

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 19, 2022** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. A mask is still required due to Covid-19.

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

Absent: Mrs. Burke, Mr. Hassett

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

Mr. Buscher made a motion to excuse Mrs. Burke and Mr. Hassett, seconded by Mr. Odenath.

All were in favor.

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

No one from the public was present.

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

Minutes:

Mr. Buscher made a motion to approve the minutes of the November 23, 2021 meeting and Closed Session, the December 8, 2021 special meeting and Closed Session, and December 15, 2021 meeting and Closed Session, seconded by Mr. Odenath.

Ayes: Mr. Buscher, Mr. Knott, Mr. Odenath

Nayes: None

Abstain: Mr. Green

Correspondence:

1. From Pennoni re: Bromley Generator Replacement Award- Maguire Electrical Construction
2. From D.Warrington re: Request for Professionals 2022
3. From Mary Johnson 431 Renaissance re: Thank You to Staff
4. From Pennoni re: Verizon Antenna Installation – 109 Mt Clement Tank

The Board reviewed the Correspondence.

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

Engineers Report:

**I. Active Projects**

1. Various Water Projects
  - a. New Well and Well 6 & 7 Decommissioning
    - 1) NJDEP inspection.
    - 2) Abandon Wells.
    - 3) Must construct new well to maintain Firm Capacity.
    - 4) Preliminary Design submitted for review, Advertise Spring 2022, Construction Summer 2022.
  - b. 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.
  - c. Backflow Prevention Assembly at NJ American Water Interconnection
    - 1) NJ American confirmed that the backflow preventer at the interconnect is not PHBMUA's responsibility.
  - d. Erial Road Waterman Rehab
    - 1) Maintenance Bond expires 7/2/2023.
2. Federal Law America's Water Infrastructure Act of 2018
  - a. Risk and Resilience Study
    - 1) Risk and Resilience Study certification submitted.
    - 2) Updated ERP Submitted.
3. Water Allocation Permit
  - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
  - b. Pennoni preparing 2021 Well Status Update. Well status update submitted; John Toal to submit by January 31<sup>st</sup> through E2 electronic filing.
  - c. Pennoni preparing 2021 DRBC Audit to be submitted by March 31<sup>st</sup>.
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; Submittals approved; Construction Winter /Spring 2022.
- 6. Bromley Estates Pump Station Generator
  - a. Advertised 11/17/21; Bids Opened 12/8/2021; Awarded to Maguire Electrical Construction, LLC; Contracts provided to PHBMUA for execution.
  - b. Construction Spring 2022.
- 7. Annual Water Bond Trustee Report
  - a. Pennoni preparing 2021 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/3<sup>rd</sup> 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; Antenna installation request under review.
  - 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 highlighted certain projects on his report.

**Decommissioning wells & New Well:** Preliminary design submitted for review, Advertising Spring 2022 and Construction in Summer 2022.

**Asset Management Plan:** Will work with D. Burke to develop 5-year capital plan for all assets, including buildings.

**Backflow Prevention Assembly:** Backflow preventer at interconnect is not PHMUA’s responsibility; it is NJAmerican’s responsibility. Discussion on backflow preventer required by State law for businesses. John Toal explained the backflow preventers at the BOE locations are turned off for no irrigation then turned back on in Spring but there is no inspection program. John suggested MUA conduct an inspection and testing after 1<sup>st</sup> quarter in the Spring before they are turned back on.

**Risk & Resilience study:** Certification and updated ERP have been submitted along with Asset management plan and all are available for reading.

**Water Allocation Permit:** Well status report was updated and submitted. Next report, 2021 DRBC Audit is being prepared with a March 31<sup>st</sup> deadline.

**Map Updates:** Suggests GIS Date be incorporated in next year budget.

**Plant Roof:** Spring 2022 construction depending on availability of supplies. Country Club roof will also be considered for this year’s budget.

**Bromley Estates Pump Station Generator:** Contract awarded and hoping for Spring or Summer 2022 construction.

**Other Projects:** Mr. Dougherty mentioned an inquiry on property located at Berlin-Clementon Rd and New Freedom Rd regarding water availability for a church across from Clementon ballfield. Discussion followed.

**Tank Antenna:** Mt Clement undergoing change of some equipment. John Toal suggested drone survey after work is completed to insure no damage. An interior inspection is required. There is money in the budget to inspect Country Club. Painting of tower is \$700,000 so will have to be next year’s budget. This project may be a candidate for future infrastructure loan. John said the integrity of the tank is intact but it does look bad and is in need of painting.

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

Solicitor's Report:

Mr. Long stated Utility shut offs have now been extended to March 15<sup>th</sup>. Letter should be prepared to be sent out at that time. Interest free 1 year payment plans are required. There was some discussion on the moratorium for water shut offs. Mr. Long will keep the Board informed of updates in this matter.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report.

Mr. Toal stated the Right to Know report has been completed and submitted.

Mr. Toal made the Board aware that his truck was damaged during snow plowing. Mr. Green said we should submit an insurance claim for the repair.

Mr. Toal explained the status of work repairs and replacing water pump on generator at Madison sewer station.

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

Executive Director's Report:

Mr. Buirch highlighted these items on his report:

**Fixed asset software:** There would be a one-time cost of \$1,708 and a yearly fee to maintain. Currently on Excel. Stephanie at Bowman agrees with change.

**JIF Cyber Risk management:** Open items include- E-mail required to have verbage related to External Source that will require an upcharge between \$500-\$1000 for this year; and Remote Access to allow employees to work from home. Cloud hosting requires upgrade charge of \$3,000. Our IT person is retiring in May and we will have to find a replacement.

**Safety:** Reflective back braces distributed to maintenance today. Anticipate drawings for Aluminum cover for Bromley wet well to be received and approved at a cost of \$5,620.

Mr. Green made a motion to accept the Executive Director's report, seconded by Mr. Odenath.  
On voice vote, motion carried.

Board Members:

Mayor Green said he will not be attending the Reorganization meeting on February 7, 2022.

New Business:

None

Old Business:

None

## **RESOLUTIONS:**

### **PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION #22-001**

**WHEREAS**, it is necessary for the Pine Hill Borough Municipal Utilities Authority to appoint a Certifying Officer Supervisor for the Public Employees Retirement System; and

**WHEREAS**, Dominic Buirch serves as the Executive Director and has the qualifications to serve in such position;

**NOW, THEREFORE BE IT RESOLVED** by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby appoints Dominic Buirch as the Pension Certifying Officer Supervisor for the Authority.

Mr. Green made a motion to appoint Dominic Buirch as Pension Certifying Office Supervisor, seconded by Mr. Odenath. Voice vote carried.

### **PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION APPOINTING DOMINIC BUIRCH AS CUSTODIAN OF RECORDS RESOLUTION #22-002**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority's ("PHMUA" and/ or "Authority") employs Dominic Buirch ("Buirch") as Executive Director; and

**WHEREAS**, the Authority is in need of a custodian of record and desires to appoint Buirch as custodian of record; and

**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. Dominic Buirch is hereby appointed to serve as the custodian of record on behalf of the Pine Hill Borough Municipal Utilities Authority.

Mr. Green made a motion to appoint Dominic Buirch as custodian of record, seconded by Mr. Odenath. Voice vote carried.

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #22 - 003**

Water

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2021/2022 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		4,000.00
Trustee	2,000.00	
Supplies - Office	1,000.00	
Repairs & Maintenance - System	1,000.00	
<b>Total</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>

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

Mr. Knott made a motion to appropriate funds transfer for Engineering Fees, seconded by Mr. Green.

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

Nays: None

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

Sewer

**RESOLUTION #22-004**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2021/2022 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>
Health Insurance Opt Out		232.00
Sick Time/Vac Buyback Operating		173.00
Trustee	405.00	
<b>Total</b>	<b>\$405.00</b>	<b>\$405.00</b>

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

Mr. Green made a motion to approve sewer appropriation transfers, seconded by Mr. Odenath.

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

Nays: None

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

Water

**RESOLUTION #22-005**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2021/2022 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>
Health Insurance Opt Out		348.00
Sick time/Vac Buyback - Operating		260.00
Chemicals	608.00	
<b>Total</b>	<b>\$608.00</b>	<b>\$608.00</b>

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

Mr. Green made a motion to approve water appropriation transfers, seconded by Mr. Odenath.

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

Nays: None

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #22-006**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority had determined the need to replace the Bromley Estates Generator; 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 \$93,940.00 from the Sewer General Fund, which is required for the Replacement 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. Knott made a motion to appropriate funds for Bromley Generator, seconded by Mr. Green.

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

Nays: None

**WATER  
RESOLUTION  
#22-007**

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

2396000-0	32 Terrace Ave	351T Gals	\$2,018.25
2886000-0	13 Ramblewood Drive	26T Gals	\$ 149.50
3524000-0	22 Penn Drive	33T Gals	\$ 189.75
308000-0	18 Lincoln Lane	5T Gals	\$ 28.75

Mr. Odenath made a motion to approve water billing adjustments, seconded by Mr. Green.

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

Nays: None

Water Operating  
**Revenue Resolution #22-008**

**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.

MC9773	11,109.00	JIF NJ Utility Authority	Insurance
MC9774	799.05	BMEU Clerk, Deptford USPS	Supplies - Office
MC9775	338.49	NJ State PWT	State Water Tax
EC9776	33.33	Treasurer, NJ State	Supplies - Operating
9778	9,338.79	Atlantic City Electric	Utilities - Operating
9779	1,731.00	Asso Environmental Authority	Miscellnaeous - Office
9780	19,948.51	Amerihealth Ins of NJ	Health Insurance
9781	20.00	Authenticom Services	Supplies - Office
9782	175.27	Casa Payroll Service	Supplies - Office
9783	1,331.94	C & C Computer Designs	Supplies - Office
9786	415.75	Courier Post	Supplies - Office
9788	32.66	Dominic Buirch	Supplies - Office
9789	950.00	Environmental Systems	Supplies - Operating
9790	1,120.00	Eurofins QC	Laboratory Testing
9791	300.00	Genserve	R/M - System
9792	667.97	Gloucester Township	Automotive Expense
9793	40.30	Michael Grogan	Health Insurance

9794	49.07	Thomas Hassett	Health Insurance
9795	114.94	Home Depot	Supplies - Operating
9796	37.61	Intercounty Newspaper Grp	Supplies - Office
9797	55.00	J C Magee Security Solutions	Supplies - Office
9798	44.52	John Total (Petty Cash)	Supplies - Operating
9799	65.96	Live Message America Acqua	R/M - Office
9800	1,326.50	Wade, Long, Wood & Long	Legal Fees
9802	308.09	Met Life Small Business Ctr	Health Insurance
9803	601.90	Miracle Chemical	Chemicals
9805	98.44	Nextel/Sprint	Telephone - Operating
9806	20,954.55	NJ AmericanWater	Water Agreements
9807	47.37	One Call Concepts	R/M - System
9808	1,237.50	Pennoni Associates	Engineer Fees
9809	46.44	Patricia Garvey (Petty Cash)	Supplies - Office
9810	32.50	Pine Hill Printing	Supplies - Office
9811	118.58	Pine Hill Hardware	Supplies - Operating
9812	1,397.50	Philadelphia Business Forms	Supplies - Office
9813	31.00	ProGas	Chemicals
9814	2,976.00	Rio Supply	Meter/Connections
9815	380.00	Rutgers, The State University	T/E - Admin
9816	202.72	Sams Club	Miscellaneous - Office
9817	45.08	South Jersey Gas	Utilities - Operating
9818	70.85	George Smith	Health Insurance
9819	12.50	SNJ Chapter NIGP	T/E - Admin
9820	7,730.00	Treasurer, New Jersey State	State Water Tax
9822	111.52	Verizon	R/M - System
9823	78.15	James Wakeley	Health Insurance
9824	95.22	Deborah Warrington	Health Insurance
9825	494.25	West End Development	Supplies - Office
9827	499.07	Winner Ford	Automotive Expense
9828	299.10	Xtel Communications	Telephone - Office
9828	299.22	Xtel Communications	Telephone - Operating

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

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

Nayes: None

#### Sewer Operating

#### Revenue Resolution #22-009

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.

MC9773	11,109.00	JIF NJ Utilities Authority	Insurance
MC9774	799.04	BMEU Clerk, Deptford USPS	Supplies - Office
EC9776	166.67	Treasurer, New Jersey State	Supplies - Operating
9777	152.00	ABS Electric	R/M - System
9778	3,481.76	Atlantic City Electric	Utilities - Operating
9778	472.21	Atlantic City Electric	Utilities - Office
9779	1,731.00	Asso Environmental Authority	Miscellaneous - Office
9780	13,299.01	Amerihealth Ins Co of NJ	Health Insurance
9781	20.00	Authenticom Services	Supplies - Office
9782	175.26	Casa Payroll Service	Supplies - Office
9783	1,331.94	C & C Computer Desgins	Supplies- Office
9784	88.00	Camden County MUA	Supplies - Office
9784	88.00	Camden County MUA	Supplies - Operating
9785	153.17	Comcast	Supplies - Office
9786	415.75	Courier Post	Supplies - Office
9787	225.00	Coverall of Philadelphia	Supplies - Office
9788	32.66	Dominic Buirch	Supplies - Office
9788	100.00	Dominic Buirch	Miscellaneous - Office
9791	500.00	Genserve	R/M - System

9792	667.96	Gloucester Township	Automotive Expense
9793	26.86	Michael Grogan	Health Insurance
9794	32.72	Thomas Hassett	Health Insurance
9795	37.97	Home Depot	Supplies - Operating
9796	37.59	Intercounty Newspaper Grp	Supplies - Office
9797	55.00	J C Magee Security Solutions	Supplies - Office
9798	44.52	John Toal (Petty Cash)	Supplies - Operating
9799	65.96	Live Message America Acqua	R/M - Office
9800	2,055.50	Wade, Long, Wood & Long	Legal Fees
9801	36.00	Lethal Pest Solutions	R/M - Office
9802	205.39	Met Life Small Business Ctr	Health Insurance
9804	208.53	Auto & Truck Parts of Deptford	Supplies - Operating
9805	98.43	Nextel/Sprint	Telephone - Operating
9807	47.36	One Call Concepts	R/M - System
9808	762.50	Pennoni Associates	Engineer Fees
9809	46.44	Pat Garvey (Petty Cash)	Supplies - Office
9810	32.50	Pine Hill Printing	Supplies - Office
9811	118.58	Pine Hill Hardware	Supplies - Operating
9812	1,397.50	Philadelphia Business Forms	Supplies - Office
9815	380.00	Rutgers, The State University	T/E - Admin
9816	202.71	Sams Club	Miscellaneous - Office
9817	134.42	South Jersey Gas	Utilities - Office
9817	35.82	South Jersey Gas	Utilities - Operating
9818	47.24	George Smith	Health Insurance
9819	12.50	SNJ Chpater NIGP	T/E - Admin
9821	30.00	Stewart Business Systems	Supplies - Office
9822	200.54	Verizon	R/M - System
9823	52.11	James Wakeley	Health Insurance
9824	63.48	Deborah Warrington	Health Insurance
9826	6,542.73	Willier Electric	R/M - System
9827	499.07	Winner Ford	Automotive Expense

Mr. Odenath made a motion to approve payment of the sewer bills, seconded by Mr. Green.  
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath.  
Nays: None

Mr. Knott made a motion to adjourn the meeting, seconded by Mr. Odenath.  
All were in favor.

Meeting adjourned 8:18 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary