

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 21, 2020** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. Due to Covid-19 social distancing requirements, a mask is required to enter the building and attend the meeting in person. Board Members have the option to attend via tele-conference call.

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. Hugh Dougherty, Engineer, and Mr. Chris Long, Solicitor. Mr. Toal is on vacation.

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

Mr. Odenath 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 September 16, 2020 meeting, seconded by Mr. Odenath. There were no questions regarding the meeting minutes.

All were in favor of approving the minutes.

Correspondence:

1. From AmeriHealth NJ re: Notice of 2019 Health Insurance Premium Refund
2. From Pennoni re: Erial Rd Watermain Rehab – Certificate for Payment No.4
3. From Mayor Green re: Notice of “Keep Water On – Extension”
4. From Ann Porter, 35 MacKnight Drive re: Request for Large Reduction in Water Bill
5. From Governor Murphy re: Executive Order Extending Utility Shutoff Moratorium Thru 3/15/21
6. From Debbie Corson re: October 21st Meeting Information
7. From Pennoni re: Roofing Condition Assessment Report

The Board reviewed the Correspondence. Mrs. Corson and the Board discussed #4 regarding the high usage water bill for 35 MacKnight Drive and the conclusion was to offer a payment agreement to the resident and not a reduction to the bill. Mr. Long stated there was an executive order signed earlier this month that prohibits any shut offs. Since we do not have that option available to us until March 2021, a payment agreement may be offered. The Board discussed #7 regarding the roof replacement at maintenance plant. Mr. Dougherty said there is currently not a metal roof on the building and the roof is shingled. He will meet with Mrs. Corson about these repairs. Per Mr. Buscher, gutter guards to be included in bid for just the back section of roof.

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

Engineers Report:

I. Active Projects

1. 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.
 - 2) Risk and Resilience Study due June, 2021 (Federal Law).
 - b. Erial Road Waterman Rehab
 - 1) County project: remainder of Erial Road.
 - 2) Approximately sixty (60) water service replacements; 528 homes affected.
 - 3) 4,400 LF of ACP water main suspected to be in “poor” condition.
 - 4) 2,800 LF of CIP water main suspected to be in need of rehabilitation.
 - 5) Awarded to J. Fletcher Creamer & Son, Inc. Base Bid \$2,915,694.00.
 - 6) Lining complete, water service replacement underway, Bypass piping being removed, restoration started, additional police.
 - c. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)PRV design by Pennoni.
 - 2)2021 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 for Well #8.
- 5) Aquifer test plan submitted to DEP 6/1/2020; Preliminary design underway; Awaiting DEP response. Dealing with NJDEP furloughs.
- e. Loan
 - 1) Raymond James successful bidder for bond.
 - 2) MUA looking to do rate study due to private bonding; 2.26% interest rate.
 - 3) Signed and submitted Engineer's Certification.
2. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028
 - b. DRBC Water Audit submitted March 19, 2020.
 - c. Well status update to be submitted annually by January 31st through E2 electronic filing system.
3. Map Updates
 - a. Awaiting MUA markups.
 - b. Incorporate MUA GIS Data (Future).
4. Plant Roof
 - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood. Pennoni draft report under structural review.

II. Other Projects

1. Dollar General- 207 Berlin-Cross Keys Road
 - a. Approved by Planning Board and MUA; Site work complete.
 - b. 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.
 - b. Site work started in violation of Board approvals.
3. Pine Valley Developers Use Variance
 - a. Use variance approval for 85 units.
 - b. Site Plan application approved by Planning Board.
 - c. Submitted application to MUA.
4. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway.
5. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
6. Dollar General at former Perks
 - a. Site Plan application approved by Planning Board.
 - b. Need to submit to MUA.
7. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
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; cable tray cover to be removed and cables painted.
 - 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. Third Fairway (Trump Philadelphia)
 - a. One-year TWA permit extension request.

Mr. Dougherty highlighted his written report. In order to prepare for the Risk & Resilience Study, Mr. Dougherty has set 11/16/20 & 11/17/20 as the dates for workshops involving Mrs. Corson, Mr. Toal, and a representative from OEM and Police. We will identify risks and potential risks to our system and then resilience on how to respond in the event that there is an incident. Once study is completed, the written report is filed with the Executive Director and kept private. It is not for public review or consumption due to its sensitive nature of vulnerabilities. Cyber Security is another aspect that will be evaluated as part of the study. Regarding Erial Road project the lining is complete, water service replacement is underway, bypass piping is being removed and restoration has started. Temporary black top is being used until permanent concrete restorations can be made. We will need a potential change order for Police since the Police allowance is nearing the initial 80T mark. He will

provide an estimate for change order. Erial Road work to suspend at Thanksgiving and start up in Spring at which time all connections will be completed and all pipe will be removed. Regarding the Dollar General at former Perks and the reuse of existing building, Mr. Dougherty suggests that the MUA Rates, Rules & Regulations be revised to address "Change of Use". This provision is currently not specifically addressed. Mr. Long will provide assistance with the revision.

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

Solicitor's Report:

Mr. Long said the State passed regulations codifying procedures to follow for holding remote meetings during emergency situations. Our procedures are in compliance and no changes are needed. He will have resolutions to adopt at next meeting. Also, the Executive order that was issued formalizing the "non-shutoffs" was back dated to March 2020 and extended to March 2021 at the minimum.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report. In Mr. Toals's absence, Mrs. Corson said the last service line to a residential home was completed today. The hydrant at end of road will be moved over the next few days.

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 informed the Board of Jim Wakeley's surgery and that he will be out until at least 10/28/20. Regarding the AmeriHealth rebate check that we received, part of the rebate is due to the employees. The rebate check was in the amount of \$2,937 and the total calculated rebate for the employees is \$928.00. Mrs. Corson discussed the situation of water being temporarily turned off by Fletcher Creamer during the work being done on Erial Rd. Letters advise residents to call MUA office if there is an issue. The letters are being hand delivered to affected resident homes by Fletcher Creamer.

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

Board Members:

Mr. Green announced that trick or treating will be held Saturday 10/31/20 between 2pm – 7pm.

New Business:

None

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION #20-099

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA") participates in the Camden County Cooperative Program for the purchase of Copy and Computer Paper and Envelopes; and

WHEREAS, Camden County Board of Chosen Freeholders adopted a Resolution on September 17, 2020 authorizing to award contracts by and between the County of Camden Cooperative Members and various approved vendors for Copy and Computer Paper and Envelopes, said Resolution attached hereto and incorporated by reference herein; and

WHEREAS, the Commissioners for the Pine Hill Borough Municipal Utilities Authority desire to take advantage of these contracts; and

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that it hereby authorizes and approves a contract with the various vendors for Copy and Computer Paper and Envelopes for a six month period commencing on or about October 1, 2020 through March 31, 2021, with one six month option exercised at the sole discretion of the County.

Mr. Odenath made a motion to accept the Camden County Co-Op resolution, seconded by Mr. Green.

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

Nayes: None

Abstain: None

**WATER
RESOLUTION
#20-100**

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

24000-13	Chalet Gardens Bldg 250	2,400.00 (500T)	Bad Reading
1605000-0	707 Kayser Ave	81.60 (17T)	Leaky Gasket
2156000-0	35 W 3rd Ave	28.80 (6T)	Leaky Gasket

Mr. Knott made a motion to approve water billing adjustments, seconded by Mr. Green.

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

Nays: None

Abstain: None

Water Operating
Revenue Resolution #20-101

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.

MC9067	111.25	NJ Motor Vehicle Commission	Automotive Expense
MC9068	111.25	NJ Motor Vehicle Commission	Automotive Expense
MC9069	743.81	BMEU Clerk, Deptford USPS	Supplies - Office
MC9070	514.05	NJ PWT	State Water Tax
9071	9,521.40	Atlantic City Electric	Utilities - Operating
9071	271.64	Atlantic City Electric	Utilities - Office
9072	151.46	Acme Uniforms	Supplies - Operating
9072	11.00	Acme Uniforms	Supplies - Office
9073	118.00	Allbrand Supply	Supplies - Operating
9074	13,889.90	Amerihealth Ins Co of NJ	Health Insurance
9075	245.00	American Water Works Assoc	T/E - Operating
9076	357.53	Barton Supply	Supplies - Operating
9077	35.48	Billows Electric Supply	Supplies - Operating
9078	160.99	Casa Payroll Service	Supplies - Office
9079	1,515.93	C & C Computer Design	Supplies - Office
9081	149.57	Comcast	Supplies - Office
9082	118.44	Core & Main LP	Meters/Connections
9082	21.00	Core & Main LP	Supplies - Operating
9083	100.00	Debra Corson	Miscellaneous - Office
9084	24.18	Courier Post	Supplies - Office
9085	225.00	Coverall of Philadelphia	Supplies - Office
9086	285.00	Delcrest Sign	Automotive Expense
9087	120.00	BMEU Clerk, Deptford USPS	Supplies - Office
9088	348.50	Echelon Ford	Automotive Expense
9089	860.00	Eurofins Eaton Analytical	Laboratory Testing
9090	7,993.50	Eurofin QC	Laboratory Testing
9091	25.00	Flex Facts	Supplies - Office
9092	216.00	Patricia Garvey	Health Insurance
9093	206.89	Township of Gloucester	Automotive Expense
9094	51.00	Thomas Hassett	Health Insurance
9095	30.00	Heritage Business Systems	Supplies - Office
9096	8.68	Intercounty Newspaper Grp	Supplies - Office
9098	61.84	Live Message America Acqu	R/M - Office
9099	827.00	Wade, Long, Wood & Long	Legal Fees
9100	34.00	Lethal Pest Solutions	R/M - Office
9101	274.55	Met Life Small Business Ctr	Health Insurance
9102	1,412.16	Miracle Chemical	Chemicals
9103	5.34	Auto & Truck Parts of Dept	Automotive Expense
9103	16.71	Auto & Truck Parts of Dept	Supplies - Operating
9104	88.75	Nextel/Sprint	Telephone - Operating
9104	34.17	Nextel/Sprint	Supplies - Operating
9105	20,185.98	New Jersey American Water	Water Agreements

9106	186.25	NJ Motor Vehicle Commission	Automotive Expense
9107	51.48	One Call Concepts	R/M - System
9108	869.42	Pennoni Associates	Engineer Fees
9109	229.21	Pine Hill Hardware	Supplies - Operating
9111	9,000.00	Rio Supply	Small Equipment - Operating
9111	3,672.00	Rio Supply	Meters/Connections
9112	37.11	South Jersey Gas	Utilities - Office
9112	35.15	South Jersey Gas	Utilities - Operating
9113	37.28	Verizon	R/M - System
9114	19.03	James Wakeley	Health Insurance
9114	75.00	James Wakeley	Supplies - Operating
9115	56.33	Deborah Warrington	Health Insurance

Water Renewal & Replacement

Revenue Resolution #20-102

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.

9097	492,561.47	J Fletcher Creamer & Son	Erial Rd Rehab - Construction
9108	7,961.18	Pennoni Associates	Erial Rd Rehab - Engineering
9116	35,862.00	Winner Ford	Ford F250 Trucks Ext w/UB

Mr. Knott made a motion to approve payment of the water bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

Sewer Operating

Revenue Resolution #20-103

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.

MC9067	111.25	NJ Motor Vehicle Commission	Automotive Expense
MC9068	111.25	NJ Motor Vehicle Commission	Automotive Expense
MC9069	743.81	BMEU Clerk, Deptford USPS	Supplies - Office
9071	2,493.99	Atlantic City Electric	Utilities - Operating
9072	151.45	Acme Uniforms	Supplies - Operating
9072	11.00	Acme Uniforms	Supplies - Office
9073	118.00	Allbrand Supply Inc	Supplies - Operating
9074	9,259.94	Amerihealth Ins Co of NJ	Health Insurance
9077	35.48	Billows Electrical Supply	Supplies - Operating
9078	160.98	Casa Payroll Service	Supplies - Office
9079	1,515.93	C & C Computer Designs	Supplies - Office
9080	88.00	Camden County MUA	Supplies - Office
9080	88.00	Camden County MUA	Supplies - Operating
9084	24.18	Courier Post	Supplies - Office
9086	285.00	Delcrest Sign	Automotive Expense
9087	120.00	BMEU Clerk, Deptford USPS	Supplies - Office
9088	348.50	Echelon Ford	Automotive Expense
9091	25.00	Flex Facts	Supplies - Office
9092	144.00	Patricia Garvey	Health Insurance
9093	206.88	Township of Gloucester	Automotive Expense
9094	34.00	Thomas Hassett	Health Insurance
9096	8.67	Intercounty Newspaper Grp	Supplies - Office
9098	61.83	Live Message American Acqu	R/M - Office
9099	1,205.00	Wade, Long, Wood & Long	Legal Fees
9101	183.04	Met Life Small Business Ctr	Health Insurance
9103	5.33	Auto & Truck Parts of Deptford	Automotive Expense
9103	\$16.71	Auto & Truck Parts of Deptford	Supplies - Operating
9104	88.74	Nextel/Sprint	Telephone - Operating
9106	186.25	NJ Motor Vehicle Commission	Automotive Expense

9107	51.47	One Call Concepts	R/M - System
9108	644.41	Pennoni Associates	Engineer Fees
9109	229.21	Pine Hill Hardware	Supplies - Operating
9110	27.00	Pro Gas	Chemicals
9112	29.82	South Jersey Gas	Utilities - Operating
9113	72.65	Verizon	R/M - System
9114	12.69	James Wakeley	Health Insurance
9114	75.00	James Wakeley	Supplies - Operating
9115	37.55	Deborah Warrington	Health Insurance
9117	297.52	Xtel Communications	Telephone - Office
9117	313.47	Xtel Communications	Telephone- Operating

Sewer General

Revenue Resolution #20-104

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.

9116	36,027.00	Winner Ford	Ford F250 Truck Ext w/UB
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Mr. Green made a motion to approve payment of the sewer bills, seconded by Mr. Odenath.

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

Nays: None

Abstain: None

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

All were in favor.

Meeting adjourned 8:25 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary