175.00	James Wakeley	Supplies - Operating
9729	7.50	James Wakeley	T/E - Operating
9730	14.78	Deborah Warrington	Health Insurance
9730	12.50	Deborah Warrington	T/E - Admin

Resolution #21-109

Sewer General

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.

9720 2,137.82 Pennoni Associates Maint Garage Roof Repl - Eng

Mr. Odenath made a motion to approve payment of all water bills found to be true and correct, seconded by Mr. Knott.

Roll Call:

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 Mrs. Burke.

On voice vote, motion carried unanimously. Meeting adjourned at 8:35 PM.

Respectfully submitted,

Debra Corson

Acting Recording Secretary

