

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 20, 2021** 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: Mrs. Burke initially marked as absent and Mr. Hassett was seated in her absence. Mrs. Burke signed in to tele-meeting at 7:45 pm.

Also in attendance was Mrs. Corson, Executive Director, Mr. Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, and Mr. Chris Long, Solicitor.

Mr. Knott made a motion to open the floor to the public, seconded by Mr. Green. On voice vote, motion carried. No one from the public was present.

Mr. Knott 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 29, 2020 meeting, seconded by Mr. Knott. There were no questions regarding the meeting minutes. Mr. Hassett abstained. All others were in favor of approving the minutes.

Correspondence:

1. From Tom Leisse (Pennoni) re: Roof Proposal Revised
2. From MEL JIF re: Online Course to Prevent Employment Practices Lawsuits
3. From Deborah Warrington re: Professionals RFP Results
4. To SJ Environmental Consultants re: RFP Submittal for Authority Engineer
5. From Pennoni re: Erial Rd Watermain Rehab - Change Order No.3
6. From Pennoni re: Erial Rd Watermain Rehab – Certificate for Payment No.7

The Board reviewed the Correspondence and there was brief discussion regarding #1 Revised Roof Proposal. Mr. Dougherty said the estimate was revised and includes both the A-frame and the flat roof. There was discussion to utilize the MUA plant for other purposes as needed at some time in the future. Mr. Dougherty spoke about contaminants currently being monitored by DEP and the possible migration of the contaminants towards us. The contaminants have been found in the PRM Aquifer. The MUA may consider using the plant to house carbon filters used in the treatment. Mr. Long stressed the importance of notification to the residents should this contaminant be found. Mr. Toal stated that the testing for PFA's over the past 4 consecutive quarters have shown to be almost an undetected level. The State has mandated that if this criteria is met then a request for reduced monitoring can be submitted. Mr. Toal has applied for the reduced monitoring and anticipates getting it reduced. Discussion on developing a 5 year plan for the MUA including the reutilization of the plant.

Mr. Hassett made a motion to approve the correspondence, seconded by Mr. Green. All were in favor.

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. 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 complete, Bypass piping removed, restoration to continue in Spring, additional police will be needed beyond \$80,000 allowance.
 - b. Branch Avenue Fire Flow and 3rd Ave Loop
 - 1)PRV design by Pennoni.
 - 2)2021 Construction.
 - c. 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.
- d. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA (available to view on I-Pad); Implemented April, 2019.
2. Federal Law America's Water Infrastructure Act of 2018
 - a. Risk and Resilience Study
 - 1) Risk and Resilience Study due June, 2021.
 - 2) Workshop held November 16.
3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
 - b. Well status update to be submitted annually by January 31st through E2 electronic filing.
 - c. Pennoni preparing DRBC Audit. Annual DRBC Water Audit due March.
4. 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.
5. Plant Roof
 - a. Pennoni conducted site inspection; roof cores completed; Found shingles on plywood.
 - b. Pennoni proposal for "Option 1" flat roof repair.
6. Annual Water Bond Trustee Report
 - a. Pennoni preparing 2020 report.

II. Other Projects

1. 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.
2. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway.
 - b. Trench repair is no good.
3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. Connection for office/warehouse buildings.
 - b. Recapture Agreement for Amboy Bank.
4. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
5. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
6. 113 Berlin-Cross Keys Road
 - a. Connection waiver.
7. 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.

Mr. Dougherty summarized his report. Erial Rd lining and water service is complete and bypass piping removed. The punchlist will incorporate items the MUA has listed as required. Mrs. Corson stated the County won't start until everything is completed including the restoration. Mr. Dougherty said the next project will be the PRV on Branch Ave. Also the construction of new well and decommissioning of wells 6 & 7. The Risk & Resilience Study is due June 2021 and will required field visit to understand vulnerabilities. The well status update has been sent to Mr. Toal who will electronically filed. The sewer connection waiver for 113 Cross Keys Rd was explained and the County Board of Health inspects and issues a design & construction permit for the septic system.

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

Solicitor's Report:

Mr. Long stated he will contact Mr. Dougherty regarding the Rules & Regulations that need to be amended, specifically the change of use application and applying the connection fee. He will provide a resolution authorizing the change and should be available for next meeting.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report.

Mr. Knott made a motion to approve the Operation Manager's Report, seconded by Mr. Hassett

On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson said the Fire Dept was called out for a dewatering situation and they contacted her. The homeowner was repairing a pipe and broke the shut off valve. Fire Dept requested that MUA provide them with keys. MUA has training with Fire Dept tomorrow and they will set up a procedure and train firemen on what needs to be done. MUA will still be called out during these emergencies. Mrs. Corson spoke with Camden County Public Safety. Mr. Connor from CCPS will look into a base station and radios. He confirmed the tower at the Fire Dept is coming down so we will put our antenna on Mt. Clement and the Borough will also use that access. Also, reorganization is on Monday, February 1st at 7:00 pm. Mrs. Corson said she asked to go into closed session to discuss her employment agreement.

Mr. Green 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 APPROVING CHANGE ORDER NO.3 FOR THE
ERIAL ROAD WATERMAIN REHABILITATION PROJECT**

RESOLUTION #21-001

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated January 12, 2021 to approve Change Order No. 3, to reallocate money from the construction contingency to the police traffic protection allowance item to account for the overages in the police traffic protection, 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. 3 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, to reallocate money from the construction contingency to the police traffic protection allowance item to account for the overages in the police traffic protection 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. Green made a motion to approve Change Order No.3 Erial Rd, seconded by Mr. Knott.

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

Nays: None

Abstain: None

WATER

RESOLUTION #21-002

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

3354000-0	90 Country Club Rd	24.00	RES 5T @ 4.80 per T 20/4 LKY MTR GASKET
3354000-0	90 Country Club Rd	86.25	RES 15T @ 5.75 per T 21/1 LKY MTR GASKET
1015000-0	2001 Bromley Estates	287.50	RES 50T MTR RDG ERROR

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

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

Nayes: None

Abstain: None

**SEWER
RESOLUTION #21-003**

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

1482000-0 120 E 13th 50.00 DBL BILLED 21/1 SEWER

Mr. Green made a motion to approve payment of the water bills, seconded by Mrs. Burke.

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

Nayes: None

Abstain: None

**Water Operating
Revenue Resolution #21-004**

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.

MC9209	746.80	BMEU Clerk, Deptford USPS	Supplies - Office
MC9210	10,666.50	NJ Utilities Authority (JIF)	Insurance
EC9211	33.33	NJ, State Treasurer	Supplies - Operating
MC9212	340.00	NJ State PWT	State Water Tax
9213	8,575.37	Atlantic City Electric	Utilities - Operating
9214	80.83	Acme Uniforms	Supplies - Operating
9214	16.50	Acme Uniforms	Supplies - Office
9215	1,697.50	Asso Environmental Authority	Miscellaneous - Office
9216	75.00	Allied Meter Service Inc	R/M - System
9217	15,035.83	Amerihealth Ins Co of NJ	Health Insurance
9218	165.45	Casa Payroll Service	Supplies - Office
9223	68.92	Courier Post	Supplies - Office
9225	9.09	Echelon Ford	Automotive Expense
9226	3,340.00	Eurofins QC	Laboratory Testing
9227	300.00	GenServe	R/M - System
9228	178.08	Gloucester Township	Automotive Expense
9229	30.86	Thomas Hassett	Health Insurance
9230	30.00	Heritage Business Systems	Supplies - Office
9231	54.62	Matthew Hufner	Health Insurance
9232	34.45	Intercounty Newspaper Grp	Supplies - Office
9234	63.16	Live Message America Acqu	R/M - Office
9235	530.00	Wade, Long, Wood & Long	Legal Fees
9237	293.41	Met Life Small Business Ctr	Health Insurance
9238	1,268.63	Miracle Chemical Co	Chemicals
		Auto & Truck Parts of	
9239	35.06	Deptford	Automotive Expense
9240	118.56	National Paving Company	Supplies - Operating
9241	102.01	Nextel/Sprint	Telephone - Operating
9242	19,774.05	New Jersey American Water	Water Agreements
9243	560.00	NJ Water Association	Supplies - Operating
9244	69.89	One Call Concepts	R/M - System
9246	127.50	Pine Hill MUA	Trustee
9247	190.06	Pine Hill Hardware	Supplies - Operating
9248	233.51	Joseph Pollard Company	Supplies - Operating
9249	27.00	ProGas Inc	Chemicals
9250	176.00	Rio Supply	Supplies - Operating
9250	4,452.00	Rio Supply	Meter/Connections
9251	145.09	Sams Club	Miscellaneous - Office
9252	43.23	South Jersey Gas	Utilities - Operating
9253	114.71	Verizon	R/M - System
9254	30.00	Deborah Warrington	Health Insurance

9255	125.13	WB Mason	Supplies - Office
9256	306.26	Xtel Communications	Telephone - Office
9256	283.23	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #21-005

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.

9233	42,703.50	J Fletcher Creamer & Son	Erial Road Rehab - Construction
9245	9,124.38	Pennonni Associates Inc	Erial Road Rehab - Engineering

Mr. Green 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

Nayes: None

Abstain: None

Sewer Operating

Revenue Resolution #21-006

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.

MC9209	746.79	BMEU Clerk, Deptford USPS	Supplies - Office
MC9210	10,666.50	NJ Utilities Authority (JIF)	Insurance
EC9211	166.67	NJ, State Treasurer	Supplies - Operating
9213	3,624.32	Atlantic City Electric	Utilities - Operating
9213	241.53	Atlantic City Electric	Utilities - Office
9214	80.82	Acme Uniforms	Supplies - Operating
9214	16.50	Acme Uniforms	Supplies - Office
9215	1,697.50	ASSO Environmental Authority	Miscellaneous - Office
9217	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9218	165.44	Casa Payroll Service	Supplies - Office
9219	88.00	Camden County MUA	Supplies - Office
9219	88.00	Camden County MUA	Supplies - Operating
9220	149.57	Comcast	Supplies - Office
9221	250.54	Consolidate Rail Corporation	Railroad Rental
9222	100.00	Debra Corson	Miscellaneous - Office
9223	68.92	Courier Post	Supplies - Office
9224	225.00	Coverall of Philadelphia	Supplies - Office
9225	9.08	Echelon Ford	Automotive Expense
9227	500.00	GenServe	R/M - System
9228	178.08	Gloucester Township	Automotive Expense
9229	20.57	Thomas Hassett	Health Insurance
9230	30.00	Heritage Business System	Supplies - Office
9231	36.42	Matthew Hufner	Health Insurance
9232	34.45	Intercounty News Grp	Supplies - Office
9234	63.15	Live Message America Acqua	R/M - Office
9235	530.00	Wade, Long, Wood, & Long	Legal Fees
9236	34.00	Lethal Pest Solution	R/M - Office
9237	195.61	Met Life Small Business Ctr	Health Insurance
9239	35.05	Auto & Truck Parts of Deptford	Automotive Expense
9241	102.00	Nextel/Sprint	Telephone - Operating
9244	69.88	One Call Concepts	R/M - System
9246	1,665.00	Pine Hill MUA	Trustee
9247	190.06	Pine Hill Hardware	Supplies - Operating
9251	145.09	Sams Club	Miscellaneous - Office
9252	134.21	South Jersey Gas	Utilities - Office
9252	49.40	South Jersey Gas	Utilities - Operating
9253	209.57	Verizon	R/M - System
9254	20.00	Deborah Warrington	Health Insurance
9255	125.12	WB Mason	Supplies - Office

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

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

Nays: None

Abstain: None

Mr. Green made a motion to go into Closed Session, seconded by Mr. Odenath.

Closed Session began 8:03 pm.

Mr. Green made a motion to leave Closed Session, seconded by Mr. Knott.

Closed Session ended 8:24 pm.

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

All were in favor.

Meeting adjourned 8:25 pm.

Respectfully submitted,

Patricia Garvey

Recording Secretary