

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 19, 2022** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

PINE HILL MUNICIPAL UTILITIES AUTHORITY
AMENDED AGENDA

Wednesday, October 19, 2022
7:30 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

ROLL CALL

ADD TO AGENDA

- 1. Discussion to appoint Chairman in lieu of Mark Buscher's retirement from the Board**

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING

1. September 21, 2022

CORRESPONDENCE

REPORTS

1. ENGINEER
2. SOLICITOR
3. LICENSED OPERATIONS MANAGER
4. EXECUTIVE DIRECTOR
5. BOARD MEMBERS

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Appropriate Renewal & Replacement Funds- Pressure Seal Machine
2. Appropriate Sewer General Funds- Pressure Seal Machine
3. Appropriate Renewal & Replacement-Motor, Pump, Addt'l Cleaning- Mt. Clement Well
4. Water Billing Adjustments
5. Sewer Billing Adjustments
6. Payment of Bills

ADJOURNMENT

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, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Buscher

Also in attendance was Mr. Buirch, Executive Director, Mr. Toal, Operations Manager, Mr. Dougherty, Engineer. Mr. Long, Solicitor attended via cell phone. Mr. Odenath made a motion to seat Mr. Hassett, seconded by Mr. Green. Motion carried.

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

No one from the public was present.

Mr. Knott made a motion to close the floor to the public, seconded by Mr. Green. Motion carried.

Minutes:

Mrs. Burke made a motion to approve the minutes of the September 21, 2022 meeting, seconded by Mr. Hassett.

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

Nays: None

Correspondence:

1. From Pennoni re: Well #8 – Certificate for Payment No.1
2. From Pennoni re: Maintenance Building Roof – Certificate for Payment No. 4
3. From Anthony Bonasera, East Latitude re: Well #8 Precon Meeting Minutes

The Board reviewed the Correspondence.

Mrs. Burke made a motion to approve the correspondence, seconded by Mr. Hassett. All were in favor.

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. New Well "Well 8" and Well 6 & 7 Decommissioning
 - 1) Abandon Wells.
 - 2) Must construct new well to maintain Firm Capacity.
 - 3) Opened Bids 7/7, Awarded to AC Schultes for \$1,554,150.00.
 - 4) Clearing complete, drilling underway.
 - b. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA; 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) MUA inspection program.
 - 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. Well status update submitted; John Toal submitted through E2 electronic filing. (Deadline Jan 31).
 - c. Pennoni submitted 2021 DRBC Audit (Deadline March 31st).
4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Pennoni proceeding with incorporating MUA CAD data into GIS (NJDEP requirement).
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
 - d. Updated Rules, Regulations and Technical Specifications to be adopted.
5. Plant Roof
 - a. Awarded to Northeast Roof Maintenance, Base Bid \$138,050.00.
 - b. Roof Complete.
6. Bromley Estates Pump Station Generator
 - a. Advertised 11/17/21; Bids Opened 12/8/2021; Awarded to Maguire Electrical Construction, LLC; 32-week generator lead time.
 - b. Delivery and installation anticipated October.
7. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2021 report.
8. Country Club Tank
 - a. Inspection completed.
 - b. Rehab tank interior and exterior within 2 years.
 - c. Estimated budget: \$782,000.
9. Country Club Roof
 - a. Site assessment complete.
 - b. Roof replacement required.
 - c. Plans and specifications complete; Pennoni soliciting quotes.

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 conditionally approved.
 - b. Revised plan submitted 3/9.
6. Tank Antenna
 - a. ATT: Turnerville.
 - b. Cellco/Verizon: Mt. Clement.

- c. Cellco/Verizon: Turnerville; Request for antenna swap-out.
- d. T-Mobile/MetroPCS: T-Mobile request for generator installation.
- e. T-Mobile/MetroPCS: Turnerville; Request for generator installation.
- f. Sprint: Mt. Clement.
- g. Ham Radio Operator Antenna: Turnerville.

Mr. Dougherty gave a brief summary of Engineer's Report confirming status of various water projects including: Well #8, Asset Management Plan, Plant Roof, and Bromley Generator to be installed November due to longer lead times. Country Club Roof will require soliciting of quotes. The bond release for The Lakes of Pine Hill property was discussed and will be considered after more research. Mr. Long requested a copy of the bond.

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

Solicitor's Report:

Mr. Long had no report for this meeting.

Operation Manager's Report:

1. The following work has been completed since last report:

- 176 assorted work orders serviced
- 57 utility mark outs completed
- 21 inoperable meter registers replaced and 7 broken meter touch pads replaced. All of the meter registers were out of warranty.
- 336 shut offs serviced

2. We repaired leaking water meters at 113 Cross Keys Rd, 1009 Mason Run and 3404 Tall Pines.
3. We raised and repaired the sewer curb vent located at 7 E 10th Ave.
4. We replaced the batteries in backhoe due to failure of existing. At this time we also installed stainless plating in the bottom of the battery boxes due to deterioration of the original boxes.
5. We repaired two water main leaks. The first was in front of Estates Road. The leak was hole in a 6" asbestos cement main. We use a 12.5 x 6" single band to make the repair. The second leak was in front of 70 Estates Road. The leak was the result of a push-in joint leaking where a 6" asbestos pipe was pushed into a 6" cast iron tee. We utilized a 6" bell joint clamp to make the repair.
6. Mt Clement well #2 is operational but off-line due to an odor in the water. We do run the well overboard for a few hours a day to try to eliminate the odor. Dominic has been in touch with AC Schultes concerning this problem. We have contacted Eurofins Lab to sample for VOC's (volatile organic contaminants) and petrochemical fingerprinting per advice from Pennoni Engineer.
7. I have completed and submitted the following to the DEP for the 3rd Quarter:

- Water Utilization Report
- Water Diversion Report
- Disinfectant Residual Form B&C
- TTHM/HAAS LRAA's

Board reviewed Mr. Toal's report. John answered questions and explained the water leaks on Estates Rd. There was discussion on pressure reducing valves on Branch Ave and adequate water supply for hydrants. Mr. Odenath made a motion to accept the Operation Manager's Report, seconded by Mr. Hassett.

Executive Director's Report:

AC Schultes, Inc continues works on the new well on Turnerville Road. They are hoping to be at well depth needed by Friday the 14th. We have a payment request in for tonight's meeting for their initial setup on the site. Anthony Bonasera will be sending an updated report prior to our meeting on Wednesday with a status of the ongoing well drilling.

Northeast Roof Maintenance is still finishing their punch list of open items. They are working on some small leaks in the new gutters along with rerouting rainwater away from the building in the back. We have a payment request in for tonight's meeting and we still have retainage that will need to be paid out once everything is completed.

Municipal Maintenance completed the installation of the new starter at Madison Ave Pump Station. We have a payment request in for tonight's meeting.

Value Smart Technologies started the installation of new cameras on the main office and maintenance garage. The majority of the installation work has been completed. We have one camera that still needs to be replaced on the main office. This camera is scheduled to be replaced on Friday the 21st.

We received in our new Pressure Seal Equipment machine from MGL Printing Solutions. We have resolutions in for tonight's meeting for this purchase. The old machine we had was over ten years old and has been giving us

issues with sealing the bills and late notices that we send out. This new machine will help speed up the billing process going forward. Total cost for the new machine is \$5,093.00. This will be charged to capital expenditures.

The office has made the conversion of Edmunds Accounting and Billing system over to their cloud version. This will allow for us to always have the most up to date version of Edmunds and has the system being backed up to the cloud each night.

We will begin the process of gathering old MUA paperwork that has been approved for destruction by the State of NJ and we will make a trip to Camden to have the paperwork incinerated at their facility.

We have signed up employees to go to the League of Municipalities Conference in November. If any other board members are interested in going, please let Pat know and she will get you signed up.

The Board reviewed the Director's Report. Mr. Birch highlighted points on Garage Roof Punchlist, Purchase of Pressure Seal Equipment and Cloud conversion for the office.

Mr. Green made a motion to accept the Executive Director's report, seconded by Mrs. Burke.

On voice vote, motion carried.

Board Members:

No comments

New Business:

Mark Buscher resigning from Board and filling the position of Chairman.

Mr. Green nominated Mr. Odenath for Chairman.

Mr. Hassett made a motion to appoint Mr. Odenath, seconded by Mrs. Burke. On voice vote, motion carried.

Mr. Hassett will move from Alternate Board Member to Board Member. There will now be two (2) Alternate positions open.

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #22-106**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a new Pressure Seal Equipment Machine from MGL Printing Solutions; 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 \$2,546.50 from the Water Renewal and Replacement Fund, which is required for the Purchase and Installation 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.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #22-107**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a new Pressure Seal Equipment Machine from MGL Printing Solutions; 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 \$2,546.50 from the Sewer General Fund, which is required for the Purchase and Installation 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.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #22-108**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined that Mt. Clement Well needs emergency repair for a new motor and pump; 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 \$2,700.00 from the Water Renewal and Replacement Fund, which is required for the additional one day of well cleaning 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. Hassett made a motion to approve R&R and Sewer General Appropriation Transfers, seconded by Mr. Green.
 Ayes: Mr. Knott, Mr. Green, Mrs. Burke, Mr. Odenath, Mr. Hassett
 Nays: None

**WATER
 RESOLUTION
 #22-109**

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

2126000-0	149 W CLEARVIEW AVE	LEAKY GASKETS	\$189.75 (33T)
2530000-0	64 ESTATES RD	LEAKY GASKETS	\$ 97.75 (17T)
65900-0	838 BLACKWD CLEM RD	BILLING ERR	\$ 33.00
744000-0	202 BLACKWD CLEM RD	BANKRUPCY	\$582.99

**SEWER
 RESOLUTION
 #22-110**

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

744000-0	202 BLACKWD CLEM RD	\$204.50	BANKRUPCY
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Mr. Green made a motion to approve the Water & Sewer Billing Adjustments, seconded by Mrs. Burke.
 Ayes: Mr. Knott, Mr. Green, Mrs. Burke, Mr. Odenath, Mr. Hassett
 Nays: None

**Water Operating
 Revenue Resolution #22-111**

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.

MC10208	852.91	BMEU Clerk, Deptford USPS	Supplies - Office
MC10209	633.48	NJ PWT	State Water Tax
10211	6,952.00	Atlantic City Electric	Utilities - Operating
10212	85.13	Acme Uniforms	Supplies - Operating
10212	18.50	Acme Uniforms	Supplies - Office
10213	16,740.14	AmeriHealth Ins Co of NJ	Health Insurance
10214	259.00	American Water Works Assoc	Training/Educ- Operating
10215	9,375.00	Bowman & Company LLP	Audit and Accounting Fees
10216	177.50	Casa Payroll Service LLC	Supplies - Office
10219	153.17	Comcast Inc	Supplies - Office
10220	665.00	Core & Main LP	Supplies - Operating
10221	229.00	Coverall of Philadelphia Inc	Supplies - Office
10222	100.00	Dominic Buirch	Miscellaneous - Office
10222	28.80	Dominic Buirch	Health Insurance
10222	43.24	Dominic Buirch	Supplies - Office
10223	2,851.00	Eurofins QC LLC	Laboratory Testing
10224	1,004.88	Township of Gloucester	Automotive Expense
10225	37.75	Michael Grogan	Health Insurance
10226	11.50	Home Depot	Supplies - Operating
10227	16.70	Matthew Hufner	Health Insurance
10228	67.85	Intercounty Newspaper Grp Inc	Supplies - Office
10229	105.00	NJ League of Municipalities	Training/Educ- Admin
10229	175.00	NJ League of Municipalities	Training/Educ-Operating
10231	76.79	Live Message America Acqua	Repair/Maintenance - Office
10232	327.50	Wade, Long, Wood & Long	Legal Fees
10233	37.00	Lethal Pest Solutions	Repair/Maintenance - Office
10234	308.48	Met Life Small Business Ctr	Health Insurance

10236	1,794.80	Miracle Chemical Co Inc	Chemicals
10238	21.92	Auto& Truck Parts of Deptford	Supplies - Operating
10238	126.13	Auto& Truck Parts of Deptford	Automotive Expense
10240	98.56	Nextel/Sprint Inc	Telephone - Operating
10241	21,988.98	NJ American Water Inc	Water Agreements
10242	81.15	One Call Concepts Inc	Repair/Maintenance - System
10243	318.50	Pennoni Associates Inc	Engineer Fees
10244	165.00	Pine Hill Printing Inc	Supplies - Office
10245	183.11	Pine Hill Hardware Inc	Supplies - Operating
10246	864.73	PICS	Supplies - Office
10248	2,976.00	Rio Supply Inc	Meter/Connections
10249	40.76	South Jersey Gas Co Inc	Utilities - Office
10249	39.53	South Jersey Gas Co Inc	Utilities - Operating
10250	52.50	SJ Chapter NIGP	Training/Educ - Admin
10251	43.79	Treasurer, NJ State	Unemployment Comp Ins
10252	250.00	Value Smart Technologies	Supplies - Office
10253	115.40	Verizon Inc	Repair/Maintenance - System
10254	200.00	WB Mason Co	Supplies - Office

Water Renewal & Replacement

Revenue Resolution #22-112

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.

10210	20,580.00	AC Schultes Inc	Well #8 Construction
10210	2,700.00	AC Schultes Inc	Mt Clement Well Repair
10235	2,546.50	MGL Printing Solutions	MGL -Pressure Seal Equip
10239	15,925.00	Northeast Roof Maintenance	Maint Garage Roof- Constr
10243	225.00	Pennoni Associates Inc	Maint Garage Roof- Engineer
10243	2,435.00	Pennoni Associates Inc	PRM Backup/Capping 6&7-Eng

Sewer Operating

Revenue Resolution #22-113

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.

MC10208	852.91	BMEU Clerk, Deptford USPS	Supplies - Office
10211	3,298.61	Atlantic City Electric	Utilities - Operating
10211	290.16	Atlantic City Electric	Utilities - Office
10212	85.12	Acme Uniforms	Supplies - Operating
10212	18.50	Acme Uniforms	Supplies - Office
10213	11,160.09	AmeriHealth Ins Co of NJ	Health Insurance
10215	9,375.00	Bowman & Company LP	Audit and Accounting Fees
10216	177.50	Casa Payroll Service LLC	Supplies - Office
10217	88.00	Camden County MUA	Supplies - Office
10217	88.00	Camden County MUA	Supplies - Operating
10218	2,365.00	Clementon Sewer Utility	Transmittal Agreements
10222	19.20	Dominic Buirch	Health Insurance
10222	43.24	Dominic Buirch	Supplies - Office
10224	1,004.87	Township of Gloucester	Automotive Expense
10225	25.17	Michael Grogan	Health Insurance
10226	11.49	Home Depot Inc	Supplies - Operating
10227	11.13	Matthew Hufner	Health Insurance
10228	67.85	Intercounty Newspaper Grp Inc	Supplies - Office
10229	105.00	NJ League of Municipalities	Training/Educ - Admin
10229	175.00	NJ League of Municipalities	Training/Educ - Operating
10230	13,851.00	Lindenwold Sewer Utility	Transmittal Agreements
10231	76.78	Live Message American Acqua	Repair/Maintenance - Office
10232	327.50	Wade, Long, Wood & Long	Legal Fees

10234	205.66	Met Life Small Business Ctr	Health Insurance
10238	21.92	Auto & Truck Parts of Deptford	Supplies - Operating
10238	126.13	Auto & Truck Parts of Deptford	Automotive Expense
10240	\$98.55	Nextel/Sprint Inc	Telephone - Operating
10242	81.15	One Call Concepts Inc	Repair/Maintenance - System
10243	462.50	Pennoni Associates Inc	Engineer Fees
10244	165.00	Pine Hill Printing Inc	Supplies - Office
10245	183.11	Pine Hill Hardware Inc	Supplies - Operating
10246	864.72	PICS	Supplies - Office
10247	31.00	Pro Gas Inc	Chemicals
10249	39.53	South Jersey Gas Co Inc	Utilities - Operating
10250	52.50	SNJ Chapter NIGP	Training/Educ - Admin
10251	43.78	Treasurer, New Jersey State	Unemployment Compensation Inc
10252	250.00	Value Smart Technologies	Supplies - Office
10253	208.01	Verizon Inc	Repair/Maintenance - System
10254	199.99	WB Mason Co	Supplies - Office
10255	300.50	Xtel Communications Inc	Telephone - Office
10255	301.93	Xtel Communications Inc	Telephone - Operating

**Sewer General
Revenue Resolution #22-114**

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.

10235	2,546.50	MGL Printing Solutions LLC	MGL - Pressure Seal Equip
10237	4,230.00	Municipal Maintenance Inc	Supply & Install Starter - Madison
10239	15,925.00	Northeast Roof Maintenance	Maint Garage Roof - Construc
10243	225.00	Pennoni Associates Inc	Maint Garage Roof - Engineer

Mr. Hassett made a motion to approve all payment of Water and Sewer bills, seconded by Mr. Green.
Ayes: Mr. Knott, Mr. Green, Mrs. Burke, Mr. Odenath, Mr. Hassett
Nays: None

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

Meeting adjourned 8:10 pm.

Respectfully submitted,

Patricia Garvey