

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **April 21, 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 7:33 pm.

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

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

No one present to address the Board.

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

Minutes:

Mr. Hassett made a motion to approve the minutes of the March 17, 2021 meeting and Closed Session, seconded by Mr. Green. There were no questions regarding the meeting minutes.

All others were in favor of approving the minutes.

Correspondence:

1. From Michael Dick re: 1734 Erial Rd Gloucester Twp – Request for Water Connection
2. From Mayor Green, Pine Hill Boro re: Snow Operations Thank You
3. From NJ DEP re: Pine Hill Wastewater Collection System Program: Water Quality Inspection
4. From Pennoni re: 1734 Erial Rd – W/S Connection Review #1
5. From NJ American Water re: Public Meeting Notice for Change to Purchased Water Adjustment Clause and Purchase Wastewater Treatment Clause
6. From John Greer re: Mt. Clement Tower and Existing Towers on adjacent property.
7. From NJUA JIF re: Annual Safety Incentive Award
8. From Pennoni re: Bromley PS Emergency Generator Proposal

The Board reviewed the Correspondence.

Mr. Dougherty responded to question on #1 – Mr. Dick is eligible to connect to our system as long as he revises his plans. The Board discussed and has no objections to this connection. The Board recognized the Annual Safety Award and expressed thanks to our safety coordinator, Jim Wakeley, along with all of the MUA staff. Regarding #6 Mrs. Corson stated that the telecommunications owner is aware that the MUA is not interested in making any changes to the existing antennas on our towers.

Mr. Green made a motion to approve the correspondence, seconded by Mr. Hassett. 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 underway, additional police will be needed beyond \$80,000 allowance.
    - 7) Project completion anticipated May/June 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) Design underway; 2021 Construction for Well #8.

- 5) Aquifer test plan review completed by DEP; DEP requested “temporary observation well” be installed to monitor aquifer during construction.
- 6) Use of existing Well #4 for observation.
- 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; Round 2 Workshop in April.
- 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 31<sup>st</sup> through E2 electronic filing.
  - c. Pennoni submitted 2020 DRBC Audit.
- 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 proceeding with design.
- 6. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2020 report.

## II. Other Projects

- 1. Pine Valley Developers (Fairway Pines) Use Variance
  - a. Use variance approval for 85 units.
  - b. Site Plan application approved by Planning Board.
  - c. Pennoni issued letter on utilities.
- 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 2<sup>nd</sup> 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 restoration is underway and projected to be completed by June 2021. Mr. Dougherty will meet with police, Mrs. Corson and County for traffic control. We can identify the work that has to be redone in order to avoid being charged for the additional police presence for that additional work. The design is underway for 2021 construction for Well #8. The Risk & Resilience Study is due June 2021. There is another workshop in June for cyber security and IT. The workshop will be attended by Mr. Dougherty, Mrs. Corson, Mr. Toal, Mr. Kunder, and our IT guy. There will be a final report to follow. Pennoni is proceeding with the design for the Plant Roof. Fairway Pines has resubmitted plans for water and sewer that is under review. They are contemplating the private pump station and working on getting their permits. Mr. Buscher inquired about Correspondence #8- Bromley Generator Proposal. Mrs. Corson said Mr. Dougherty submitted this proposal for Board approval so he can start planning a design. She said our capital budget includes an emergency generator for Bromley. Mr. Toal hopes to permanently set up the current mobile generator at Tall Pines pumping station.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
AUTHORIZING PENNONI ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES  
TO PROVIDE DESIGN, CONTRACT ADMINISTRATION, INSPECTION AND CONSTRUCTION  
MANAGEMENT OF A NEW EMERGENCY GENERATOR AND TRANSFER SWITCH  
TO BE INSTALLED AT THE BROMLEY PUMP STATION**

**RESOLUTION #21-042**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desired a vendor to provide professional services to provide design, contract administration, inspection and construction management of a new emergency generator and transfer switch to be installed at the Bromley Pump Station on behalf of the Authority; and

**WHEREAS**, on April 19, 2021, Pennoni Associates, Inc. ("Pennoni") submitted a proposal to provide professional services to provide design, contract administration, inspection and construction management of a new emergency generator and transfer switch to be installed at the Bromley Pump Station for a fee of \$22,422.00; and

**WHEREAS**, Pennoni's proposal was reviewed by the Authority Solicitor and Executive Director who recommended the award of the contract to Pennoni to provide such services;

**WHEREAS**, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the contract to provide professional services to provide design, contract administration, inspection and construction management of a new emergency generator and transfer switch to be installed at the Bromley Pump Station on behalf of the Authority to Pennoni.

**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 to provide professional services to provide design, contract administration, inspection and construction management of a new emergency generator and transfer switch to be installed at the Bromley Pump Station on behalf of the Authority is hereby awarded to Pennoni Associates, Inc. in the amount of \$22,422.00 in accordance with their April 19, 2021 proposal.
3. The Authority's Executive Director, and/or her designee, is hereby authorized and directed to take any and all steps necessary to effectuate the award of this contract.

Mr. Hassett made a motion to authorize Pennoni to proceed with the Bromley Pump Station New Generator, seconded by Mr. Hassett.

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

Nays: None

Abstain: None

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

On voice vote, motion carried.

Solicitor's Report

There was no report this evening.

Operation Manager's Report:

Board reviewed Mr. Toal's report. When asked about the meter registers and meter boxes, Mr. Toal said out of warranty registers are usually 3-4 years out of warranty. Deteriorated meter boxes and other failing conditions are discovered during the quarterly meter readings, work orders are issued and then serviced to do the repairs.

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

On voice vote, motion carried.

Executive Director's Report:

Mrs. Corson reminded the Board to complete the Financial Disclosure Statement (FDS) by end of May 2021. All the radios have been installed in the trucks. Rick Connor was a big help in the purchase, set up and troubleshooting in getting the radios. Mrs. Corson will consult Mr. Long regarding compensation of some kind. Mrs. Corson wants to make the Board aware of Correspondence #6. T-Mobile is merging with Sprint and if we lose Sprint we will lose the yearly \$45,000 revenue that comes in from Sprint antennas. The conversion may take place within 3 years.

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

On voice vote, motion carried.

Board Members:

Mr. Green asked about notifying residents when flushing hydrants. Mrs. Corson said the hydrant flushing notice is posted on the website and the mobile sign in the front parking lot of the MUA. Mr. Green said the notice should be on the bills that are sent out before the flushing. Also, in the future the Borough would be happy to post the notice on the Borough’s website and the Veteran’s Park sign.

Mr. Hassett said the hydrant at the end of Sheri Way needs attention. Mr. Toal said he will take care of it.

Mr. Hassett spoke about the situation on Sheri Way with the planned water lines coming down the street. The street is all marked out with flags and residents want to know what’s happening. He had asked Mrs. Corson to send a letter to the residents but Mrs. Corson felt it should be at a later time. Mr. Toal said the water testing has not been done yet and isn’t quite ready to start the project. He said the markouts were done as the first step to determine the layout of where the underground lines are located. There was discussion on the cost of the project. Mr. Toal said the initial estimate was done in 2009 so another 30% can probably be added to that \$35,000 figure. He said we will connect to the line by the hydrant at the middle of Sheri Way and explained further the work that will be done to place the main to the end and cap it and charge it, then go back and do the services. There was discussion as to the amount of hydrants that will be needed. Mr. Dougherty said there is a footage requirement of 800’ per hydrant. Two additional hydrants will add \$6,000 to the cost. More detailed discussion followed as to when and how to move forward with this project. The Borough paving of the road along with the length of time to get the work done and whether or not to hire an outside contractor and also the Governor’s orders prohibiting shut offs that prevent the collection of revenue all factor into the decision as to when to move ahead. The Board decided to table the Sheri Way water main project for now.

\*\*\*\*The recording tape ended at this point. The remainder of the minutes are from handwritten notes.\*\*\*\*

New Business:

None

Old Business:

None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #21-043**

**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 this contract; 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 extension for an additional six (6) months with the various vendors for Copy and Computer Paper and Envelopes commencing April 1, 2021 through September 3, 2021.

Mr. Odenath made a motion to approve participation in CC Co-Op for office supplies various vendors, seconded by Mr. Green.

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

Nays: None

Abstain: None

**WATER  
RESOLUTION #21-044**

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

1022000-0	2804 Bromley Estates	\$34.50	Leaky Meter
3571000-0	28 Richards Ave	\$143.75	Leaky Meter
3994000-0	19 Players Lane	\$86.25	Leaky Meter
4129000-12	527 Renaissance Dr	\$5.75	Billing Error

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

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

Nays: None

Abstain: None

**SEWER  
RESOLUTION #21-045**

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

1717000-0                      45 E 7<sup>th</sup> Ave                      .77                      Interest Removed 21/1

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

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

Nayes: None

Abstain: None

Water Operating

**Revenue Resolution #21-046**

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.

MC9349	705.26	BMEU Clerk, Deptford USPS	Supplies - Office
MC9350	343.68	NJ ST PWT	State Water Tax
9351	7,756.10	Atlantic City Electric	Utilities - Operating
9351	194.65	Atlantic City Electric	Utilities - Office
9352	73.65	Acme Uniforms	Supplies - Operating
9352	11.00	Acme Uniforms	Supplies - Office
9353	15,035.83	Amerihealth Ins Co of NJ	Health Insurance
9354	2,372.98	The Bank of NY -Mellon	Trustee
9356	214.10	Mabel Borovkoff	Health Insurance
9357	124.73	Casa Payroll	Supplies - Office
9359	27.50	CE Union	T/E - Admin
9360	149.57	Comcast	Supplies - Office
9362	2,345.00	Core & Main LP	R/M - System
9363	100.00	Debbie Corson	Miscellaneous - Office
9364	225.00	Coverall of Philadelphia	Supplies - Office
9365	75.00	Joseph Donohue	Supplies - Operating
9365	88.42	Joseph Donohue	Miscellaneous - Operating
9366	1,255.00	Eurofins QC	Laboratory Testing
9367	5.06	Patricia Garvey	Health Insurance
9368	285.73	Township of Gloucester	Automotive Expense
9369	90.66	Michael Grogan	Health Insurance
9370	30.00	Heritage Business Systems	Supplies - Office
9371	1.99	Home Depot	Supplies - Operating
9371	12.91	Home Depot	Supplies - Office
9372	51.00	Matthew Hufner	Health Insurance
9373	95.00	Insterstate Mobile Care	Miscellaneous - Operating
9376	833.75	Wade,Long, Wood & Long	Legal Fees
9377	36.00	Lethal Pest Solutions	R/M - Office
9378	293.41	Met Life Small Business Ctr	Health Insurance
9379	1,071.85	Miracle Chemical	Chemicals
9380	94.46	Nextel/Sprint	Telephone - Operating
9381	19,691.24	NJ AmericanWater	Water Agreements
9382	10,666.50	NJUA JIF	Insurance
9383	79.18	One Call Concepts	R/M - System
9384	5,766.00	Pennoni Associates	Engineer Fees
9385	188.32	Pine Hill Hardware	Supplies - Operating
9386	700.27	Joseph G Pollard	Supplies - Operating
9388	2,904.00	Rio Supply	Meters/Connections
9389	115.29	Safeguard Business Forms	Supplies - Office
9390	100.37	South Jersey Gas	Utilities - Office
9390	37.05	South Jersey Gas	Utilities - Operating
9391	75.00	Treasurer, New Jersey State	T/E - Admin
9392	223.00	Terminix	R/M - Building

9393	733.80	Tire Corral Clementon	Automotive Expense
9394	9.00	John Toal	Health Insurance
9395	155.96	Verizon	R/M - System
9396	31.01	James Wakeley	Health Insurance
9397	222.00	DeborahWarrington	Health Insurance
9398	573.60	Wireless Electronics	Supplies - Operating

Water Renewal & Replacement

**Revenue Res #21-047**

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.

9384	1,131.47	Pennoni Associates	PRM Backup/Capping 6&7- Eng
9384	2,784.70	Pennoni Associates	Erial Rd Watermain Rehab- Eng

Mr. Odenath 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 #21-048**

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.

MC9349	705.25	BMEU Clerk, Deptford USPS	Supplies - Office
9351	3,262.75	Atlantic City Electric	Utilities - Operating
9352	73.65	Acme Uniforms	Supplies - Operating
9352	11.00	Acme Uniforms	Supplies - Office
9353	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9355	165.50	Barton Supply	Supplies - Operating
9356	183.10	Mabel Borovkoff	Health Insurance
9357	124.73	Casa Payroll Service	Supplies - Office
9358	88.00	Camden County MUA	Supplies - Office
9358	88.00	Camden County MUA	Supplies - Operating
9359	27.50	CE Union	T/E - Admin
9361	2,847.79	Consolidated Rail Corporation	Railroad Rental
9365	75.00	Joseph Donohue	Supplies - Operating
9367	3.38	Patricia Garvey	Health Insurance
9368	285.72	Township of Gloucester	Automotive Expense
9369	60.44	Michael Grogan	Health Insurance
9371	76.92	Home Depot	Supplies - Operating
9371	12.91	Home Depot	Supplies - Office
9372	34.00	Matthew Hufner	Health Insurance
9373	95.00	Interstate Mobile Care	Miscellaneous - Operating
9374	24.32	Kennedy Marketing	Suplies - Operating
9375	111.31	Live Message America Acqu	R/M - Office
9376	820.25	Wade, Long, Wood & Long	Legal Fees
9378	195.61	Met Life Small Business Ctr	Health Insurance
9380	94.45	Nextel/Sprint	Telephone - Operating
9382	10,666.50	NJUA NJ Util Auth JIF	Insurance
9383	\$79.18	One Call Concepts	R/M - System
9384	275.00	Pennoni Associate	Engineer Fees
9385	188.31	Pine Hill Hardware	Supplies - Operating
9387	27.00	ProGas	Chemicals
9389	115.28	Safeguard Business Forms	Supplies - Office
9390	52.72	South Jersey Gas	Utilities - Operating
9391	75.00	Treasurer, New Jersey State	T/E - Admin
9392	223.00	Terminix	R/M -Building
9393	733.80	Tire Corral Clementon	Automotive Expense
9394	6.00	John Toal	Health Insurance

9395	260.95	Verizon	R/M - System
9396	20.68	James Wakeley	Health Insurance
9397	148.00	Deborah Warrington	Health Insurance
9398	573.60	Wireless Electronics	Supplies - Operating
9399	315.63	Xtel Communications	Telephone - Office
9399	292.19	Xtel Communications	Telephone - Operating

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

All were in favor. Meeting adjourned 8:27 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary