

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Thursday, **April 30, 2020** at 2:00 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. This meeting is a call-in meeting due to Covid-19 social distancing requirements.

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, Mr. Hassett

Absent: None

Also in attendance was Mrs. Corson, Executive Director. Mr. Toal was not present.

Mr. Knott made a motion to open the floor to the public, seconded by Mr. Hassett. On voice vote, motion carried. No one was in attendance.

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

Minutes:

Mr. Green made a motion to approve the meeting minutes of the February 19, 2020 and March 26, 2020, seconded by Mr. Hassett. There were no questions regarding the minutes. All were in favor of approving the minutes. Mr. Knott abstained from March minutes.

Correspondence for March:

1. From MEL Safety Institute re: Winter Driving Tips
2. From NJUA JIF re: Safe Work Place Award
3. From Borbi, Clancy & Patrizi, LLC re: Tort Claims Notice and Work Order – 3 Ford Lane
4. From Freeman and Mintz, P.A. re: Application for Subdivision Approval-Pine Valley Developers
5. From Winslow Twp re: Adopted Ordinances for Revised Water/Sewer Connection Fees
6. To Muna Center of SJ re: Demolition Requirements – 5 W 5th Ave
7. From MEL Safety Institute re: Protecting Children From Abuse Seminar- Elected Officials
8. From D. Warrington re: Recommendation to Award Uniform Rental Contract- Acme Uniforms
9. From D. Corson re: Specifications for New Trucks
10. From D. Corson re: Information Technology Practice Policy

Correspondence for April:

1. From D.Warrington re: Bid Results/Recommendation for Generator Maintenance

The Board reviewed the Correspondence. There were no questions or comments. Mr. Green made a motion to approve the correspondence, seconded by Mr. Knott. All were in favor.

Engineers Report for March:

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; Anticipated Start June 2020.
 - c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)MUA installed watermain at 3rd Avenue.
 - 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) Permitting underway; 2021 Construction.
- 5) Meeting with NJDEP March 26, 2020.
- 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; Pennoni to submit mid-March.
4. Map Updates
 - a. Awaiting MUA markups.
 - b. Incorporate MUA GIS Data (Future).

II. Other Projects

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.
 - b. Pennoni to review TWA Application.
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.

Engineers Report for April:

III. Active Projects

1. Various Water Projects for NJIB Loan
 - f. Asset Management Plan (PHMUX 18007)
 - 2) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
 - g. 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) Contracts provided to J. Fletcher Creamer & Son, Inc. for execution; Awarded Base Bid \$2,915,694.00.
 - 8) Pennoni to schedule preconstruction meeting; Anticipated Start May/June 2020.
- h. Branch Avenue Fire Flow and 3rd Ave Loop
 - 4) MUA installed watermain at 3rd Avenue.
 - 5) PRV design by Pennoni.
 - 6) 2021 Construction.
 - i. New Well and Well 6 & 7 Decommissioning
 - 6) NJDEP inspection.
 - 7) Abandon Wells.
 - 8) Must construct new well to maintain Firm Capacity.
 - 9) Permitting underway; 2021 Construction.
 - 10) Meeting with NJDEP to be rescheduled.
 - j. Loan
 - 2) Local Finance Board funding.
2. Water Allocation Permit
 - c. Permit Renewal issued February 22, 2018.
 - d. DRBC Water Audit submitted March 19, 2020.
 - e. Well status update to be submitted annually by January 31st through E2 electronic filing system.
 3. Map Updates
 - c. Awaiting MUA markups.
 - d. Incorporate MUA GIS Data (Future).

IV. Other Projects

7. Dollar General- 207 Berlin-Cross Keys Road
 - a. Approved by Planning Board
 - b. Approved by MUA.
 - c. Recapture Agreement for Amboy Bank.
8. MUNA Center House of Worship (site of former St. Edward's School)
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 - h. ATT: Turnerville.
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 - b. One-year TWA permit extension request.

Mr. Dougherty summarized his report. Erial Rd project is moving ahead. Contract is signed and returned. Looking for a preconstruction meeting for month of May with a start date in May or June. Mr. Hassett requested to be present for the pre-con meeting. Branch Ave-3rd Ave work was finished by John Toal. We are now looking at installing pressure reducing valve at a later date, and anticipate 2021 construction. New Well & Decommissioning DEP asking for annual report with schedule for wells. Preliminary work is underway for new well and surveys of field work is done & coordinating with other utilities in the vicinity. Water Allocation Permit - Status update submitted by John Toal electronically. Site work has begun for the Branch Ave Self Store project. Gary Shuhart office/warehouse on Cross Keys Rd is completed. Dollar General project is underway. Discussion on Atlantic Ave sewer station- Sewer runs from Dollar General to RailRoad, makes left on Atlantic Ave to pump station then back out to Atlantic then down Cross Keys Rd. Mr. Dougherty explained the Recapture Agreement for all properties connecting to Atlantic Ave station. Tank Antenna -He also explained that over time the wires, cables & equipment have come off of the water towers- most recently Mt. Clement tower. Instead of covering the cables with cable channels covers, it has become standard practice to remove the covers and paint the cables the same color as the tower. The Planning Board will review the plans. Mrs. Corson stated the covers have been removed and we are waiting to hear on approval to paint instead of replacing covers. Mrs. Corson asked the Board for their approval.

Mr. Buscher gave his approval and Mr. Knott agreed.

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

Solicitor's Report:

Mr. Long stated that he has been keeping up to date with the Executive Orders regarding Covid-19 and will continue to monitor the Governor's office. He said the Authority should continue to conduct meetings following the current protocol to proceed in a safe manner.

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

Operation Manager's Report:

The Board reviewed Mr. Toal's report. Mr. Buscher asked about the asbestos samples given to Eurofins Lab and if the results were in the acceptable range. Mrs. Corson said that if the results were not acceptable, Mr. Toal would have stated that in his report. There were no other questions.

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:

Mrs. Corson stated that on April 4, 2020 a motor vehicle ran into the maintenance garage. Pennoni had a structural engineer come out. He did a report and provided the necessary repairs that need to be done. Qual Lynx had an insurance adjustor come out and he reviewed everything and gave us an estimated cost to the repair. Mrs. Corson sent both reports to 2 (two) contractors but removed the estimated cost figures and she is waiting to hear back from them. As soon as she receives responses we will proceed with the building repairs. She stated that the building is structurally ok for now. 2 (two) of the doors are inoperable so the contractor came out and relieved the tension on the springs so it is not a hazard. There are areas that have been marked off to prevent entering. Mrs. Corson stated that all employees have returned to their normal work schedule as of April 27, 2020. The Authority buildings are still closed to the public. The due date for water bills is May 1st. The office staff is using masks at their discretion and gloves for opening the mail. Social distancing is being practiced. Mr. Buscher would like to pass the message on to stay as safe as we can. Mrs. Corson said we started the process for going out for bonding. Phoenix Advisors distributed the underwriting services RFP's on April 24, 2020. The following 4 (four) financial companies submitted a RFP: Raymond James, PNC Capital, RBC Capital, Stipe-Nicolas & Co. After review, Phoenix Advisors recommended we use Raymond James as underwriter. As authorized, Mrs. Corson has the authority to tell them that we can use Raymond James based on the Resolution 20-39 that was passed at the March meeting.

Mr. Odenath asked if the Authority has a plan for coverage of an employee if someone came down with Covid-19. Mr. Long stated the Federal Government has allowed for an additional 80 hours sick time for quarantine.

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

Board Members:

Mr. Knott commented on staying safe and don't take chances. Mrs. Burke thanked everyone for working the on and off schedule. Mr. Odenath added a thanks and appreciation for adapting to the environment and having these meetings as business has to go on. Mr. Buscher extended a thank you for all the employees efforts.

New Business;
None
Old Business:
None

RESOLUTIONS:

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AWARDDING RFP 1920-005 SEMI ANNUAL GENERATOR MAINTENANCE
Resolution #20-050**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") advertised for quotations for RFP 1920-005 – Semi Annual Generator Maintenance in accordance with the Local Public Contracts law; and

WHEREAS, the Authority received two (2) quotes for the contract as follows:

<u>VENDOR</u>	<u>QUOTE AMOUNT</u>
1. GenServ, LLC (Atlantic Switch & Generator)	\$3,525.00
2. Modern Power Systems	\$7,450.00

WHEREAS, the Authority’s Executive Director and Purchasing Agent, recommended the award of the contract to GenServ, LLC for a term of one (1) year with a two (2) year option; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations.

NOW, THEREFORE BE IT RESOLVED by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. The contract for RFP 1920-005 – Semi Annual Generator Maintenance is hereby awarded to GenServ, LLC. in the amount of \$3,525.00 for a term of one (1) year with a two (2) year option.
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute the Contract and any and all other documents necessary to effectuate the award of this bid.

Mr. Green made a motion to award the Generator Maintenance Contract to GenServ, seconded by Mr. Knott.

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

Nays: None

Abstain: None

**WATER
RESOLUTION #20-051**

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

2921000-0	23 Ramblewood Dr	\$139.20	Leaky Meter
3447000-0	1036 Crest Rd	\$225.60	Leaky Meter
3359000-0	80 Country Club Rd	\$100.80	Leaky Meter
2847000-0	20 Franklin Ave	\$105.60	Leaky Meter
1264000-0	1220 Pine St	\$100.80	Leaky Meter

Mr. Knott made a motion to accept the Water Billing Adjustments, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

**Water Operating
Revenue Resolution #20-052**

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.

MC8786	722.43	BMEU Clerk, Deptford USPS	Supplies - Office
MC8787	262.82	NJ State PWT	State Water Tax
8788	6,696.35	Atlantic City Electric	Utilities - Operating
8788	182.69	Atlantic City Electric	Utilities - Office
8789	89.58	Acme Uniforms	Supplies - Operating

8789	18.50	Acme Uniforms	Supplies - Office
8790	11,979.87	Amerihealth Ins Co of NJ	Health Insurance
8791	2,372.98	Bank of NY Mellon	Trustee
8792	36.33	Billows Electric Supply	Supplies - Office
8793	138.17	Mabel Borovkoff	Health Insurance
8794	252.69	Casa Payroll Service	Supplies - Office
8796	149.57	Comcast Inc	Supplies - Office
8798	100.00	Debra Corson	Miscellaneous - Office
8799	38.36	Courier Post	Supplies - Office
8800	160.00	Coverall of Philadelphia	Supplies - Office
8801	3,675.00	Eurofins QC	Laboratory Testing
8802	3.12	Patricia Garvey	Health Insurance
8803	175.96	Township of Gloucester	Automotive Expense
8804	53.96	Harbor Freight	Supplies - Operating
8805	61.82	Thomas Hassett	Health Insurance
8807	190.29	Horizon BC/BS	Health Insurance
8808	67.25	Matthew Hufner	Health Insurance
8809	18.96	Intercounty Newspaper	Supplies - Office
8810	25.35	John Toal (PettyCash)	Supplies - Operating
8812	58.71	Live Message America Acqu	R/M - Office
8813	1,380.50	Wade, Long, Wood & Long	Legal Fees
8814	34.00	Lethal Pest Solutions	R/M - Office
8815	451.60	Miracel Chemical	Chemicals
8816	82.75	Nextel/Sprint	Telephone - Operating
8816	34.17	Nextel/Sprint	Supplies - Operating
8817	20,400.14	New Jersey American	Water Agreements
8818	10,252.50	NJ Utilities Authority JIF	Insurance
8819	191.13	Office Basics	Supplies - Office
8820	40.47	One Call Concept	R/M - System
8821	1,341.00	Pennoni Associates	Engineer Fees
8822	21.44	Patricia Garvey (Petty Cash)	Supplies - Office
8822	22.39	Patricia Garvey (Petty Cash)	Supplies - Operating
8823	191.75	Pine Hill Hardware	Supplies - Operating
8825	62.98	Sam's Club	Supplies - Office
8826	72.44	South Jersey Gas	Utilities - Office
8826	30.89	South Jersey Gas	Utilities - Operating
8827	64.34	George Smith	Health Insurance
8828	216.50	Terminix	R/M - Building
8829	385.50	Tire Corral	Automotive Expense
8830	9.00	John Toal	Health Insurance
8831	153.92	Verizon	R/M - System
8832	80.95	DeborahWarrington	Health Insurance
8834	279.27	Xtel Communications	Telephone - Office
8834	309.04	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #20-053

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.

8811	12,235.20	Kennedy Marketing	Hydrants 2019-2020
8821	943.50	Pennoni Associates	Erial Rd Watermain Rehab-Eng
8821	306.00	Pennoni Associates	Branch Ave Prv - Eng
8821	1,034.50	Pennoni Associates	PRM Backup/Capp - Eng
8821	352.50	Pennoni Associates	Water Assessmt Mgmt Pl - Eng

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

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

Nays: None

Abstain: None

Sewer Operating
Revenue Resolution #20-054

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.

MC8786	722.43	BMEU Clerk, Deptford USPS	Supplies - Office
8788	2,796.58	Atlantic City Electric	Utilities - Operating
8789	89.57	Acme Uniforms	Supplies - Operating
8789	18.50	Acme Uniforms	Supplies - Office
8790	7,986.58	Amerihealth Ins Co of NJ	Health Insurance
8792	36.33	Billows Electric Supply	Supplies - Office
8793	92.12	Mabel Borovkoff	Health Insurance
8794	252.69	Casa Payroll Service	Supplies - Office
8795	88.00	Camden County MUA	Supplies - Office
8795	88.00	Camden County MUA	Supplies - Operating
8797	2,806.18	Consolidated Rail Corporation	Railroad Rental
8799	38.36	Courier Post	Supplies - Office
8802	2.08	Patricia Garvey	Health Insurance
8803	175.95	Township of Gloucester	Automotive Expense
8804	53.95	Harbor Freight	Supplies - Operating
8805	41.22	Thomas Hassett	Health Insurance
8806	30.00	Heritage Business Systems	Supplies - Office
8807	126.86	Horizon BC/BS	Health Insurance
8809	18.96	Intercounty Newspaper Grp	Supplies - Office
8810	25.34	John Toal (Petty Cash)	Supplies - Operating
8812	58.70	Live Message America Acqu	R/M - Office
8813	962.00	Wade, Long, Wood & Long	Legal Fees
8816	82.74	Nextel/Sprint	Telephone - Operating
8818	10,252.50	NJ Utilities Authority JIF	Insurance
8819	191.13	Office Basics	Supplies - Office
8820	40.47	One Call Concepts	R/M - System
8821	518.00	Pennoni Associates	Engineer Fees
8822	21.43	Pat Garvey (Petty Cash)	Supplies - Office
8822	22.38	Pat Garvey (Petty Cash)	Supplies - Operating
8823	191.75	Pine Hill Hardware	Supplies - Operating
8824	27.00	ProGas	Chemicals
8825	62.98	Sam' s Club	Supplies - Office
8826	30.89	South Jersey Gas	Utilities - Operating
8827	42.90	George Smith	Health Insurance
8828	216.50	Terminix	R/M - Building
8829	385.50	Tire Corral	Automotive Expense
8830	6.00	John Toal	Health Insurance
8831	195.67	Verizon	R/M - System
8832	53.97	DeborahWarrington	Health Insurance
8833	5,830.00	Wind River Environmental	R/M - System

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

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

Nays: None

Abstain: None

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

All were in favor.

Meeting Adjourned 2:30 pm.

Respectfully Submitted,

Patricia Garvey
Recording Secretary