

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **December 19, 2018** at 7:00 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, Mr. Hassett

Absent: Mrs. Corson, Executive Director

Also in attendance: Mr. Chris Long, Solicitor, and Mr. Hugh Dougherty, Engineer, and Mr. John Toal, Operations Manager.

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

Minutes:

Mr. Knott made a motion to approve the meeting minutes of November 20, 2018, seconded by Mr. Odenath. There were no questions or corrections regarding the meeting minutes. All board members were in favor of approving the minutes.

Correspondence:

1. From Pennoni re: Notice to Proceed-New Generators-G&G Electrical
2. From Pat Garvey re: Thank you
3. From Winslow Twp re: Public Hearing Notice-Water/Sewer Rates Revision
4. From DEP re: loan application
5. From CME re: Notification Improvements to Watsontown-New Freedom Rd

Mr. Shultz made a motion to approve the correspondence, seconded by Mr. Buscher. 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.
 - d. Notice to Proceed issued November 29, 2018.
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 3rd 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. Installation is in progress for the Turnerville Rd Generator. The complete draft of the Asset Management Plan is ready and on schedule for the implementation date of April 2019. The Branch Ave self storage project needs a line installed from 3rd Ave and approval from the Planning Board. Mr. Dougherty said we are still waiting to hear from DEP on the application for project funding. Stage 1 and Stage 2 are completed. We are in Stage 3 and in the queue for the loan. Erial Road being the high priority and the wells lower priority.

Mr. Knott made a motion to accept the Engineer's Report, seconded by Mr. Shultz.
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. Knott made a motion to approve the Licensed Operation Manager's report, seconded by Mr. Shultz.

On voice vote, motion carried.

Executive Director's Report:

In the absence of Mrs. Corson, there was no report. Pat Garvey relayed Mrs. Corson's holiday vacation schedule.

Board Members:

Happy Holiday wishes from the Board Members were extended to everyone.

New Business:

None

Old Business:

None

Resolutions:

WATER
RESOLUTION #18-128

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

3499000-0	20 Country Club Road	Resolution for Penalty 18/4	\$.68
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Mr. Green made a motion to accept the water billing adjustments, seconded by Mr. Knott.

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

Nays: None

SEWER
RESOLUTION #18-129

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

3499000-0	20 Country Club Road	Resolution for Penalty 18/4	\$.75
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Mr. Green made a motion to accept the sewer billing adjustments, seconded by Mr. Shultz.

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

Nays: None

Water Operating
Revenue Resolution #18-130

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.

7972	3,713.60	Atlantic City Electric	Utilities - Operating
7973	84.20	Acme Uniforms	Supplies - Operating
7973	18.50	Acme Uniforms	Supplies - Office
7974	13,465.57	Amerihealth Ins Co	Health Insurance
7975	20.00	Authenticom Services	Supplies - Office
7978	1,202.50	C & C Computer Designs	Supplies - Office
7980	145.84	Comcast	Supplies - Office
7981	154.96	Debra Corson	Misc - Office
7982	160.00	Coverall of Philadelphia	Supplies - Office
7984	3,412.00	Edmunds & Associates	Supplies - Office
7985	825.00	Eurofins QC	Laboratory Testing
7986	12.50	FlexFacts	Supplies - Office
7987	20.00	Flowers & Gifts	Supplies - Office
7988	20.63	Patricia Garvey	Health Insurance
7989	280.38	Township of Gloucester	Automotive Expense
7990	27.52	Michael Grogan	Health Insurance
7991	42.00	Thomas Hassett	Health Insurance
7992	30.00	Heritage Business Systems	Supplies - Office
7993	47.17	Home Depot	Supplies - Operating
7994	337.32	Horizon BC/BS	Health Insurance
7995	16.00	Intercounty Newspaper Grp	Supplies - Office
7997	52.59	Live Message America Acqu	R/M - Office
7998	233.00	Wade, Long, Wood & Long	Legal Fees
7999	31.00	Lethal Pest Solutions	R/M - Office
8000	45.99	Mechanics Auto Parts	Automotive Expense
8001	1,162.87	Miracle Chemical	Chemicals
8002	98.37	Nextel/Sprint	Telephone - Operating
8003	15,823.25	New Jersey American Water	Water Agreements
8004	9,946.00	NJ Utilities Authority	Insurance
8005	52.50	One Call Concepts	R/M - System
8006	964.13	Pennoni Associates	Engineer Fees
8007	42.65	Pat Garvey (Petty Cash)	Supplies - Office
8008	207.46	Pine Hill Hardware	Supplies - Operating

8009	126.94	Joseph G Pollard	126.94
8011	20.20	Sams Club	Supplies - Office
8011	48.47	Sams Club	Supplies - Operating
8012	104.00	South Jersey NIGP	T/E - Admin
8013	100.00	Tire Corral Clementon	Automotive Expense
8014	103.33	Verizon Wireless	R/M - System
8015	34.93	James Wakeley	Health Insurance
8016	213.00	DeborahWarrington	Health Insurance
8017	56.84	Xerox Corp	Supplies - Operating
8019	236.15	Zallies Catering	Supplies - Office

Water Renewal & Replacement

Revenue Reslution #18-131

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.

8006	492.08	Pennoni	Generator Engineer
8006	4,216.50	Pennoni	Water Asset Mgmt Engineer
8006	575.50	Pennoni	PRM Backup Engineering
8006	1,511.50	Pennoni	Branch Ave PRV - Engineering
8006	4,949.75	Pennoni	Erial Water Main Rehab - Eng
8006	2,427.25	Pennoni	NJIB Loan Application - Engineer

Mr. Knott 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

Nayes: None

Sewer Operating

Revenue Resolution #18-132

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.

7972	2,084.80	Atlantic City Electric	Utilities - Operating
7972	157.67	Atlantic City Electric	Utilities - Office
7973	84.20	Acme Uniforms	Supplies - Operating
7973	18.50	Acme Uniforms	Supplies - Office
7974	8,977.04	Amerihealth Ins Co	Health Insurance
7975	20.00	Authenticom	Supplies - Office
7976	3,400.00	Bank of NY Mellon	Trustee
7977	90.25	Barton Supply	Supplies - Operating
7978	1,202.50	C & C Computer Design	Supplies - Office
7979	2,365.00	Clementon Sewer Authority	Transmittal Agreements
7981	54.96	Debra Corson	Miscellaneous - Office
7983	91.03	H A DeHart & Son	Supplies - Operating
7984	3,412.00	Edmunds & Assoc	Supplies - Office
7986	12.50	FlexFacts	Supplies - Office
7987	20.00	Flowers & Gifts	Supplies - Office
7988	13.74	Pat Garvey	Health Insurance
7989	280.38	Township of Gloucester	Automotive Expense
7990	18.34	Michael Grogan	Health Insurance
7991	28.00	Thomas Hassett	Health Insurance
7993	39.21	Home Depot	Supplies - Operating
7993	7.94	Home Depot	Supplies - Office
7994	224.87	Horizon BC/BS	Health Insurance
7995	16.00	Intercounty NewspaperGrp	Supplies - Office
7996	11,386.50	Lindenwold Sewer Authority	Transmittal Agreements
7997	52.58	Live Message American Acqu	R/M - Office
7998	476.00	Wade, Long, Wood & Long	Legal Fees

8000	45.99	Mechanics Auto Parts	Automotive Expense
8000	399.98	Mechanics Auto Parts	Supplies - Operating
8002	98.37	Nextel/Sprint	Telephone - Operating
8004	9,946.00	NJ Utilities Authority	Insurance
8005	52.50	One Call Concepts	R/M - System
8006	115.12	Pennoni Associates	Engineer Fees
8007	42.65	Pat Garvey (Petty Cash)	Supplies - Office
8008	207.45	Pine Hill Hardware	Supplies - Operating
8009	126.94	Joseph Pollard Company	Supplies - Operating
8010	27.00	ProGas	Chemicals
8011	20.20	Sams Club	Supplies - Office
8011	48.47	Sams Club	Supplies - Operating
8012	104.00	South Jersey NIGP	T/E - Admin
8013	100.00	Tire Corral Clemeton	Automotive Expense
8014	205.30	Verizon	R/M - System
8015	23.28	James Wakeley	Health Insurance
8016	142.00	Deborah L. Warrington	Health Insurance
8018	389.64	Xtel Communications	Telephone - Office
8018	195.68	Xtel Communications	Telephone - Operating
8019	236.15	Zallies Catering	Supplies - Office

Sewer General

Revenue Resolution #18-133

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.

8006	54.67	Pennoni Associates Inc	Generator - Engineering
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Mr. Green made a motion to approve payment of the sewer bills shown to be true and correct, seconded by Mr. Shultz.

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

Nays: None

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

All were in favor. Meeting adjourned 7:10 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary