

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **February 16, 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. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Green

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 seat Mr. Hassett for Mr. Green for his excused absence.

All were in favor.

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

No one from the public was present.

Mrs. Burke made a motion to close the floor to the public, seconded by Mr. Odenath. Motion carried.

Minutes:

Mr. Odenath made a motion to approve the minutes of the January 19, 2022 meeting and the February 7, 2022 reorganization meeting, seconded by Mr. Knott.

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

Nays: None

Abstain: Mrs. Burke, Mr. Hassett

Correspondence:

1. From Winslow Twp re: Notice of Public Hearing to Revise Connection Rates for Water/Sewer
2. From Pennoni re: Professional Services & Project Budget –Country Club Standpipe Inspection
3. From Pennoni re: Professional Services Change Order -Bromley Emergency Generator
4. From Courier Post News re: NJ American Water seeking rate hike from Board of Public Utilities
5. From Chris Long re: Customer Notice of Lead Service Line (draft)
6. From NJ American Water re: Petition for Approval to Change Levels of Purchased Water Adjustment Clause and Purchased Wastewater Treatment Clause

The Board reviewed the Correspondence. There was discussion on #5- the notice to residents of lead service lines. Letters will be sent out to 34 residents based on John's estimation of the possibility of lead connectors. John and Hugh and Chris Long explained the procedure to the Board and what to expect moving forward with this state mandated project. The DEP will be regularly monitoring the lead inventory. Response to residents' questions and concerns will be addressed in a uniform manner. Questions about NJAW were also addressed by Hugh and Chris.

Mr. Hassett exited meeting at 7:50 pm.

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 review meeting 2/16/22, 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. Pennoni sent letter to document.
 - d. Erial Road Waterman Rehab
 - 1) Maintenance Bond expires 7/2/2023.
2. Federal Law America's Water Infrastructure Act of 2018
 - a. Compliant with Risk and Resilience provisions.
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 submitted through E2 electronic filing. (Deadline Jan 31).
- c. Pennoni preparing 2021 DRBC Audit to be submitted by March 31st.
- 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; Submittals approved; long generator lead time.
 - b. Construction Summer 2022.
- 7. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2021 report.
- 8. Country Club Tank
 - a. Inspection proposal approved.
 - b. Inspection to be scheduled ASAP.
 - c. Develop bid/budget for future painting/maintenance as required.
- 9. Country Club Roof
 - a. Site assessment 2/14/22.

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. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 20-year Recapture Agreement for Amboy Bank.
- 3. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
- 4. “Pine Hill Partners” (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
- 5. 1734 Erial Road, Gloucester Township
 - a. Sewer and water connection denied.
 - b. Revised plans submitted for review.
- 6. 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 2nd request for antenna.
 - e. T-Mobile/MetroPCS: Turnerville.
 - f. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Dougherty highlighted certain projects on his report.

Various Water Projects: Bond for various projects: Erial Rd watermain completed; currently working on decommissioning wells 6 & 7 and installing new well #8 – design meeting held today. Board approval to move ahead with advertising.

Asset Management Plan: Plan is available to view on the ipad.

Map Updates: DEP requires we must have a GIS map. It should be incorporated in next year budget.

Plant Roof: Investigating reuse of roof hatch for the Country Club well roof.

Annual Water Bond Trustee Report: Can be viewed on ipad.

Country Club Tank: On-site team to inspect both interior and exterior of tank on 2/22/22. A budget will be developed afterward.

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 referenced the resolution to approve the sale of surplus items on Gov Deals.

Mr. Long stated Utility shut offs are planned to resume March 15th. He is watching for any change and will keep us informed. He said there is a state program for low income water assistance which is separate from the payment agreements that we are currently offering.

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

Operation Manager’s Report:
Board reviewed Mr. Toal’s report.

Mrs. Burke 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:

Water Assistance Program: He will run an A/R report quarterly. State program will contact qualified homeowners and payment would be sent directly to MUA.

JIF Cyber Risk management: This is now complete and our deductible is low now.

Bromley Wet Well Cover: John reviewed the drawing from J & M Custom Sheet Meter. They were given the ok to proceed.

NJDEP: Responded to letter concerning expired permits. Open projects have been closed out.

Bromley Generator: Pennoni Change Order. Resolution will be prepared for March meeting.

Budget & Upcoming Projects: Monies are allocated for the new well, generator, and roofs. Dominic monitors projects and expenses weekly.

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

Board Members:

Mr. Knott expressed thanks and appreciation to the Authority for helping the Borough with snow plowing.

Mrs. Burke’s question regarding videotaping of the meetings was answered by Mr. Long. He said the meetings are 100% public and videotaping is permitted as long as there is no disruption.

New Business:

None

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #22 - 032**

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.

APPROPRIATION TITLE	FROM	TO
Engineering Fees		5,000.00
Trustee	1,500.00	
Supplies - Office	1,500.00	
Chemicals	1,500.00	
Training	500.00	
Total	\$5,000.00	\$5,000.00

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

Mrs. Burke made a motion to approve the budget transfers for Engineering Fees, seconded by Mr. Knott.

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

Nays: None

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
AUTHORIZING THE DISPOSAL OF SURPLUS MATERIALS
RESOLUTION #22-033**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) has surplus property, as set forth in Attachment A, which is no longer needed for public use; and

WHEREAS, said surplus property shall be sold at an online auction through New Jersey State contract vendor GovDeals, Incorporated, posted on the GovDeals website (www.govdeals.com); and

WHEREAS, the online auction shall be conducted pursuant to the provisions of N.J.S.A. 40A:11-36, New Jersey State Contract #83453 and the New Jersey Local Finance Notices 2008-9, 2008-21R and 2019-15.

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 items listed in "Attachment A" are declared property, to be forthwith advertised for public sale pursuant to N.J.S.A. 40A:11-36 and New Jersey Local Finance Notices 2008-9, 2008-21R and 2019-15
3. Said items shall be sold at an online auction to the highest bidder through New Jersey State Contract Vendor GovDeals, Inc. at <http://www.govdeals.com> in accordance with New Jersey State Contract #83453 and the New Jersey Local Finance Notices 2008-9, 2008-21R and 2019-15.
4. The Terms and Conditions of the Agreement entered into by and between the Authority and GovDeals, Inc. are available on the vendor's Website and in the Authority's Contract Office.

Mr. Knott made a motion to authorize the disposal of surplus materials, seconded by Mrs. Burke.

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

Nayes: None

**WATER
RESOLUTION #22-034**

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

2205000-0	84 Walnut Lane	Refund Overpayment	\$ 275.00
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Mrs. Burke made a motion to authorize the disposal of surplus materials, seconded by Mr. Odenath.

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

Nayes: None

**SEWER
RESOLUTION #22-035**

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

1172000-0	53 W Cloverdale Ave	.75	Interest Post Correction
2205000-0	84 Walnut Lane	50.00	Refund Overpayment

Mrs. Burke made a motion to authorize the disposal of surplus materials, seconded by Mr. Odenath.

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

Nayes: None

**Water Operating
Revenue Resolution #22-036**

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.

MC9831	127.50	Pine Hill MUA	Trustee
MC9832	12.50	Rutgers, The State University	T/E - Admin
9834	9,366.06	Atlantic City Electric	Utilities - Operating
9834	243.19	Atlantic City Electric	Utilities - Office
9835	22.00	Acme Uniforms	Supplies - Office
9836	17,470.46	Amerihealth	Health Insurance
9837	264.55	Casa Payroll Service	Supplies - Office
9838	163.01	C&C Computer Design	Supplies - Operating
9838	325.81	C&C Computer Design	Supplies - Office
9839	153.17	Comcast	Supplies - Office
9840	73.32	Courier Post	Supplies - Office
9841	225.00	Coverall of Philadelphia	Supplies - Office
9842	100.00	Dominic Buirch	Miscellaneous - Office
9842	13.85	Dominic Buirch	Supplies - Operating
9842	90.83	Dominic Buirch	Health Insurance
9843	1,665.00	Eurofins QC	Laboratory Testing
9844	17.34	Patricia Garvey	Supplies - Office
9845	413.43	Gloucester Township	Automotive Expense

9846	15.00	Thomas Hassett	Health Insurance
9847	262.13	Home Depot	Supplies - Operating
9848	64.78	Live Message America Acqua	R/M - Office
9849	1,245.50	Wade, Long, Wood & Long	Legal Fees
9850	36.00	Lethal Pest Solutions	R/M - Office
9851	308.09	Met Life Small Business Ctr	Health Insurance
9852	553.29	Miracle Chemical	Chemicals
9854	98.38	Nextel/Sprint	Telephone - Operating
9855	21,012.25	NJ American Water	Water Agreements
9856	530.00	NJ Water Association	Supplies - Operating
9857	40.40	One Call Concepts	R/M - System
9858	6,103.75	Pennoni Associates	Engineer Fees
9859	42.56	Pat Garvey (Petty Cash)	Supplies - Office
9860	236.63	Pine Hill MUA	Supplies - Office
9861	265.74	Pine Hill Hardware	Supplies - Operating
9863	275.00	William Ross	Miscellaneous - Office
9864	518.50	Rutgers, the State University	T/E - Admin
9865	174.24	South Jersey Gas	Utilities - Office
9865	37.05	South Jersey Gas	Utilities - Operating
9866	30.00	Stewart Business Systems	Supplies - Office
9867	854.00	Thomson Reuters Inc	Supplies - Office
9868	9.00	John Toal	Health Insurance
9869	108.78	Verizon	R/M - System
9870	11.56	Deborah Warrington	Health Insurance
9871	669.63	WB Mason	Supplies - Office

Water Renewal & Replacement

Revenu Resolution #22-037

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.

9858	182.25	Pennoni Associates	Garage Roof Repl- Engineer
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Mr. Knott made a motion to approve the payment of the water bills, seconded by Mr. Odenath.

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

Nays: None

Sewer Operating

Revenue Resolution #22-038

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.

MC9830	265.16	Consolidated Rail Corporation	Railroad Rental
MC9831	1,665.00	Pine Hill MUA	Trustee
MC9832	12.50	Rutgers, The State University	T/E - Admin
9834	3,420.21	Atlantic City Electric	Utilities - Operating
9835	22.00	Acme Uniforms	Supplies - Office
9836	11,646.97	Amerihealth	Health Insurance
9837	264.55	Casa Payroll Services	Supplies - Office
9838	163.01	C&C Computer Design	Supplies - Operating
9838	325.81	C&C Computer Design	Supplies - Office
9840	73.32	Courier Post	Supplies - Office
9842	13.85	Dominic Buirch	Supplies - Operating
9842	60.55	Dominic Buirch	Health Insurance
9844	17.34	Patricia Garvey	Supplies - Office
9845	413.43	Gloucester Township	Automotive Expense
9846	10.00	Thomas Hassett	Health Insurance
9847	262.11	Home Depot	Supplies - Operating
9848	64.78	Live Message America Acqua	R/M - Office
9849	408.50	Wade, Long, Wood & Long	Legal Fees
9851	205.39	Met Life Small Business Ctr	Health Insurance
9853	158.41	Auto & Truck Parts of Deptford	Supplies - Operating

9854	98.37	Nextel/Sprint	Telephone - Operating
9857	40.39	One Call Concepts	R/M - System
9858	1,736.25	Pennoni Associates	Engineer Fees
9859	42.55	Pat Garvey (Petty Cash)	Supplies - Office
9860	236.61	Pine Hill MUA	Supplies - Office
9861	265.74	Pine Hill Hardware	Supplies - Operating
9862	31.00	ProGas	Chemicals
9863	\$50.00	William Ross	Miscellaneous - Office
9864	518.50	Rutgers, The State University	T/E - Admin
9865	37.05	South Jersey Gas	Utilities - Operating
9867	854.00	Thomson Reuters	Supplies - Office
9868	6.00	John Toal	Health Insurance
9869	197.74	Verizon Inc	R/M - System
9870	7.71	Deborah Warrington	Health Insurance
9871	669.62	WB Mason	Supplies - Office
9872	5,385.00	Willier Electric	R/M - System
9873	303.03	Xtel Communications	Telephone - Office
9873	296.79	Xtel Communications	Telephone - Operating

Sewer General

Revenue Resolution #22-039

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.

9858	182.25	Pennoni Associates	Garage Roof Repl - Engineer
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Mr. Odenath made a motion to approve the payment of the sewer bills, seconded by Mrs. Burke.

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

Nays: None

Mr. Odenath made a motion to adjourn the meeting, seconded by Mr. Knott.

All were in favor.

Meeting adjourned 8:25 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary