

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **June 19, 2019** 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 and the reading of the Open Public Meeting Act.

Roll Call:

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

Absent: Mr. Odenath

Mr. Odenath was previously excused from June Meeting. Mrs. Burke was seated for Mr. Odenath.

Also absent was Mr. Toal, Operations Manager.

Also in attendance was Mr. Chris Long, Solicitor, and Mr. Hugh Dougherty, Engineer

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

Minutes:

Mr. Knott said there were 2 notations on May meeting minutes for the approval of the Engineer's report. He said that the correct one was where he made the motion to approve and Mr. Green seconded.

Mrs. Burke made a motion to approve the minutes of the May 15, 2019 meeting, seconded by Mr. Green. There were no questions regarding the meeting minutes. All were in favor of approving the minutes. Mr. Shultz abstained.

Correspondence:

1. From Pennoni re: 400 Erial- Minor Site Plan- Completeness Review #1
2. From Pennoni re: New Generators – Signed Change Order No.2 – 60 Day Extension
3. From 3 Andrews Ct. re: Thank You to Maintenance Staff
4. From Pennoni re: T-Mobile #1CA7849A Turnerville – Review No.2
5. From Pennoni re: New Generators- Certificate for Payment No.3
6. From NJIB re: Submission to DLGS of Financing Cost Estimate regarding Compliance w/WISE Act
7. From Debra Corson re: Thank You
8. From Borough of Pine Hill re: Resolution Authorizing 3rd Ave Watermain Installation

The Board reviewed the Correspondence.

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

Engineers Report:

I. Active Projects

1. Generator at Turnerville Road Plant (PHMUX 18002)
 - a. Base Bid- Well and Chemical Feed/Garage (Diesel).
 - b. Awarded Base Bid Only to G&G Electrical Contractors, Inc., \$144,600.00.
 - c. Notice to Proceed issued November 29, 2018; Contract end date May 29, 2019.
 - d. Construction underway; Well Generator Installed; Awaiting Garage Generator Delivery.
 - e. Additional work required for Well motor starter.
2. Various Water Projects for NJIB Loan
 - a. Asset Management Plan (PHMUX 18007)
 - 1) Required under NJ Water Quality Accountability Act.
 - 2) Plan provided to MUA; Implementation date April, 2019.
 - 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.
 - c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)MUA to install watermain at 3rd Avenue.
 - 2)ROW issues resolved.
 - 3)PRV design by Pennoni.
 - d. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.

- e. Loan Application
 - 1) Waiver from NJIB; Local Finance Board funding.
- 3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018.
 - b. DRBC Water Audit Submitted March 27th.
- 4. Map Updates
 - a. 2018 updates Pennoni proceeding.
 - b. Awaiting MUA markups.

II. Other Projects

- 1. 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. Easement available for 3rd Avenue watermain.
 - b. Approved by 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.
 - b. Revised plans submitted to Planning Board for 85 units.
- 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. 2018 report issued January 31, 2019.
- 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 (New request).
 - f. T-Mobile/MetroPCS: Turnerville (New request).
 - g. Sprint: Mt. Clement.
 - h. Ham Radio Operator Antenna: Turnerville.
- 9. Maintenance Bonds
 - a. Greenwood Avenue expired January 17, 2019 (Claim against bond).
- Generator/transfer switch maintenance required.
 - 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 explained the generator contract extension and change order, the loan application for water projects and the waiver from NJIB, the revised plans submitted by Amboy Bank, and tank antenna status.

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

Mr. Buscher stated that Christopher Emmons was added to the agenda and is present and would like to address the Board. The resident stated his name is Christopher Emmons and his address is 4 E 9th Ave. Mr. Emmons said he received a bill for a water meter and disputes his responsibility to have to pay because he called to report that there was a water leak and no one responded to the call. Mrs. Corson responded by giving the facts of the situation. The Board will take his request under consideration and he will be contacted with the decision.

Solicitor's Report:

Mr. Long said he contacted the Borough and we have permission to proceed with the 3rd Ave project.

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

Operation Manager's Report:

There was discussion on Mr. Toal's statement regarding the cause of the sewer back up at 113 Park Ave. Mrs. Corson said we are not sure of the cause of the failure. Everything is working fine now. Our insurance company is working with the resident. Mr. Buscher confirmed w/ Mrs. Corson that the Thank You from the resident at 3 Andrews Court has been posted in the garage for the maintenance personnel to see.

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

Executive Director's Report:

Mrs. Corson said that we received our waiver letter on 6/10/19. It is good that we have the waiver since our ranking has moved from 270 to 283 for the wells and 531 to 1013 for the backup wells. Mrs. Corson has been in touch with Mike Welding, Craig Gordano and Brian M from Phoenix Advisors and got a rough estimate of 3% interest on the full amount of the loan. She needs to get together w/ Mr. Dougherty to update costs of professional fees and what they will be for the closing. She asked the Board to decide if we are including the PRV valve in the loan and if loan will be 15 or 20 years. After Board discussion of loan and projects they decided on 20 year length of loan and to include the PRV valve. The major projects include the wells, capping wells 6 & 7, the firm capacity well, the PRV valve and Erial Rd. Mrs. Corson will need figures to go before Mayor and Council for approval to go out for the funding, and resolutions w/ NTE amounts will be needed for approval at the 7/17/19 meeting, so we can submit application by 7/24/19 to the Local Finance Board for approval at its meeting on 8/14/19. Regarding the 3rd Ave project Mrs. Corson will send letters to residents to make sure there are no encroachments w/ sheds, pools, etc. Mr. Toal wants to do project end of July/ beginning of August. Also, regarding the Generator, the change order needs approval at tonight's meeting.

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

New Business:

None

Old Business:

None

Resolutions:

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR THE
NEW GENERATORS CONTRACT**

RESOLUTION #19-62

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated June 19, 2019, to approve Change Order No. 3, to install a new soft start motor starter, which would result in an increase of \$7,914.73 for Project No. PHMUX 18002, the New Generators Contract; and

WHEREAS, Change Order No. 3 is required as the existing motor starter is not compatible with the newly installed emergency generator; and

WHEREAS, the Change Order request submitted by Pennoni has been reviewed by staff and the Chairman and Board Members of the PHMUA.

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. Change Order No. 3 for Project No. PHMUX 18002, the New Generators Contract, to install a new soft start motor starter as the existing motor starter is not compatible with the newly installed emergency generator, which would result in an increase of \$7,914.73 to the contract is hereby approved by the Authority.
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute any and all documents necessary to effectuate the Change Order.

Mr. Knott made a motion to approve the Generator Change Order No.3, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

WATER

RESOLUTION #19-63

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

4129000-9	.45	Penalty Correction	524 Renaissance Dr
4127000-15	7.33	Dbl Billed Meter Fee	331 Renaissance Dr

Mr. Shultz made a motion to approve the water billing adjustments, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

SEWER

RESOLUTION #19-64

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

2565000-0 \$ 33.34 75 Estates Rd Resolution for sewer Jun/July

Mr. Green made a motion to approve the sewer billing adjustments, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Water Operating

Revenue Resolution #19-65

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 8281	180.16	BMEU Clerk, Deptford USPS	Supplies - Office
8282	6,686.71	Atlantic City Electric	Utilities - Operating
8283	85.20	Acme Uniforms	Supplies - Operating
8283	18.50	Acme Uniforms	Supplies - Office
8284	13,747.51	Amerihealth Ins Co of NJ	Health Insurance
8286	20.00	Authenticom Services	Supplies - Office
8287	3,000.00	Bank of New York - Mellon	Trustee
8288	149.03	Casa Payroll Services	Supplies - Office
8289	1,125.00	C & C Computer Designs	Supplies - Office
8291	147.97	Comcast	Supplies - Office
8292	100.00	Debra Corson	Miscellaneous - Office
8293	160.00	Coverall of Philadelphia	Supplies - Office
8294	12.25	Ed's Rental	Supplies - Operating
8295	450.00	Environment Systems Research	Supplies - Operating
8296	870.00	Eurofins QC	Laboratory Testing
8297	12.50	FlexFacts	Supplies - Office
8298	65.00	Flowers & Gifts	Supplies - Office
8299	15.88	Patricia Garvey	Health Insurance
8301	346.32	Township of Gloucester	Autmotive Expense
8302	94.92	Michael Grogan	Supplies - Operating
8302	18.00	Michael Grogan	Health Insurance
8303	30.00	Heritage Business Systems	Supplies - Office
8304	97.95	Hilltop Block & Supply	Supplies - Operating
8305	14.97	Home Depot	Supplies - Operating
8306	337.31	Horizon BC/BS	Health Insurance
8308	837.40	Kennedy Marketing	Hydrant Maintenance
8310	56.11	Live Message America Acqu	R/M - Office
8311	1,160.45	Wade, Long, Wood & Long	Legal Fees
8312	33.00	Lethal Pest Solutions	R/M - Office
8313	1,476.74	Miracle Chemical	Chemicals
8314	1,079.63	Mongans	R/M - System
8315	173.45	Elmerinda Narducci	Health Insurance
8316	82.50	Nat Alexander	Supplies - Operating
8317	78.45	Nextel/Sprint	Telephone - Operating
8317	34.17	Nextel/Sprint	Supplies - Operating
8318	20,341.17	New Jersey American Water	Water Agreements
8319	84.06	Office Basics	Supplies - Office
8320	45.91	One Call Concepts	R/M - System
8321	371.00	Parker McCay	Legal Fees
8322	1,866.12	Pennoni Associates	Engineer Fees
8323	17.83	Pat Garvey (Petty Cash)	Supplies - Office
8323	21.86	Pat Garvey (Petty Cash)	Supplies - Operating
8324	271.19	Pine Hill Auto Repair	Automotive Expense
8325	131.56	Pine Hill Hardware	Supplies - Operating
8327	3,409.50	Rio Supply	Meter/Connections
8328	106.48	Safeguard Business Forms	Supplies - Office

8329	45.43	South Jersey Gas Co	Utilities - Operating
8330	66.56	George Smith	Health Insurance
8331	95.50	Treasurer, NJ State	Supplies - Operating
8332	210.00	Terminix Inc	R/M - Building
8333	93.31	Verizon Inc	R/M - System
8334	21.34	Deborah Warrington	Health Insurance

Water Renewal & Replacement

Revenue Resolution #19-66

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.

8300	41,840.60	G & G Electrical	Generator Installation
8307	11,538.00	Jem Paving	Water Main Repair - Tall Pines
8322	825.36	Pennoni Associates	PRM Backup/Capping 6 & 7 Eng
8322	368.50	Pennoni Associates	Branch Ave PRV - Engineering
8322	481.00	Pennoni Associates	Erial Rd Water Main Rehab-Eng
8322	171.00	Pennoni Associates	NJIB Loan Appl - Engineering
8322	1,018.13	Pennoni Associates	Generator - Engineering

Mrs. Burke made a motion to approve payment of the water bills, seconded by Mr. Shultz.

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #19-67

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 8281	180.16	BMEU Clerk, Deptford USPS	Supplies - Office
8282	2,356.86	Atlantic City Electric	Utilities - Operating
8282	234.05	Atlantic City Electric	Utilities - Office
8283	85.20	Acme Uniforms	Supplies - Operating
8283	18.50	Acme Uniforms	Supplies - Office
8284	9,165.00	Amerihealth Ins Co Of NJ	Health Insurance
8285	2,195.18	Asco Power Services	R/M - System
8286	20.00	Authenticom Services	Supplies - Office
8287	3,000.00	Bank of New York - Mellon	Trustee
8288	149.02	Casa Payroll Services	Supplies - Office
8289	1,125.00	C & C Computer Designs	Supplies - Office
8290	2,365.00	Clementon Sewerage Utility	Transmittal Agreements
8294	12.24	Ed's Rental	Supplies - Operating
8297	12.50	FlexFacts	Supplies - Office
8298	65.00	Flowers & Gifts	Supplies - Office
8299	10.59	Patricia Garvey	Health Insurance
8301	346.32	Township of Gloucester	Automotive Expense
8302	94.92	Michael Grogan	Supplies - Operating
8302	12.00	Michael Grogan	Health Insurance
8304	97.95	Hilltop Block & Supply	Supplies - Operating
8305	14.97	Home Depot	Supplies - Operating
8306	224.88	Horizon BC/BS	Health Insurance
8309	11,386.50	Lindenwold Sewer Authority	Transmittal Agreements
8310	56.11	Live Message America Acqu	R/M - Office
8311	318.05	Wade, Long, Wood & Long	Legal Fees
8314	389.52	Mongan's	R/M - System
8315	115.64	Elmerinda Narducci	Health Insurance
8316	82.50	Nat Alexander	Supplies - Operating
8317	78.45	Nextel/Sprint	Telephone - Operating
8319	84.06	Office Basics	Supplies - Office
8320	45.91	One Call Concepts	R/M - System

8323	17.82	Pat Garvey (Petty Cash)	Supplies - Office
8323	21.85	Pat Garvey (Petty Cash)	Supplies - Operating
8324	271.18	Pine Hill Auto Repair	Automotive Expense
8325	131.55	Pine Hill Hardware	Supplies - Operating
8326	27.00	Pro Gas	Chemicals
8328	106.47	Safeguard Business Forms	Supplies - Office
8329	33.02	South Jersey Gas	Utilities - Operating
8330	44.37	George Smith	Health Insurance
8331	95.50	Treasurer, New Jersey State	Supplies - Operating
8332	210.00	Terminix	R/M - Building
8333	195.29	Verizon	R/M - System
8334	14.23	Deborah Warrington	Health Insurance
8335	56.84	Xerox	Supplies - Operating
8336	406.34	Xtel Communications	Telephone - Office
8336	197.69	Xtel Communications	Telephone - Operating

Sewer General

Revenue Resolution #19-68

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.

8300	4,648.96	G & G Electrical	Generator Installation
8322	113.12	Pennoni Associates	Generator - Engineering

Mr. Knott made a motion to approve payment of the sewer bills, seconded by Mr. Shultz.

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

Nays: None

Abstain: None

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

All were in favor. Meeting adjourned 8:10 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary