

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Tuesday, **November 20, 2018** 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.

Mr. Buscher read the Open Public Meeting Act.

Roll Call:

Present: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mr. Shultz, Mrs. Burke

Absent: Mr. Hassett

Mr. Knott made a motion to excuse Mr. Hassett due to illness, seconded by Mr. Odenath. All Board Members were in favor.

Also in attendance: Mr. Chris Long, Solicitor, and Mr. Hugh Dougherty, Engineer, Mrs. Corson, Executive Director.

Mrs. Burke made a motion to open the floor to the public, seconded by Mr. Green. On voice vote, motion carried. There was no one in the audience to address the Board.

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

Minutes:

Mr. Knott made a motion to approve the meeting minutes of October 17, 2018, seconded by Mr. Shultz. There were no questions or corrections regarding the meeting minutes. All board members were in favor of approving the minutes.

Correspondence:

1. FYI re: Real ID
2. From Pennoni re: 315 W Branch Avenue Water/Sewer Feasibility

The Board reviewed the Real ID information that is effective as of October 1, 2020. Mr. Dougherty and the Board discussed the Review #1 of the Water/Sewer Feasibility for 315 West Branch Ave.

Mr. Shultz made a motion to approve the correspondence, seconded by Mrs. Burke. All board members were in favor of approving the correspondence.

Engineer's Report:

**I. Active Projects**

1. Generator at Turnerville Road Plant (PHMUX 18002)
  - a. Base Bid- Well and Chemical Feed/Garage (Diesel).
  - b. Add Alternate Admin Building (Natural Gas).
  - c. Awarded Base Bid Only to G&G Electrical Contractors, Inc., \$144,600.00.
2. Various Water Projects for NJIB Loan
  - a. Asset Management Plan (PHMUX 18007)
    - 1) Required under NJ Water Quality Accountability Act.
    - 2) Implementation date April, 2019.
    - 3) Draft plan provided to PHBMUA for review.
    - 4) Identify long term capital projects.
  - b. Erial Road Waterman Rehab
    - 1) Echologics Report: no leaks.
    - 2) 2018/2019 County project: remainder of Erial Road.
    - 3) Approximately sixty (60) water service replacements.
    - 4) 4,400 LF of ACP water main suspected to be in "poor" condition.
    - 5) 2,800 LF of CIP water main suspected to be in need of rehabilitation.
    - 6) NJIB Submission December.
  - c. Branch Avenue Fire Flow and 3rd Ave Loop
    - 1)MUA to install watermain at 3rd Avenue.
    - 2)ROW Vacated; Need Easement.
    - 3)PRV design by Pennoni.
    - 4)NJIB Submission December.
  - d. New Well and Well 6 & 7 Decommissioning
    - 1) NJDEP inspection.
    - 2) Abandon Wells.
    - 3) Must construct new well to maintain Firm Capacity.
    - 4) NJIB Submission December.
  - e. Loan Application
    - 1) Application Part 2 Submitted.

- 2) 2 Separate Applications; Erial and Branch Application, Well Application
- 3) Possible temporary NJIB funding shortage.
- 3. Water Allocation Permit
  - a. Permit Renewal issued February 22, 2018.
- 4. Map Updates
  - a. 2018 updates Pennoni proceeding.
  - b. Awaiting MUA markups.

## II. Other Projects

### Pine Valley Developers Use Variance

- a. Submitted use variance application for 91 units to Planning Board.
- 2. Branch Avenue Self Store (Former Callahan Nursery)
  - a. Need easement for 3<sup>rd</sup> Avenue watermain.
  - b. Submitted site plan application to Planning Board.
- 3. Carl Pursell- 121 Berlin-Cross Keys Road
  - a. Connection for office/warehouse buildings.
  - b. Recapture Agreement for Amboy Bank.
- 4. Gary Shuhart- 129 Berlin-Cross Keys Road
  - a. Connection for office/warehouse.
  - b. Recapture Agreement for Amboy Bank.
- 5. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
  - a. Amboy Bank looking to construct 90 Townhomes.
- 6. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612)
  - a. Pennoni issued bond release recommendation (release not recommended).
- 7. Annual Water Bond Trustee Report
  - a. 2017 report issued January 31, 2018.
- 8. Tank Antenna
  - a. ATT: Mt Clement.
  - b. ATT: Turnerville.
  - c. Cellco/Verizon: Mt. Clement.
  - d. Cellco/Verizon: Turnerville.
  - e. T-Mobile/MetroPCS: T-Mobile on Mt Clement.
  - f. T-Mobile/MetroPCS: Turnerville.
  - g. Sprint: Mt. Clement.
  - h. Ham Radio Operator Antenna: Turnerville.
- 9. Maintenance Bonds
  - a. Greenwood Avenue expires January 17, 2019.
  - b. Madison Avenue expires October 31, 2019.
  - c. Cloverdale-Erial Road Watermain Rehab expires October 17, 2019.
- 10. Third Fairway (Trump Philadelphia)
  - a. One-year TWA permit extension request.

Mr. Dougherty reviewed the Engineer's report with the Board. There is a preconstruction meeting set up for November 29<sup>th</sup> for the generators. The contract was awarded and the contractor will provide a schedule at that meeting. Mr. Dougherty stated the Asset Management Plan for the water system has been compiled. There is a whole inventory of the entire system- everything that we own. The GPS mapping will be done by Mr. Toal and Mrs. Corson. This is the most economical way to get this task completed. As soon as we receive the remainder of the equipment the mapping the training will begin. The final version of the Water Asset Management Plan will probably be presented to the Board at the December meeting. The due date is April 2019. The rest of the water projects are on schedule for submittal of the Infrastructure Trust Loan. Mr. Dougherty also recapped the other projects on his report.

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

#### Solicitor's Report:

Mr. Long stated he had no report for this evening.

#### Operations Manager's Report:

The Board reviewed Mr. Toal's report.

Mr. Green made a motion to approve the Licensed Operation Manager's report, seconded by Mr. Shultz.  
On voice vote, motion carried.

#### Executive Director's Report:

Mrs. Corson told the Board that we have not heard anything from Mr. Burton who was present at last month's meeting. His bill has been paid. His meter was read and the usage appears to show the meter is running accurately. Mrs. Corson said the Rules and Regulations state that a resident's request to be present when a meter

is pulled for testing must be in writing. The office personnel has been informed that any future request of this nature must be in writing. Mrs. Corson reminded the Board that the December meeting is on the 19<sup>th</sup> and starts at 7:00 p.m. The Board members were asked to provide their preference for ham or turkey for Christmas. Mrs. Corson requested a monetary donation from all employees so we can continue to give a holiday basket to 2 families in Pine Hill.

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

Board Members:

Mr. Green stated the Christmas parade will be on December 2<sup>nd</sup>. Erial Rd was repaired by the County.

New Business:

None

Old Business:

None

Resolutions:

Water  
**Resolution**  
**#18-123**

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

2659000-0	1090 Grandview Drive	Waived Meter Test Fee	\$ 75.00
1696000-0	52 E 5 <sup>TH</sup> Ave	Final Bill Adjustment Reading Error	\$7,195.28

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

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

Nayes: None

Water Operating  
**Revenue Resolution #18-124**

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.

MC 7912	30.00	NJ Motor Vehicle Commission	Automotive Expense
MC 7913	81.25	NJ Motor Vehicle Commission	Automotive Expense
MC 7914	12.50	Rutgers University	Miscellaneous - Office
MC 7915	17.50	State Treasury, New Jersey	Miscellaneous - Office
MC 7916	219.16	BMEU Clerk, Deptford USPS	Supplies - Office
7917	4,677.52	Atlantic City Electric	Utilities - Operating
7917	183.58	Atlantic City Electric	Utilities - Office
7918	105.25	Acme Uniforms	Supplies - Operating
7918	18.50	Acme Uniforms	Supplies - Office
7919	89.40	All Industrial Safety Products	Supplies - Operating
7920	25.00	Allied Meter Service	R/M - System
7921	13,465.57	Amerihealth Insurance of NJ	Health Insurance
7922	230.00	American Water Works Assoc	T/E - Operating
7923	3,220.96	Bank of New York Mellon	Trustee
7924	162.68	Casa Payroll Services	Supplies - Office
7925	54.93	Cazenovia Creek Funding II	Miscellaneous - Office
7926	42.50	C & C Computer Designs	Supplies - Office
7928	870.00	Core & Main	Meter/Connections
7929	41.05	Debra Corson	T/E - Admin
7931	137.50	Delcrest Sign	Automotive Expense
7932	185.94	Echelon Ford	Automotive Expense
7933	18.30	Empire Tax Fund VII	Miscellaneous - Office
7934	825.00	Eurofins QC	Laboratory Testing
7935	12.50	FlexFacts	Supplies - Office
7936	15.00	Flowers & Gifts	Supplies - Office
7937	61.41	Patricia Garvey	T/E - Admin
7938	580.92	Township of Gloucester	Automotive Expense
7939	7.50	Michael Grogan	T/E - Operating
7940	51.00	Thomas Hassett	Health Insurance

7942	40.46	Home Depot	Supplies - Operating
7943	337.32	Horizon BC/BS Inc	Health Insurance
7944	27.00	Matthew Hufner	Health Insurance
7945	62.58	Live Message America Acqu	R/M - Office
7946	1,369.70	Long, Wade, Wood & Long	Legal Fees
7948	196.63	Mechanic's Auto Parts	Automotive Expense
7949	677.40	Miracle Chemical	Chemicals
7950	91.66	Elmerinda Narducci	Health Insurance
7951	78.29	Nextel/Sprint	Telephone - Operating
7952	21,062.01	New JerseyAmerican Water	Water Agreements
7953	60.00	NJ Water Association	Supplies - Operating
7954	5.80	Office Basics	Supplies - Office
7955	110.63	One Call Concepts	R/M -System
7956	182.00	Parker McCay	Legal Fees
7957	238.88	Pennoni Associates	Engineer Fees
7958	85.00	Pine Hill Printing	Supplies - Office
7959	139.00	Pine Hill Hardware	Supplies- Operating
7960	27.00	ProGas	Chemicals
7961	16.55	Julie Reehle	T/E - Admin
7962	4,799.00	Rio Supply	Meter/Connections
7963	39.06	George Smith	Health Insurance
7964	199.28	Tire Corral Clementon	Automotive Expense
7965	18.83	John Toal	T/E -Operating
7965	18.00	John Toal	Health Insurance
7966	80.90	United Electric Supply	Supplies - Operating
7967	104.61	Verizon	R/M - System
7968	22.77	James Wakeley	Health Insurance
7968	65.00	James Wakeley	Supplies - Operating
7968	11.50	James Wakeley	T/E - Operating
7970	0.74	Xerox Corp	Supplies - Office
7971	399.98	Xtel Communications	Telephone - Office
7971	194.50	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

**Revenue Resolution #18-125**

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.

7957	11,196.00	Pennoni Associates	Water Asset Mgmt Plan - Engineer
7957	4,803.04	Pennoni Associates	General Engineering
7957	262.75	Pennoni Associates	Branch Ave PRV - Engineering
7957	676.75	Pennoni Associates	PRM Backup/Capping 6&7
7957	805.50	Pennoni Associates	NJIB Loan Appl - Engineering
7957	4,440.88	Pennoni Associates	Erial Rd Water Main Rehab-Eng
7969	17,603.50	Winner Ford	Truck/2019 Ford 250

Mr. Green made a motion to approve payment of the water bills shown to be true and correct, seconded by Mr. Shultz.

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

Nayes: None

Sewer Operating

**Revenue Resolution #18-126**

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.

MC 7912	30.00	NJ Motor Vehicle Commission	Automotive Expense
MC 7913	81.25	NJ Motor Vehicle Commission	Automotive Expense
MC 7914	12.50	Rutgers, State University	Miscellaneous - Office
MC 7915	17.50	Treasurer, New Jersey State	Miscellaneous - Office

MC 7916	219.15	BMEU Clerk, Deptford USPS	Supplies - Office
7917	2,638.82	Atlantic City Electric	Utilities - Operating
7918	105.25	Acme Uniforms	Supplies - Operating
7918	18.50	Acme Uniforms	Supplies - Office
7919	89.40	All Industrial Safety Products	Supplies - Operating
7921	8,977.04	Amerihealth Insurance Co	Health Insurance
7923	1,650.00	Bank of New York Mellon	Trustee
7924	162.67	Casa Payroll Service	Supplies - Office
7925	156.95	Cazenovia Creek Funding II	Miscellaneous - Office
7926	42.50	C & C Computer Design	Supplies - Office
7927	145.84	Comcast	Supplies - Office
7929	100.00	Debra Corson	Miscellaneous - Office
7929	41.05	Debra Corson	T/E - Admin
7930	160.00	Coverall of Philadelphia	Supplies - Office
7931	137.50	Delcrest Sign	Automotive Expense
7932	185.94	Echelon Ford	Automotive Expense
7933	52.29	Empire Tax Fund VII	Miscellaneous - Office
7935	12.50	FlexFacts	Supplies - Office
7936	15.00	Flowers & Gifts	Supplies - Office
7937	61.41	Patricia Garvey	T/E - Admin
7938	580.91	Township of Gloucester	Automotive Expense
7939	7.50	Michael Grogan	T/E - Operating
7940	34.00	Thomas Hassett	Health Insurance
7941	30.00	Heritage Business Systems	Supplies - Office
7942	206.91	Home Depot	Supplies - Operating
7942	13.48	Home Depot	Supplies - Office
7943	224.87	Horizon BC/BS	Health Insurance
7944	18.00	Matthew Hufner	Health Insurance
7945	62.57	Live Message America Acqua	R/M - Office
7946	311.30	Long, Wade, Wood & Long	Legal Fees
7947	31.00	Lethal Pest Solutions	R/M - Office
7948	196.62	Mechanics Auto Parts	Automotive Expense
7950	91.65	Elmerinda Narducci	Health Insurance
7951	78.28	Nextel/Sprints	Telephone - Operating
7954	5.79	Office Basics	Supplies - Office
7955	110.62	One Call Concepts	R/M -System
7957	330.12	Pennoni Associates	Engineer Fees
7958	85.00	Pine Hill Printing	Supplies - Office
7959	139.00	Pine Hill Hardware	Supplies - Operating
7961	16.54	Julier Reehle	T/E - Admin
7963	25.03	George Smith	Health Insurance
7964	199.27	Tire Corral Clementon	Automotive Expense
7965	18.82	John Toal	T/E - Operating
7965	12.00	John Toal	Health Insurance
7966	80.90	United Electric Supply	Supplies - Operating
7967	195.68	Verizon	R/M - System
7968	15.18	James Wakeley	Health Insurance
7968	64.99	James Wakeley	Supplies - Operating
7968	11.50	James Wakeley	T/E - Operating
7970	56.84	Xerox	Supplies - Operating
7970	0.74	Xerox	Supplies - Office

Sewer General

**Revenue Resolution #18-127**

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.

7969	17,603.50	Winner Ford	Truck/2019 F250
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Mr. Shultz made a motion to approve payment of the sewer bills shown to be true and correct, seconded by Mr. Green.

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

Nays: None

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

All were in favor. Meeting adjourned 7:52 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary



