

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **February 19, 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. Knott, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Green

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, and Mr. John Moustakas, Solicitor. Mr. Green was excused due to illness.

Mr. Hassett was seated for Mr. Green.

Mr. Knott 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 the information listed on the Authority website and suggested that the Authority information also be posted on the Borough website. In his opinion if more information was made available on the Borough website the residents would be more informed and it would eliminate many of his questions when he attends the meetings.

Mrs. Corson said she will look into possibly posting information on Borough website but does not think it is a requirement.

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

Minutes:

Mr. Knott made a motion to approve the minutes of the January 15, 2020 meeting and February 3, 2020 Reorganization meeting, seconded by Mr. Hassett. There were no questions regarding the meeting minutes. All were in favor of approving the minutes.

Correspondence:

1. From Carol Flanagan, 11 Cross Road, re: Thank You
2. From Chris Long re: Erial Road Water Main Rehab Project
3. From Peggy Gallos, AEA re: Report on Bills S3870/A5391
4. From NJ American re: Petition for Approval of Increased Tariff Rates
5. From Twp of Winslow re: Public Hearing Notice – Water/Sewer Connection Rates
6. From Pennoni re: Ext of Time to Award Contract – Erial Road Water Main Rehab Project
7. From D.Warrington re: Hydrant Quote Results & Recommendation to Award
8. From Pennoni re: Madison Ave Emergency Comminutor Repair
9. From J. Fletcher Creamer&Son, re: Acceptance of Bid Extension – Erial Rd Water Main

The Board reviewed the Correspondence. Mr. Buscher questioned the Comminutor repair. Mrs. Corson explained there is a Resolution to appropriate funds from Sewer General due to this emergency situation. The comminutor was not working properly causing blockages. AC Shultes was unsuccessful in trying to remove it from the wet well and our men were also unable to lift it out. Finally Municipal Maintenance was called and got it out then took it to their facility where they evaluated it and will be doing the repair. Mr. Toal stated our men tried to lasso it and pull it out but were unable to do so. He explained the comminutor has been in service for 10 years and the cutters were broken and jammed. Municipal Maintenance will be replacing the complete cartridge for a thorough repair. They also will modify it by installing a lifting cable so our men will be able to remove it themselves. This will allow us to lift it to perform monthly preventative maintenance in the future. The cost includes removal, repair and reinstallation.

Mr. Buscher asked about coordinating the Erial Road paving with the repair work. Mrs. Corson said we will do the whole road and Hugh will have to certify the lines are in good condition so that the County can then schedule its work. The County will be at our pre-construction meeting so they are aware of the steps that we're taking and will be kept advised of the progress.

Mr. Knott 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. Work Complete.
 - b. 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) Opened bids Jan. 9th; Apparent low bidder J. Fletcher Creamer & Son, Inc.; Base Bid \$2,915,694.00.
 - 8) J. Fletcher Creamer & Son, Inc. granted 60-day extension of proposal; Anticipated award March.
- c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1) MUA installed watermain at 3rd Avenue (Fall 2019).
 - 2) PRV design by Pennoni.
 - 3) 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 due March 31, 2020.
 4. Map Updates
 - a. Awaiting MUA markups.
 - b. 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. Use variance approval for 91 units.
 - b. Site Plan application before Planning Board.
4. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility.
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 submitted 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 now complete; J. Fletcher Creamer granted (2) 30 day extensions to allow us to get financing in place for Erial Road Water Main Rehab with award anticipated by March, pre-construction in April with a May/June start. Pennoni will start permitting for the new well and decommissioning of Wells 6 & 7 with a 2021 construction date. Pennoni is working on the water audit and should be complete by mid March. Mr. Dougherty will get together with Mr. Toal to incorporate GIS data with Map Updates. Lastly, Pine Valley Developers were granted a Use Variance for 91 units and the Site Plan application is before the Planning Board. These units will be Senior zoned single homes.

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

Solicitor's Report:

Mr. Moustakas reported that Mr. Long worked on two matters this month. First he supports the J. Fletcher base bid for Erial Road Water Main project and provided an analysis on that. The second matter was the emergency repair on the comminator. The emergency is governed by Statute and since our Engineer confirms it is a matter that needs immediate attention that affects the public safety and welfare and has provided a report, it is the legal opinion along with a resolution that will permit award without competitive bidding.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report. Mr. Buscher expressed his thanks to John and the guys once again for completing the 3rd Ave water line.

Mr. Hassett 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 on January 23rd a water subcommittee meeting was held with Chris Green, Mark Buscher, Michael Welding and herself. Hugh Dougherty provided updated figures for the project for the bonding that we need. The Erial Road project along with the new well and well capping all are more than originally estimated. Mrs. Corson requested approval of 5.1 million dollars instead of the original 5 million. At the March meeting a resolution will be presented to authorize the bonding and we will also award the contract to J. Fletcher Creamer. We anticipate closing on the bonding in June since we have to wait for the Audit to be completed in May. Once the Audit is in place we will have accurate figures.

Mr. Hassett made a motion to authorize a resolution to be presented at the March meeting to increase the bonding to 5.1 million dollars, seconded by Mr. Odenath.
On voice vote, motion carried.

Mrs. Corson said that the Capital budget for this year includes funds for only one truck. She discussed with Mr. Welding the possibility of purchasing two trucks this year. Mr. Welding thinks we can probably purchase two trucks instead of waiting for next year. Mrs. Corson requested approval from the Board to purchase two trucks.

Mr. Knott made a motion to put together a plan for purchasing two trucks this year, seconded by Mr. Buscher.
On voice vote, motion carried.

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

Board Members:

There were no comments or questions from the Board.

New Business:

None

Old Business:

None

RESOLUTIONS:

**Pine Hill Borough
Municipal Utilities Authority**

Resolution #20-029

WHEREAS, the Pine Hill Borough Municipal Utilities Authority has determined the need to do an emergency repair to the Comminutor at Madison Avenue Pump Station; and

WHEREAS, it will be necessary to appropriate funds from the Sewer General Fund in order to complete this repair.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation from the Sewer General Fund in the amount of \$44,000.00, which is required for the expenditure are 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.

Mr. Knott made a motion to appropriate Sewer General funds for emergency repair of comminutor, seconded by Mr. Hassett.

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

Nays: None

Abstain: None

**Pine Hill Borough Municipal Utilities Authority
Authorizing The Expenditure Of Funds Without Competitive Bidding In Accordance with
N.J.S.A. 40A:11-6 To Permit Emergency Repair Services**

Resolution #20-030

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) maintains and operates a Pump Station located at Madison Avenue; and

WHEREAS, the comminutor at the Madison Avenue Pump Station has failed and must immediately be repaired; and

WHEREAS, failure to take immediate and emergent action would resulted in a public health and safety hazard; and

WHEREAS, Hugh J. Dougherty, PE, CME, Authority Engineer, has issued correspondence dated February 18, 2020 outlining the nature of the emergency, the need for immediate action and has rendered an opinion that the public health safety and welfare of the residents of Pine Hill, and of the general public would be affected if not repaired immediately; and

WHEREAS, the Executive Director has concurred that an emergency existed which could only be corrected by swift and immediate action through an emergency repair; and

WHEREAS, this emergency was not reasonably foreseeable by the Authority; and

WHEREAS, the authorization to complete the required repair work is limited to meet immediate needs; and

WHEREAS, the Solicitor to the Authority has rendered an opinion that the Award of this Contract is permitted by law as an exception to the Local Public Contracts Law in accordance with N.J.S.A. 40A:11-6; and

WHEREAS, the Authority is satisfied that an emergency existed; and

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 expenditure of funds is authorized without competitive bidding in accordance with N.J.S.A. 40A:11-6 which permits emergency repair services for the repair of the comminutor at the Madison Avenue Pump Station.
3. Authority’s Executive Director and/or her designee is directed to take any and all actions necessary to effectuate the repair authorized herein.

Mr. Hassett made a motion to approve the expenditure of funds for emergency repair services, seconded by Mr. Knott.

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

Nays: None

Abstain: None

**Pine Hill Borough
Municipal Utilities Authority**

Resolution #20-031

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined it necessary to purchase hydrants; and

WHEREAS, it will be necessary to appropriate the funds from the Water Renewal and Replacement Fund in order to complete this purchase.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$12,235.20 from the Water Renewal and Replacement Fund, which is required is for the purchase of hydrants 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 appropriate Renewal & Replacement funds for the purchase of hydrants, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

*Pine Hill Borough Municipal Utilities Authority
County of Camden
State of New Jersey*

Resolution #20-032

WHEREAS, the Pine Hill Borough Utilities Authority has requested quotes for fire hydrants to replace existing hydrants in the system; and

WHEREAS, the lowest quote submitted in accordance with the specifications for the fire hydrants was by The Kennedy Companies in the amount of Twelve Thousand Two Hundred Thirty Five Dollars and Twenty Cents (12,235.20); and

WHEREAS, funds are available for the award of this quote as set forth on the Certification attached hereto and incorporated by reference herein.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby awards the quote for fire hydrants to The Kennedy Companies in accordance with the proposals submitted.

BE IT FURTHER RESOLVED that the appropriate Authority Officials are hereby authorized to execute the purchase with The Kennedy Companies for this purpose.

Mrs. Burke made a motion to approve the purchase of fire hydrants from Kennedy Companies being the lowest bidder, seconded by Mr. Knott.

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

Nays: None

Abstain: None

Water Operating

Revenue Resolution #20-033

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.

MC8637	216.41	Zallie's Catering	Supplies - Office
MC8680	505.08	Stamp Fulfillment Services	Supplies - Office
MC8681	885.00	Treasurer, State of NJ	Supplies- Operating
MC8683	183.54	BMEU Clerk, Deptford USPS	Supplies - Office
8684	8,273.63	Atlantic City Electric	Utilities - Operating
8684	205.99	Atlantic City Electric	Utilities - Office
8685	84.20	Acme Uniforms	Supplies - Operating
8685	18.50	Acme Uniforms	Supplies- Office
8686	1,664.00	Asso Environmental Authority	Miscellaneous - Office
8687	13,747.51	Amerihealth Ins Co of NJ	Health Insurance
8688	275.62	Casa Payroll Services	Supplies - Office
8689	1,125.00	C & C Computer Design	Supplies - Office
8689	75.00	C & C Computer Design	Supplies - Operating
8690	149.57	Comcast	Supplies - Office
8691	100.00	Debbie Corson	Miscellaneous - Office
8691	29.85	Debbie Corson	Supplies - Office
8692	45.84	Courier Post	Supplies- Office
8693	160.00	Coverall of Philadelphia Environmental Systems	Supplies - Office
8695	900.68	Research	Supplies - Operating
8696	1,061.00	Eurofins QC	Laboratory Testing
8697	25.00	FlexFacts	Supplies -Office
8698	254.39	Township of Gloucester	Automotive Expense
8700	48.00	Thomas Hassett	Health Insurance
8702	23.73	Home Depot	Supplies- Operating
8703	337.31	Horizon BC/BS	Health Insurance
8704	51.00	Matthew Hufner	Health Insurance
8705	24.73	Intercounty Newspaper Grp	Supplies - Office
8706	22.22	John Toal (Petty Cash)	Supplies- Operating
8707	128.00	Live Message America Acqu	R/M- Office
8708	1,306.25	Wade, Long, Wood & Long	Legal Fees
8709	33.00	Lethal Pest Solutions	R/M- Office
8710	1,052.23	Miracle Chemical	Chemicals
8712	17.09	Auto & Truck Parts of Deptfd	Automotive Expense
8712	60.07	Auto & Truck Parts of Deptfd	Supplies- Operating

8713	74.75	Nat Alexander	Supplies - Operating
8714	78.65	Nextel/Sprint	Telephone - Operating
8714	34.17	Nextel/Sprint	Supplies - Operating
8715	20,400.14	New Jersey American Water	Water Agreement
8716	34.89	Office Basics	Supplies - Office
8717	32.42	One Call Concepts	R/M - System
8718	148.00	Pennoni Associates	Engineer Fees
8719	42.43	Pat Garvey (Petty Cash)	Supplies - Office
8720	211.52	Pine Hill Hardware	Supplies - Operating
8722	71.25	Rutgers Contin'g Prof Educ	T/E - Operating
8723	111.49	South Jersey Gas	Utilities - Office
8723	29.82	South Jersey Gas	Utilities - Operating
8731	7,365.00	Treasurer, State of NJ	State Water Tax
8732	3.28	Wendell Steinhauer	Miscellaneous - Office
8733	56.27	Verizon	R/M - System
8734	18.00	Deborah Warrington	Health Insurance
8737	279.91	Xtel Communications	Telephone - Office
8737	309.90	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #20-034

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.

8718	4,432.50	Pennoni Associates	Erial Rd Water Main Rehab- Eng
8718	433.50	Pennoni Associates	PRM Backup/Capping 6 & 7

Mr. Knott made a motion to approve payment of the Water Bills, seconded by Mr. Odenath.

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #20-035

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.

MC8637	216.41	Zallie's Catering	Supplies - Office
MC8680	505.07	Stamp Fulfillment Center	Supplies - Office
MC8683	183.54	BMEU Clerk, Deptford USPS	Supplies - Office
8684	3,271.26	Atlantic City Electric	Utilities - Operating
8685	84.20	Acme Uniforms	Supplies - Operating
8685	18.50	Acme Uniforms	Supplies - Office
8686	1,664.00	Asso Environment Authority	Miscellaneous - Office
8687	9,165.00	Amerihealth Ins Co Of NJ	Health Insurance
8688	275.61	Casa Payroll Service	Supplies - Office
8689	1,125.00	C & C Computer Design	Supplies - Office
8689	75.00	C & C Computer Design	Supplies - Operating
8691	29.85	Debbie Corson	Supplies - Office
8692	45.84	Courier Post	Supplies - Office
8694	94.80	H A Dehart & Son	Supplies - Operating
8697	25.00	FlexFacts	Supplies - Office
8698	254.39	Township of Gloucester	Automotive Expense
8699	48.75	W W Grainger	Supplies - Operating
8700	32.00	Thomas Hassett	Health Insurance
8701	30.00	Heritage Business Systems	Supplies - Office
8702	23.72	Home Depot	Supplies - Operating
8703	224.88	Horizon BC/BS	Health Insurance
8704	34.00	Matthew Hufner	Health Insurance
8705	24.72	Intercounty Newspaper Group	Supplies - Office
8706	22.21	John Toal (Petty Cash)	Supplies - Operating

8707	128.00	Live Message America Acqu	T/E - Operating
8708	388.25	Wade, Long, Wood & Long	Legal Fees
8712	17.08	Auto & Truck Parts of Deptford	Automotive Expense
8712	60.07	Auto & Truck Parts of Deptford	Supplies - Operating
8713	74.75	Nat Alexander	Supplies - Operating
8714	78.64	Nextel/Sprint	Telephone - Operating
8716	34.89	Office Basics	Supplies - Office
8717	32.42	One Call Concepts	T/E - Operating
8718	275.00	Pennoni Associates	Engineer Fees
8719	42.42	Pat Garvey (Petty Cash)	Supplies - Office
8720	211.51	Pine Hill Hardware	Supplies - Operating
8721	27.00	ProGas	Chemicals
8722	71.25	Rutgers Cont'ng Prof Educ	T/E - Operating
8723	42.36	South JerseyGas Co	Utilities - Operating
8732	100.00	Wendell Steinhauer	Miscellaneous - Office
8733	179.38	Verizon	T/E - Operating
8734	12.00	Deborah Warrington	Health Insurance

**Sewer General
Revenue Resolution #20-036**

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.

8711	6,460.00	Municipal Maintenance	Madison Ave P/S Comminutor
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Mr. Odenath made a motion to approve payment of the Sewer Bills, seconded by Mr. Knott.
Ayes: Mr. Buscher, Mr. Knott, Mr. Odenath, Mrs. Burke, Mr. Hassett
Nayes: None
Abstain: None

Mr. Knott made a motion to adjourn, seconded by Mrs. Burke.
All were in favor.

Meeting adjourned 8:10 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary