

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **November 18, 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

Absent: Mr. Hassett

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, and Mr. John Moustakas, Solicitor. Mrs. Corson said Mr. Hassett was sick and will not attend.

Mr. Knott made a motion to open the floor to the public, seconded by Mr. Buscher. 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 minutes of the October 21, 2020 meeting, seconded by Mr. Knott. There were no questions regarding the meeting minutes.

All were in favor of approving the minutes.

Correspondence:

1. From Pennoni re: Pine Valley-Fairway Pines Application for W/S Approval-Review #1
2. From Jim Wakeley re: Thank You
3. From Chris Long re: Executive Order 192
4. From Pennoni re: Erial Road Watermain Rehab Certificate for Payment No.5
5. From Pennoni re: Erial Road Watermain Rehab – Change Order No.2
6. From MEL JIF re: Risk Management Manual

The Board reviewed the Correspondence.

Mr. Dougherty responded to question on Change Order for Erial Road project. As-built quantities for the various liners, DIP Tees, gate valves, and hydrants allow for monies saved due to the as-built adjustments. Reallocation to cover overages in police traffic protection. Cost for police nearly doubled. Paving to be completed in Spring.

Mr. Buscher made a motion to approve the correspondence, seconded by Mr. Green. 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).
 - 3) November 16th and 17th “workshops”.
 - b. Erial Road Waterman Rehab
 - c.
 - 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 complete, Bypass piping removed, restoration started, additional police will be needed beyond \$80,000 allowance.
 - d. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)PRV design by Pennoni.
 - 2)2021 Construction.
 - e. 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 review completed by DEP; Pennoni addressing DEP comments.
- f. 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 and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Incorporate MUA GIS Data (Future).
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
- 4. Plant Roof
 - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood. Pennoni draft report submitted.
 - b. Pennoni preparing proposal for "Option 1" flat roof repair.

II. Other Projects

- 1. 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.
- 2. 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.
- 3. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway.
 - b. Trench repair is no good.
- 4. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
- 5. Dollar General at former Perks
 - a. Site Plan application approved by Planning Board.
 - b. No 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. He plans to make changes to the agenda on future reports. Reference to NJIB loan to be changed to private loan. Dollar General Erial Rd and Third Fairway Trump to be removed from report. Asset management plan completed. Risk & Resilience study due next year. Workshop held identifying assets and potential threats. Cyber security component will require a secondary workshop. Final prepared document will be secured with Executive Director. This federal required document is non-OPRA-able. Erial Rd complete. Bypass piping has been removed. We may go beyond police allowance as we do road repairs. Branch Ave fire flow line installed by MUA will be connected to

Branch Ave in 2021 and installing of PRV. Although DEP has been working under furloughs, the Aquifer test plan was reviewed. We are addressing it's comments and will have a comprehensive response to those Administrative items. Water allocation permit is submitted annually so Hugh will work with John Toal to do the E2 electronic filing. Plant roof proposal to be sent to Mrs. Corson. Rates, Rules & Regs should be updated for connection and user fees. Branch Ave self store trench repair not so good. Hugh offered to contact County engineer about the repair. Mrs. Corson said the water main was tapped yesterday and sewer main was planned for today so she thinks we should wait to see what happens next. She also has notified County that water main project is complete.

In response to concerns of Erial Rd cold patch sinking, Hugh explained since cold patch is temporary, water does get under and causes the patch to push out. The patches will continue to be replaced until paving in Spring. There is a performance bond thru Spring and also a 2 year maintenance bond.

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

Solicitor's Report:

Mr. Moustakas had no report.

Operation Manager's Report:

Board reviewed Mr. Toal's report. The board had no questions for John.

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 stated the next meeting date is Wednesday, December 16, 2020 at 7:00 pm. Due to Covid-19 there will be no holiday gathering following the meeting.

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

Board Members:

Mr. Green announced Borough Hall is closed to public as of Monday 11/16/20 due to Covid-19. The MUA is closed as well. Cases are extreme in Pine Hill at this point; there were 9 today alone. This is a hundred fold increase as to where it was in the Spring time. All the fields are closed as of this weekend. Christmas break was cancelled. All Board members expressed best wishes for a safe and happy Thanksgiving.

New Business:

None

Old Business:

None

RESOLUTIONS:

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY

RESOLUTION #20-105

WHEREAS, the Pine Hill Borough Municipal Utilities Authority is presently holding funds for VMDH Enterprises (Dollar General- 207 Berlin-Cross Keys Road) who has requested that the account be closed and the funds be returned as the project has been completed; and

WHEREAS, there are no outstanding invoices for any professional services and no additional professional services are required.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that for the above stated reason, VMDH Enterprises Escrow Account is hereby closed and any funds remaining in said Account are hereby authorized to be refunded to the applicable Developer.

Mr. Green made a motion to approve escrow account closing for VMDH, seconded by Mr. Buscher.

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

Nays: None

Abstain: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE ERIAL ROAD WATERMAIN REHABILITATION PROJECT RESOLUTION #20-106

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) dated November 12, 2020 to approve Change Order No. 2, for a change in the as-built quantities for the various liners, DIP Tees, gate valves, and fire hydrants, and a one hundred eighty (180) calendar day contract time extension for the completion of the roadway work, which would result in no price adjustment for Project No. PHMUX 19009, Erial Road Watermain Rehabilitation; 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. 2 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, for a change in the as-built quantities for the various liners, DIP Tees, gate valves, and fire hydrants, and a one hundred eighty (180) calendar day contract time extension for the completion of the roadway work,, which would result in no price adjustment 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. Odenath made a motion to approve Erial Rd Change Order No. 2, seconded by Mr. Knott.
 Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke
 Naves: None
 Abstain: None

**WATER
 RESOLUTION #20-107**

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

2151000-0	248 Erial Rd	100 Gals Adjustment	.57
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Mrs. Burke made a motion to approve water billing adjustments, seconded by Mr. Knott.
 Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke
 Naves: None
 Abstain: None

**Water Operating
 Revenue Resolution #20-108**

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.

9118	6,482.33	Atlantic City Electric	Utilities - Operating
9119	11.00	Acme Uniforms	Supplies - Office
9120	16,514.45	Amerihealth Ins Co of NJ	Health Insurance
9121	2,372.98	Bank of NY - Mellon	Trustee
9122	118.36	Casa Payroll Service	Supplies - Office
9124	17.24	Debra Corson	Supplies - Office
9124	17.24	Debra Corson	Supplies - Operating
9126	3,520.00	Edmunds GovTech	Supplies - Office
9127	860.00	Eurofins Eaton Analytical	Laboratory Testing
9128	690.00	Eurofins QC	Laboratory Testing
9129	25.00	Flowers & Gifts	Supplies - Office
9130	9.93	Patricia Garvey	Miscellaneous - Office
9131	204.33	Gloucester Township	Automotive Expense
9132	18.00	Michael Grogan	Health Insurance
9133	27.00	Thomas Hassett	Health Insurance
9135	59.06	Matthew Hufner	Health Insurance

9136	57.13	Live Message America Acqu	R/M - Office
9137	550.25	Wade,Long,Wood & Long	Legal Fees
9139	312.27	Met Life Small Business Ctr	Health Insurance
9140	267.00	MGL Printing Solutions	Supplies - Office
9141	486.15	Miracle Chemical	Chemicals
9142	85.21	Nextel/Sprint	Telephone - Operating
9142	49.08	Nextel/Sprint	Supplies - Operating
9143	20,404.02	New Jersey American Water	Water Agreements
9144	204.75	NJ Motor Vehicle Commission	Automotive Expense
9145	50.77	One Call Concepts	R/M - System
9146	281.25	Pennoni	Engineer Fees
9147	181.09	Pine Hill Hardware	Supplies - Operating
9148	1,328.50	Philadelphia Business Forms	Supplies - Office
9149	27.00	ProGas	Chemicals
9150	22.50	Sams Club	Supplies - Office
9151	36.77	South Jersey Gas	Utilities - Operating
9152	111.48	Tire Corral	Automotive Expense
9153	85.37	Verizon Inc	R/M - System
9154	90.00	James Wakeley	Supplies - Operating
9155	32.99	Deborah Warrington	Health Insurance
9156	309.64	Xtel Communications	Telephone - Office
9156	313.75	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #20-109

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.

9158	735,695.88	J. Fletcher Creamer & Son	Erial Rd Rehab -Construction
9146	6,875.65	Pennoni Associates Inc	Erial Rd Watermain Rehab - Eng

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

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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #20-110

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.

9118	2,807.12	Atlantic City Electric	Utilities - Operating
9118	192.35	Atlantic City Electric	Utilities - Office
9119	11.00	Acme Uniforms	Supplies - Office
9120	11,009.64	Amerihealth Ins Co of NJ	Health Insurance
9157	1,650.00	Bank of NY - Mellon	Trustee
9122	118.36	Casa Payroll Service	Supplies - Office
9123	149.57	Comcast Inc	Supplies - Office
9124	100.00	Debra Corson	Miscellaneous - Office
9124	17.24	Debra Corson	Supplies - Office
9124	17.24	Debra Corson	Supplies - Operating
9125	225.00	Coverall of Philadelphia	Supplies - Office
9126	3,520.00	Edmunds GovTech	Supplies - Office
9129	25.00	Flowers & Gifts	Supplies - Office
9130	9.93	Patricia Garvey	Miscellaneous - Office
9131	204.32	Gloucester Township	Automotive Expense
9132	12.00	Michael Grogan	Health Insurance
9133	18.00	Thomas Hassett	Health Insurance
9134	30.00	Heritage Business Systems	Supplies - Office
9135	39.37	Matthew Hufner	Health Insurance

9136	57.13	Live Message American Acqu	R/M - System
9137	550.25	Wade, Long, Wood & Long	Legal Fees
9138	34.00	Lethal Pest Solutions	R/M - System
9139	208.18	Met Life Small Business Ctr	Health Insurance
9140	267.00	MGL Printing Solutions	Supplies - Office
9142	85.20	Nextel/Sprint	Telephone - Operating
9144	204.75	NJ Motor Vehicle Commission	Automotive Expense
9145	50.76	One Call Concepts	R/M - System
9146	\$281.25	Pennoni	Engineer Fees
9147	181.08	Pine Hill Hardware	Supplies - Operating
9148	1,328.50	Philadelphia Business Forms	Supplies - Office
9150	22.50	Sams Club	Supplies - Office
9151	42.29	South Jersey Gas	Utilities - Office
9151	61.57	South Jersey Gas	Utilities - Operating
9152	111.47	Tire Corral	Automotive Expense
9153	139.33	Verizon	R/M - System
9154	89.99	James Wakeley	Supplies - Operating
9155	22.00	Deborah Warrington	Health Insurance

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

Ayes: Mr. Buscher, Mr. Knott, Mr. Green, 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 7:56 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary