

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 15, 2020** 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. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Knott

Also in attendance was Mrs. Corson, Executive Director, Mr. Hugh Dougherty, Engineer, and Mr. Chris Long, Solicitor. Mr. Knott was not in attendance due to illness. Mr. Toal was not present.

Mrs. Burke was seated for Mr. Knott and Mr. Hassett was seated for the Vacancy.

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

Mr. Walt Davis from 1 Franklin Ave addressed the Board within the allowed 5 minutes.

Mr. Davis asked about Reorganization, updates on 5 million dollar replacement projects, financing, Professional Services for 2020, and if the office receives calls from residents about high bills and hardship cases.

Mrs. Corson stated the MUA went out for bids on one project and we are waiting for Attorney to review bids and we have 60 days to award. Mr. Green stated that since the bid has to be awarded within 60 days, the financing will take place within 60 days. Mrs. Corson said Professional Services will be announced at Reorganization on 2/3/20. Mrs. Corson stated our water rates are in the middle range and that we explain to the residents that there was a rate increase and even though we do not excuse payment for hardships we do work with residents to get their bills paid.

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

Minutes:

Mr. Green made a motion to approve the minutes of the December 18, 2019 meeting, seconded by Mrs. Burke. There were no questions regarding the meeting minutes. Mr. Hassett abstained. All others were in favor of approving the minutes.

Correspondence:

1. From Mill Brook Engineering re: Shenandoah Village NJDEP Permit Request
2. To Richard Howlett re: Thank You to NJ Water Association
3. From Deborah Warrington re: 2020 RFP results and recommendation
4. From Pennoni re: New Generators Certificate for Payment No. 5 (Final)
5. From Pennoni re: Bid Tabulation Erial Road Water Main Rehab & Projected Cost

The Board reviewed the Correspondence and there was brief discussion with Mrs. Corson and Mr. Dougherty. Mr. Green made a motion to approve the correspondence, seconded by Mrs. Burke. 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. Work Complete.
 - c. Total Contract with additional work; \$155,024.03.
 - d. Recommend final payment.
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) Opened bids Jan. 9th; Apparent low bidder J. Fletcher Creamer & Son, Inc.; Base Bid \$2,915,694.00.
 - 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.
 - c. Incorporate MUA GIS Data (Future).

II. Other Projects

1. Dollar General- 207 Berlin-Cross Keys Road
 - a. Approved by Planning Board
 - b. Application to MUA.
 - c. Recapture Agreement for Amboy Bank.
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 3rd 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. Pennoni preparing 2019 report.
11. Tank Antenna
 - a. ATT: Turnerville.
 - b. Cellco/Verizon: Mt. Clement.
 - c. Cellco/Verizon: Turnerville.
 - d. T-Mobile/MetroPCS: T-Mobile on Mt Clement 2nd 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. Dougherty stated the Generator at Turnerville Road Plant is complete and final payment recommended. There was discussion on all the generators for the MUA and their locations. The Asset management Plan is available to view on I-Pad under Documents. Bids for the Erial Road Water Main Project were taken on January 9, 2020. Further information is available in Correspondence. Apparent low bidder being J. Fletcher Creamer & Son with base bid of \$2,915,694.00. The Dollar General project is moving forward; the land has been cleared. The Branch Ave Self Store project is also moving forward with easement available for 3rd Ave Water Main.

Mr. Hassett 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 is in the process of reviewing the Water Main project bids and will have everything available for the Board's final approval at the next meeting.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report. Mrs. Corson stated that Mike Grogan has been able to fix the 2002 truck and we are currently working on going out for bids for a new truck. The funds for the new truck are in the budget.

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

Executive Director's Report:

Mrs. Corson reminded everyone the Reorganization Meeting is on Monday, February 3, 2020 at 7:00 p.m. For the new final meter reading fee for the sale of a property or tenant moves, she recommends \$25.00 per request.

**RESOLUTION AUTHORIZING A \$25.00 FEE FOR CONDUCTING A FINAL READING ON WATER METERS
RESOLUTION #20-001**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") is frequently called to properties within the Borough to conduct a final reading on water meters due to the sale of the property or a tenant moving out; and

WHEREAS, the Authority has determined that it is in the best interest of all ratepayers to authorize a charge in the amount of \$25.00 when the Authority is requested to conduct a final reading.

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. The PHMUA hereby authorizes a charge in the amount of \$25.00 to the account for each instance the Authority is requested to conduct a final reading on water meters.
3. The Executive Director and/or her designee is hereby authorized to take any and all steps necessary to effectuate this charge.
4. This Resolution shall take effect immediately upon its adoption.

Mr. Hassett made a motion to authorize the final meter reading fee, seconded by Mr. Green.

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

Nays: None

Abstain: None

Mrs. Corson continued with her report and stated there is a meeting planned for February 23, 2020 to discuss financing for the Erial Road project. It will be here at the MUA Admin building. Time will be determined after checking with Mr. Welding.

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

On voice vote, motion carried.

Board Members:

There were no comments or questions from the Board.

New Business:

None

Old Business:

None

RESOLUTIONS:

**Water
Resolution #20-002**

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

1181000-0	14 W Cloverdale	\$ 33.60	7T gals - leaky meter.
2858000-0	31 Madison Ave	\$ 96.00	20T gals - leaky meter.
3589000-0	25 Macknight Dr	\$ 19.20	4T gals -leaky meter.
3353000-0	92 Country ClubRd	\$ 33.60	7T gals -leaky meter.
3647000-0	32 Melrose Dr	\$48.00	10T gals -leaky meter.

Mr. Green made a motion to approve Water Billing Adjustments, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

**Water Operating
Revenue Resolution #20-003**

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 8638	740.37	BMEU Clerk, Deptford USPS	Supplies - Office
MC 8639	333.58	NJ State PWT	State Water Tax
EC 8640	33.33	Treasurer, New Jersey State	Supplies – Operating
8641	1,050.00	A C Schultes	R/M - System
8642	6,810.06	Atlantic City Electric	Utilities - Operating
8643	105.25	Acme Uniforms	Supplies - Operating
8643	27.75	Acme Uniforms	Supplies - Office
8644	13,747.51	Amerihealth Ins Co of NJ	Health Insurance
8645	112.50	Atlantic Switch & Generator	R/M - System
8646	138.79	Casa Payroll	Supplies - Office
8652	290.00	Eurofins QC	Laboratory Testing
8653	12.50	FlexFacts	Supplies - Office
8655	228.63	Township of Gloucester	Automotive Expense
8656	24.21	Tom Hassett	Health Insurance
8657	30.00	Heritage Business System	Supplies - Office
8658	337.31	Horizon BC/BS	Health Insurance
8659	58.69	Live Message America	R/M -Office
8660	1,596.50	Wade, Long, Wood & Long	Legal Fees
8662	485.47	Miracle Chemical	Chemicals
8663	88.19	Auto & Truck Parts of Deptford	Automotive Expense
8664	79.02	Nextel/Sprint	Telephone - Operating
8664	34.17	Nextel Sprint	Supplies - Operating
8665	20,377.23	New Jersey American Water	Water Agreement
8666	475.00	NJ Water Association	Supplies - Operating
8667	10,002.50	NJ Utilities Authority JIF	Insurance
8668	25.62	One Call Concepts	R/M - System
8669	75.56	Pine Hill Hardware	Supplies - Operating
8670	27.00	ProGas	Chemicals
8671	1,400.00	Rio Supply	Supplies - Operating
8672	157.08	Sams Club	Misc - Office
8673	37.29	South Jersey Gas	Utilities - Operating
8674	127.50	US Bank National Assoc	Trustee
8675	92.03	Verizon	R/M - System
8676	12.80	James Wakeley	Health Insurance
8677	46.13	Deborah Warrington	Health Insurance

Water Renewal & Replacement

Revenue Resolution #20-004

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.

8654	5,528.90	G & G Electrical Cont	Generator Installation
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Mr. Green made a motion to approve payment of the water bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

Sewer Operating

Revenue Resolution #20-005

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 8638	740.36	BMEU Clerk, Deptford USPS	Supplies - Office
EC 8640	166.67	Treasurer, New Jersey State	Supplies - Operating
8642	3,859.70	Atlantic City Electric	Utilities - Operating
8642	240.91	Atlantic City Electric	Utilities - Office
8643	105.25	Acme Uniforms	Supplies - Operating
8643	27.75	Acme Uniforms	Supplies - Office
8644	9,165.00	Amerihealth Ins Co Of NJ	Health Insurance
8645	337.50	Atlantic Switch & Generator	R/M - System
8646	138.79	Casa Payroll	Supplies - Office
8647	88.00	Camden County MUA	Supplies - Office

8647	88.00	Camden County MUA	Supplies - Operating
8648	149.57	Comcast	Supplies - Office
8649	247.10	Consolidated Rail Corp	Railroad Rental
8650	100.00	Debra Corson	Miscellaneous - Office
8651	160.00	Coverall of Philadelphia	Supplies - Office
8653	12.50	FlexFacts	Supplies - Office
8655	228.62	Township of Gloucester	Automotive Expense
8656	16.14	Tom Hassett	Health Insurance
8658	224.88	Horizon BC/BS	Health Insurance
8659	58.69	Live Message America Acqu	R/M - Office
8660	125.00	Wade, Long, Wood & Long	Legal Fees
8661	33.00	Lethal Pest Solutions	R/M - Office
8663	88.17	Auto & Truck Parts of Deptford	Automotive Expense
8664	79.02	Nextel/Sprint	Telephone- Operating
8667	10,002.50	NJ Utilities Authority JIF	Insurance
8668	25.62	One Call Concepts	R/M - System
8669	\$75.55	Pine Hill Hardware	Supplies - Operating
8672	157.08	Sams Club	Miscellaneous - Office
8673	131.73	South Jersey Gas	Utilities - Office
8673	40.47	South Jersey Gas	Utilities - Operating
8674	795.00	US Bank National Assoc	Trustee
8674	247.50	US Bank National Assoc	Trustee
8675	206.62	Verizon	R/M - System
8676	8.53	James Wakeley	Health Insurance
8677	30.76	Deborah Warrington	Health Insurance
8678	273.92	Xtel Communications	Telephone - Office
8678	311.63	Xtel Communcations	Telephone - Operating
8679	622.50	Zions Bank	Trustee

**Sewer General
Revenue Resolution #20-006**

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.

8654	571.65	G & G Electrical Contractors	Generator Installation
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Mrs. Burke made a motion to approve payment of the sewer bills, seconded by Mr. Green.

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

Nayes: None

Abstain: None

Mr. Hassett made a motion to adjourn, seconded by Mr. Buscher.

All were in favor.

Meeting adjourned 8:10 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary