

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **February 17, 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 7:36 pm.

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

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

No one from the public was present.

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

Minutes:

Mr. Green made a motion to approve the minutes of the January 20, 2021 meeting and February 8, 2021 ReOrganization meeting, seconded by Mr. Hassett. There were no questions regarding the meeting minutes. All others were in favor of approving the minutes.

Correspondence:

1. From Township of Winslow re: Notice of Public Hearing-Water/Sewer Connection Rates
2. From Pennoni re: Erial Road Watermain Rehab Punchlist
3. From MEL JIF re: Risk Management Seminar for Authority Commissioners

The Board reviewed the Correspondence. Mrs. Corson confirmed the importance of Board members attending the online Risk Management Seminar.

Mr. Odenath made a motion to approve the correspondence, seconded by Mr. Buscher. 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.
 - 7) Project completion anticipated May 2021.
 - 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) Update/Develop a 5-year capital plan for all assets. Review all assets including buildings.
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. Pennoni prepared Well Status Update. Well status update to be submitted annually by January 31st through E2 electronic filing.
 - c. Pennoni preparing DRBC Audit. Questions provided to MUA. 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 complete and restoration to continue in Spring. He said the details for restoration have been confirmed with the County. Mrs. Corson confirmed the available funds for the additional traffic control that will be needed. For the Third Avenue Loop they are looking at the design & bids for 2021 Construction. The well project is pending DEP comments. Mr. Dougherty said that since there is active planning for the decommissioning of wells 6 & 7 this is considered an action and the DEP has the project in the queue. The Risk & Resilience Study is due June 2021. Information from the workshops attended will be compiled and the report in draft form will be completed shortly.

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

Solicitor's Report:

Mr. Moustakas stated there was no report this evening.

Operation Manager's Report:

Board reviewed Mr. Toal's report. Mr. Toal said the rebuild kit for the valve for Country Club should be delivered tomorrow. He explained that when the well starts it has to purge itself and it opens up an overboard line. The control should then shut down. When the control valve is rebuilt it will prevent flooding in the building.

Mr. Toal was thanked for positive inspections and testing, and also for helping out with the snow plowing for the Borough.

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 said a homeowner on Erial Rd in Gloucester Twp contacted us to possibly connect into our sewer system. The Gloucester Twp MUA will allow the property to be connected to our sewer. He will be submitting plans and escrow for Mr. Dougherty to review. Mr. Toal explained the tie-in would be on Hickstown Rd, not directly on Lake Ave. Mrs. Corson stated the Borough is holding the tax sale March 26, 2021 for outstanding balances for sewer only. Due to the Governor's executive order we cannot include water accounts. As of today we have 252 accounts going to be in tax sale just for sewer. We have had a lot of residents pay their full balances. Normally we have around 109 accounts that go in tax sale. Regarding the truck radios, Rick Connor was able to find seven mobile radios for the trucks. We are going to put them in the five trucks that our men drive in addition to the Jetter and Crane trucks. Mike Grogan met with Rick today. Mike's concern is with putting the antenna through roofs of the vehicles. We may have to pay a contractor to do this work about \$150 per truck. Only five trucks will need this antenna since John's truck and the Crane truck both have radios & antennas already. Rick also has a base station for us all at no cost to the MUA. Before tonight's Board meeting there was a brief meeting held with Tom Hassett, Chris Green and Mrs. Corson to discuss the process to hire an Executive Director and the requirements that need to be included in the job posting. She will compose what was discussed. The time frame discussed was advertising in mid June, reviewing applications in July, interviewing in August, and possibly hiring in September.

Further explanation on radios and base station: The base station is currently in the office manager's office. There is no record of the frequency license and since it is very outdated it isn't compatible with the new radios so a new base station is needed. We have an antenna on our building that is 25' off the ground which is why we don't get good reception in the lower end of town. This is the reason we will be putting the antenna on Mt Clement. We will have to purchase the antenna cable. The Borough will also use the antenna along with the MUA. The tower at the Fire House will be coming down.

There was discussion on the Borough's employment application policy. Mrs. Corson will contact John Greer for written policy. Also the Union Contract is up this year and Mr. Hassett said he would like to be involved with that. Mrs. Corson said that Mr. Long suggested we should wait. Mr. Green said we should wait until Union puts us on notice. Mr. Toal's contract is up this year also, and Mr. Hassett said he will speak to him about that.

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

Board Members:

Mr. Green thanked the MUA for assistance with the snow plowing for the Borough.

New Business:

None

Old Business:

None

RESOLUTIONS:

Renewal & Replacement Resolution
Resolution #21- 031

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to replace the roof of the pre-engineered metal building and the flat roofing sections of the Maintenance Garage; and

WHEREAS, it will be necessary to appropriate funds from the Renewal & Replacement Fund in order for the Engineer to provide the design, contract administration, and inspection and construction management of the roof replacement.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$28,000.00 from the Renewal & Replacement Fund, which is required for the Engineer's professional services, 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.

Mr. Green made a motion to approve the R&R transfer of funds for Roof Repair, seconded by Mr. Odenath
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke

Nays: None

Abstain: None

Sewer General Resolution
Resolution #21-032

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to replace the roof of the pre-engineered metal building and the flat roofing sections of the Maintenance Garage; and

WHEREAS, it will be necessary to appropriate funds from the Sewer General Fund in order for the Engineer to provide the design, contract administration, and inspection and construction management of the roof replacement.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$28,000.00 from the Sewer General Fund, which is required for the Engineer's professional services, 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.

Mr. Green made a motion to approve the R&R transfer of funds for Roof Repair, seconded by Mr. Odenath

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

Nayes: None

Abstain: None

Water Operating

Revenue Resolution #21-033

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.

MC9258	81.25	NJ Motor Vehicle Commission	Automotive Expense
9259	6,843.78	Atlantic City Electric	Utilities - Operating
9259	204.13	Atlantic City Electric	Utilities - Office
9260	63.66	Acme Uniforms	Supplies - Operating
9260	11.00	Acme Uniforms	Supplies - Office
9261	115.80	All Industrial Safety Prod	Supplies - Operating
9262	15,035.83	Amerihealth Ins Co of NJ	Health Insurance
9263	256.57	Casa Payroll Service	Supplies - Office
9264	159.57	Comcast	Supplies - Office
9265	100.00	Debra Corson	Miscellaneous - Office
9266	225.00	Coverall of Philadelphia	Supplies - Office
9267	950.00	Environmental Sys Research	Supplies - Operating
9268	870.00	Eurofins QC	Laboratory Testing
9269	190.00	General Chemical & Supply	Supplies - Operating
9270	27.00	Michael Grogan	Health Insurance
9271	42.00	Thomas Hassett	Health Insurance
9272	66.40	Live Message America Acqu	R/M - Office
9273	1,326.50	Wade, Long, Wood & Long	Legal Fees
9274	34.00	Lethal Pest Solutions	R/M - Office
9275	293.41	Met Life Small Business Ctr	Health Insurance
9276	58.65	Auto & Truck Parts Deptford	Supplies - Operating
9277	73.50	Nat Alexander	Supplies - Operating
9278	107.56	Nextel/Sprint	Telephone - Operating
9279	19,610.69	NJ American Water	Water Agreements
9280	67.50	NJ Motor Vehicle Commission	Automotive Expense
9281	46.83	One Call Concepts	R/M - System
9282	4,495.19	Pennoni Associates	Engineer Fees
9283	46.84	Pat Garvey (Petty Cash)	Supplies - Office
9284	115.81	Pine Hill MUA	Supplies - Office
9285	85.00	Pine Hill Printing	Supplies - Office
9286	106.93	Pine Hill Hardware	Supplies - Operating
9287	74.00	Joseph G Pollard	Supplies - Operating
9289	121.84	South Jersey Gas	Utilities - Office
9289	34.58	South Jersey Gas	Utilities - Operating
9290	7,365.00	Treasurer, New Jersey State	State Water Tax
9291	7.35	United Parcel Service	Supplies - Operating
9293	116.44	Verizon	R/M - System
9294	19.73	James Wakeley	Health Insurance
9295	56.24	Deborah Warrington	Health Insurance

Mrs. Burke made a motion to approve payment of the water bills, seconded by Mr. Green
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke
Nays: None
Abstain: None

Sewer Operating
Revenue Resolution #21-034

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.

MC9258	81.25	NJ Motor Vehicle Commission	Automotive Expense
9259	2,852.50	Atlantic City Electric	Utilities - Operating
9260	63.66	Acme Uniforms	Supplies - Operating
9260	11.00	Acme Uniforms	Supplies - Office
9261	115.80	All Industrial Safety Prod Inc	Supplies - Operating
9262	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9263	256.57	Casa Payroll Service	Supplies - Office
9269	190.00	General Chemical & Supply	Supplies - Operating
9270	18.00	Michael Grogan	Health Insurance
9271	28.00	Thomas Hassett	Health Insurance
9272	66.40	Live Message America Acqu	R/M - Office
9273	1,326.50	Wade, Long, Wood & Long	Legal Fees
9275	195.61	Lethal Pest Solutions	R/M - Office
9276	58.64	Auto & Truck Parts of Deptford	Supplies - Operating
9277	73.50	Nat Alexander	Supplies - Operating
9278	107.55	Nextel/Sprint	Telephone - Operating
9280	67.50	NJ Motor Vehicle Commission	Automotive Expense
9281	46.83	One Call Concepts	R/M -System
9282	556.25	Pennoni Associates	Engineer Fees
9283	46.83	Pat Garvey (Petty Cash)	Supplies - Office
9284	115.80	Pine Hill MUA	Supplies - Office
9285	85.00	Pine Hill Printing	Supplies - Office
9286	106.92	Pine Hill Hardware	Supplies - Operating
9287	244.45	Joseph G Pollard	Supplies - Operating
9288	27.00	Pro Gas	Chemicals
9289	34.58	South Jersey Gas	Utilities - Operating
9292	578.15	Vac Sales	Supplies - Operating
9293	212.12	Verizon	R/M - System
9294	13.16	James Wakeley	Health Insurance
9295	37.50	Deborah Warrington	Health Insurance
9296	302.62	Xtel Communications	Telephone - Office
9296	288.00	Xtel Communications	Telephone - Operating

Mr. Odenath made a motion to approve payment of the sewer bills, seconded by Mrs. Burke
Ayes: Mr. Buscher, Mr. Knott, Mr. Green, Mr. Odenath, Mrs. Burke
Nays: None
Abstain: None

When questioned before adjournment on the time line of the roof repair Mr. Dougherty stated the roof repair will probably be a late summer/fall project.

Mr. Odenath made a motion to adjourn, seconded by Mr. Buscher.
All were in favor.

Meeting adjourned 7:52 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary