

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Tuesday, **November 26, 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. Odenath, Mrs. Burke

Absent: Mr. Hassett

Also in attendance was Mr. Toal, Operations Manager. Mr. James Maddonni was present to represent Pennoni Engineers and Mr. John Moustakas was present as Solicitor. Mrs. Corson was not in attendance.

Mrs. Burke was seated to fill the vacancy. Mrs. Burke made a motion to open the floor to the public, seconded by Mr. Green. On voice vote, motion carried.

Mr. Walter Davis stated his name and address to be 1 Franklin Ave. Mr. Davis wanted to know who he should direct his questions moving forward. Mr. Buscher said Mrs. Corson, the Executive Director is the person he should contact but she is currently on vacation and not in attendance. Mr. Davis is concerned with the budget information on the MUA website and the need for financing. Mr. Buscher explained that our system is aging and is in need of repairs. An explanation of the projects needed was given at the November meeting. Mr. Davis doesn't think the taxpayers should have to pay for the work. He asked about the difference between water and sewer finances. Mr. Green explained that the finances are split between water and sewer due to separate budgets.

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

Minutes:

Mrs. Burke made a motion to approve the minutes of the October 16, 2019 meeting and executive session, seconded by Mr. Knott. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Correspondence:

1. From Lisa Kensil, PH Construction Office re: 129 Berlin CrossKeys Rd-Occupancy Cert
2. From Phoenix Advisors re: Local Finance Board Resolution for Bond Financing Erial Rd/PRV/Cap Wells 6&7
3. From MEL JIF re: Email Do's & Don'ts
4. To Mt Clement Neighbors re: Suspicious Activity Around Water Tower
5. From Pennoni re: New Generators Change Order No.5-Backup Power Operator's Office
6. From Archer & Greiner re: Chalet Apartments commercial status

The Board reviewed the Correspondence. Regarding #6, Pat Garvey explained the billing sent to Chalet Apts for meter replacement and that we did receive payment under protest. Mr. Moustakas said that Mr. Long is looking into the commercial status of the apartments. Mr. Toal answered the Board's questions regarding #4 & #5 correspondence. There was discussion on the need for cyber security. Mr. Green explained the importance of maintaining good habits online to avoid being hacked and keeping our insurance costs down.

Mr. Odenath 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. Awarded Base Bid Only to G&G Electrical Contractors, Inc., \$144,600.00.
  - b. Notice to Proceed issued November 29, 2018; Contract end date October 25, 2019.
  - c. Work Substantially Complete; punchlist remains.
  - d. Total Contract with additional work; \$155,024.03.
2. Various Water Projects for NJIB Loan
  - a. Asset Management Plan (PHMUX 18007)
    - 1) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
  - b. Erial Road Waterman Rehab
    - 1) Echologics Report: no leaks.
    - 2) 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) Plans and Specifications provided to MUA.
    - 7) Request Authorization to Advertise; Advertise Dec. 5<sup>th</sup>; Open bids Jan. 9<sup>th</sup>.
  - c. Branch Avenue Fire Flow and 3rd Ave Loop

- 1)MUA to install watermain at 3rd Avenue (Fall 2019).
- 2)Pennoni staked out ROW.
- 3)PRV design by Pennoni.
- 4)2020 Construction.
- d. **New Well and Well 6 & 7 Decommissioning**
  - 1) NJDEP inspection.
  - 2) Abandon Wells.
  - 3) Must construct new well to maintain Firm Capacity.
  - 4) Pennoni to start permitting; 2021 Construction.
- e. **Loan**
  - 1) Local Finance Board funding.
3. **Water Allocation Permit**
  - a. Permit Renewal issued February 22, 2018.
  - b. DRBC Water Audit Submitted March 27, 2019.
4. **Map Updates**
  - a. 2018 updates Pennoni proceeding.
  - b. Awaiting MUA markups.

## II. Other Projects

1. **Dollar General- 207 Berlin-Cross Keys Road**
  - a. Approved by Planning Board
  - b. Application to MUA.
2. **MUNA Center House of Worship (site of former St. Edward's School)**
  - a. Approved by Planning Board; Change in use requires MUA approval.
3. **Pine Valley Developers Use Variance**
  - a. Submitted use variance application for 91 units to Planning Board.
4. **Branch Avenue Self Store (Former Callahan Nursery)**
  - a. Easement available for 3<sup>rd</sup> Avenue watermain.
5. **Carl Pursell- 121 Berlin-Cross Keys Road**
  - a. Connection for office/warehouse buildings.
  - b. Recapture Agreement for Amboy Bank.
6. **Gary Shuhart- 129 Berlin-Cross Keys Road**
  - a. Connection for office/warehouse.
  - b. Recapture Agreement for Amboy Bank.
7. **Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)**
  - a. Amboy Bank approved to construct 85 Townhomes.
8. **"Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)**
  - a. Pennoni issued bond release recommendation (release not recommended).
9. **Boy Scout Reservation**
  - a. Developer investigating utility extension.
10. **Annual Water Bond Trustee Report**
  - a. 2018 report issued January 31, 2019.
11. **Tank Antenna**
  - a. ATT: Turnerville.
  - b. Cellco/Verizon: Mt. Clement.
  - c. Cellco/Verizon: Turnerville.
  - d. T-Mobile/MetroPCS: T-Mobile on Mt Clement 2<sup>nd</sup> request for antenna (New request).
  - e. T-Mobile/MetroPCS: Turnerville (New request).
  - f. Sprint: Mt. Clement.
  - g. Ham Radio Operator Antenna: Turnerville.
12. **Maintenance Bonds**
  - a. Cloverdale-Erial Road Watermain Rehab expired October 17, 2019; Punchlist issued.
13. **Third Fairway (Trump Philadelphia)**
  - a. One-year TWA permit extension request.

Mr. Maddonni reported on two of the active projects. Work is substantially complete for the Generator at Turnerville Road Plant with only the punchlist remaining. For the Erial Road Watermain Rehab project, request has been made to authorize advertisement for bids, with advertise date of December 5, 2019 and bid opening January 9, 2020.

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

Solicitor's Report:

Mr. Moustakas stated there was no report.

Operation Manager's Report:

Board reviewed Mr. Toal's report. Mr. Toal stated that even though the crew was able to remove the check valve from Well #6 and recycle it for Well #3, there is not really anything else salvageable except maybe the submersible pump. Mr. Toal told the Board that as of yesterday the line from W 3<sup>rd</sup> Ave to W Branch Ave is complete. The line was charged today and the air removed and the line is chlorinated. It will need a little time to sit, then the lab will pull a few samples until we get it cleared. Mr. Buscher expressed his thanks to John and the crew for getting the job done in such a timely manner.

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

**Executive Director's Report:**

There was no report due to Mrs. Corson's absence. Mr. Buscher explained the situation with 18 Gristmill Lane and the need for a resolution. The Board discussed the situation. Mr. Long will prepare a resolution to present next meeting.

**Board Members:**

Happy Thanksgiving wishes were exchanged. Mrs. Burke publically thanked Mrs. Corson and Mr. Hassett for giving her a tour of the MUA water and sewer stations. It was very educational and informative.

**New Business:**

Mr. Green proposed implementing a fee for final water meter readings. This was briefly discussed in the past and he suggested we seriously consider this fee moving into next year. Mr. Buscher said the fee will be determined by the next meeting and Mr. Long can provide a resolution.

**Old Business:**

None

**Resolutions:**

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION APPROVING CHANGE ORDER NO. 5 FOR THE  
NEW GENERATORS CONTRACT**

**RESOLUTION #19-107**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated November 13, 2019, to approve Change Order No. 5, to install a new soft start motor starter, which would result in an increase of \$2,509.30 for Project No. PHMUX 18002, the New Generators Contract; and

**WHEREAS**, Change Order No. 5 is required for additional work required to provide emergency backup power to the Operator's Office within the garage as requested by the PHMUA; 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. 5 for Project No. PHMUX 18002, the New Generators Contract, for additional work required to provide emergency backup power to the Operator's Office within the garage as requested by the PHMUA, which would result in an increase of \$2,509.30 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. Green made a motion to approve the New Generator Contract Change Order No.5, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #19-108**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority has approved Change Order #5 to the New Generator Contract to include wiring the Operations Manager's office to the Plant Generator as an alternate power source; and

**WHEREAS**, it will be necessary to appropriate additional funds from the Water Renewal and Replacement Fund in order for the Authority to pay for this Change Order.

**NOW, THEREFORE BE IT RESOLVED** by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$2,510.00 from the Water Renewal and Replacement Fund, which is required to complete this additional work, 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.

Mrs. Burke made a motion to approve Renewal & Replacement appropriations for New Generator Contract Change Order, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

## **RESOLUTION #19-109**

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### **RESOLUTION OF THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY CONFIRMING THE FINDINGS OF THE NEW JERSEY LOCAL FINANCE BOARD**

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#### **BACKGROUND**

**WHEREAS**, The Pine Hill Borough Municipal Utilities Authority ("Authority") submitted an application, dated July 24, 2019 ("Application") to the Local Finance Board, in the Division of Local Government Services, New Jersey Department of Community Affairs ("Local Finance Board"), in connection with the issuance of its: (i) Subordinate Project Notes, Series 2019 in the principal amount not-to-exceed \$3,600,000; and (ii) Revenue Bonds, Series of 2020, in an aggregate principal amount not-to-exceed \$4,800,000, each pursuant to *N.J.S.A. 40A:5A-6*; and

**WHEREAS**, the Application was reviewed by the Local Finance Board on August 22, 2019; and

**WHEREAS**, *N.J.S.A. 40A:5A-7* requires the Authority to certify to the Local Finance Board, by resolution, that each member of the Authority has personally reviewed the findings and recommendations of the Local Finance Board with respect to the proposed financing, as evidenced by a group affidavit of the Authority.

**NOW, THEREFORE, BE IT RESOLVED BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY, AS FOLLOWS:**

**Section 1.** The Authority hereby certifies that each member of the Authority has reviewed the findings and recommendations contained in each of the resolutions of the Local Finance Board with respect to the proposed financing.

**Section 2.** The Secretary of the Authority is hereby authorized and directed to submit a certified copy of this resolution and the required group affidavit to the Local Finance Board to demonstrate evidence of such compliance.

**Section 3.** All resolutions, or parts thereof, inconsistent herewith are hereby rescinded or repealed to the extent of any such inconsistency.

**Section 4.** This Resolution is adopted this 26th day of November, 2019 and shall take effect in accordance with the Municipal and County Utilities Authorities Law, constituting Chapter 183 of the Laws of 1957 of the State of New Jersey, as amended and supplemented (*N.J.S.A. 40:14B-1 et seq.*).

Mr. Green made a motion to approve the resolution confirming finding of the Local Finance Board, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Absent: Mr. Hassett

**RESOLUTION #19-110**  
**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY**  
**RESOLUTION AUTHORIZING THE ADVERTISEMENT**  
**FOR THE RECEIPT OF BIDS FOR ERIAL ROAD WATERMAIN REHABILITATION PROJECT**

**WHEREAS**, specifications have been or will be completed by Pennoni Associates, Inc. (“Pennoni”) in order to advertise for the receipt of bids for the Erial Road Watermain Rehabilitation Project on behalf of the Pine Hill Borough Municipal Utilities Authority (“PHMUA”) with a bid opening date of January 9, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that Pennoni Associates, Inc. and/or representatives of the Authority are authorized to take all actions necessary, to advertise for bids for Erial Road Watermain Rehabilitation Project on behalf of the PHMUA as set forth herein.

Mr. Knott made a motion to authorize advertisement for receipt of bids for Erial Road project, seconded by Mr. Odenath.

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

Nayes: None

Abstain: None

**Water Operating**  
**Revenue Resolution #19-111**

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.

MC8542	250.00	Pine Hill MUA	Miscellaneous - Office
MC8544	221.93	BMEU Clerk, Deptford USPS	Supplies - Office
8545	5,472.85	Atlantic City Electric	Supplies - Operating
8546	105.25	Acme Uniforms	Supplies - Operating
8546	18.50	Acme Uniforms	Supplies - Office
8547	375.00	Allied Meter Service	R/M - System
8548	13,747.51	Amerihealth Ins Co	Health Insurance
8549	5,593.94	Bank of NY Mellon	Trustee
8550	57.26	Barton Supply	Supplies - Operating
8551	4,667.50	Bowman & Company	Audit & Account Fees
8552	160.08	Casa Payroll	Supplies - Office
8554	1,870.00	Core & Main	Meter/Connections
8555	52.33	Debra Corson	T/E - Admin
8557	1,303.56	Eurofins QC	Laboratory Testing
8558	37.50	Flex Facts	Supplies - Office
8559	16.57	Patricia Garvey	Health Insurance
8560	621.33	Township of Gloucester	Automotive Expense
8561	69.98	Michael Grogan	Supplies - Operating
8561	15.00	Michael Grogan	T/E - Operating
8561	18.00	Michael Grogan	Health Insurance
8562	45.90	Thomas Hassett	Health Insurance
8563	30.00	Heritage Business Systems	Supplies - Office
8564	24.46	Home Depot	Supplies - Operating
8565	337.31	Horizon BC/BS	Health Insurance
8566	45.61	Matthew Hufner	Health Insurance
8566	10.00	Matthew Hufner	T/E - Operating
8567	26.77	John Toal (Petty Cash)	Supplies - Operating
8568	1,197.82	Kennedy Marketing	Supplies - Operating
8569	56.35	Live Message America Acqu	R/M - Office
8570	1,049.75	Wade, Long, Wood & Long	Legal Fees
8572	1,388.67	Miracle Chemical	Chemicals
8573	45.58	National Paving Company	Supplies - Operating
8574	79.02	Nextel/Sprint	Telephone - Operating
8574	34.17	Nextel/Sprint	Supplies - Operating

8575	20,280.26	New Jersey American Water	Water Agreement
8576	204.75	NJ Motor Vehicle Commission	Automotive Expense
8577	1,666.64	Norris Sales Company	Supplies - Operating
8578	212.63	Office Basics	Supplies - Office
8579	29.81	One Call Concepts	R/M - System
8581	42.39	Pat Garvey (Petty Cash)	Supplies - Operating
8581	4.40	Pat Garvey (Petty Cash)	Supplies - Office
8582	190.84	Pine Hill MUA	Supplies - Office
8583	222.73	Pine Hill Hardware	Supplies - Operating
8584	27.00	ProGas	Chemicals
8585	72.50	Rutgers Contng Prof Educ	T/E - Operating
8586	34.09	South Jersey Gas	Utilities - Operating
8587	62.50	SNJ Chapter NIGP	T/E - Admin
8588	115.25	Verizon	R/M - System
8589	12.50	Deborah Warrington	T/E - Admin
8590	388.12	Xtel Communications	Telephone - Office

### **Water Renewal & Replacement**

#### **Resolution#19-112**

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.

8580	4,132.66	Pennoni Associates	Erial Rd Water Main Rehab - Eng
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Mr. Green made a motion to approve payment of the water bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

### **Sewer Operating**

#### **Revenue Resolution #19-113**

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.

MC8542	250.00	Pine Hill MUA	Miscellaneous - Office
MC8544	221.92	BMEU Clerk, Deptford USPS	Supplies - Office
8545	2,403.73	Atlantic City Electric	Utilities - Operating
8545	233.29	Atlantic City Electric	Utilities - Office
8546	105.25	Acme Uniforms	Supplies - Operating
8546	18.50	Acme Uniforms	Supplies - Office
8548	9,165.00	Amerihealth Ins Co	Health Insurance
8549	1,650.00	Bank of NY - Mellon	Trustee
8550	57.26	Barton Supply	Supplies - Operating
8551	7,497.50	Bowman & Company	Audit & Accounting Fees
8552	160.07	Casa Payroll Service	Supplies - Office
8553	147.97	Comcast Inc	Supplies - Office
8555	100.00	Debra Corson	Miscellaneous - Office
8555	52.32	Debra Corson	T/E - Admin
8556	160.00	Coverall of Philadelphia	Supplies - Office
8558	37.50	FlexFacts	Supplies - Office
8559	11.05	Patricia Garvey	Health Insurance
8560	621.31	Township of Gloucester	Automotive Expense
8561	69.98	Michael Grogan	Supplies - Operating
8561	15.00	Michael Grogan	T/E - Operating
8561	12.00	Michael Grogan	Health Insurance
8562	30.60	Thomas Hassett	Health Insurance
8564	24.46	Home Depot Inc	Supplies - Operating
8565	224.88	Horizon BC/BS	Health Insurance
8566	30.40	Matthew Hufner	Health Insurance
8566	10.00	Matthew Hufner	T/E - Operating
8567	\$26.76	John Toal (Petty Cash)	Supplies - Operating

8568	38.15	Kennedy Marketing	Supplies - Operating
8569	56.34	Live Message America Acqu	R/M - Office
8570	388.25	Wade, Long, Wood & Long	Legal Fees
8571	33.00	Lethal Pest Solutions	R/M - Office
8574	79.02	Nextel/Sprint	T/E - Operating
8576	204.75	NJ Motor Vehicle Commission	Automotive Expense
8578	212.63	Office Basics	Supplies - Office
8579	29.81	One Call Concepts	R/M - System
8580	275.00	Pennoni Associates	Engineer Fees
8581	42.39	Pat Garvey (Petty Cash)	Supplies - Operating
8581	4.40	Pat Garvey (Petty Cash)	Supplies - Office
8582	190.84	Pine Hill MUA	Supplies - Office
8583	222.72	Pine Hill Hardware	Supplies - Operating
8585	72.50	Rutgers Conting Prof Educ	T/E - Operating
8586	42.03	South Jersey Gas	Utilities - Office
8586	30.89	South Jersey Gas	Utilities - Operating
8587	62.50	South Jersey NIGP	T/E - Admin
8588	211.76	Verizon	R/M - System
8589	12.50	Deborah Warrington	T/E - Admin
8590	194.23	Xtel Communications	Telephone - Operating

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

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

Nays: None

Abstain: None

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

All were in favor. Meeting adjourned 8:24 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary