

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **May 19, 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.

\*\*\*These minutes are from handwritten notes due to a recording malfunction\*\*\*

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, Mr. Chris Long, Solicitor and Stephanie DeSantis, Auditor.

Mr. Buscher introduced Mrs. DeSantis. Mrs. DeSantis proceeded with the Budget Introduction.

Mrs. Desantis then exited the meeting room at 7:42 pm. The resolution was voted on along with the other resolutions later during the meeting.

Mr. Odenath 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. Odenath 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 April 21, 2021 meeting, seconded by Mr. Knott. There were no questions regarding the meeting minutes.

All others were in favor of approving the minutes.

Correspondence:

1. From Pennoni re: 1734 Erial Rd – Water/Sewer Connection Review #2
2. From Sprint/T-Mobile re: Merge to One Carrier – T-Mobile
3. From AC Schultes re: 2021 Maintenance Inspection
4. From Jim Wakeley re: Thank You
5. From Pennoni re: Erial Rd Watermain Rehab – Certificate for Payment No.8
6. To Joseph Lamberti-1 Beach St re: Non Compliance Water Connection
7. From Pennoni re: Response to Leak Repair – Erial Road Watermain Rehab

The Board reviewed the Correspondence.

Mr. Green 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 underway, additional police will be needed beyond \$80,000 allowance.
    - 7) Anticipated Roadway Restoration 5/24/2021- 7/4/2021.
  - b. Branch Avenue Fire Flow and 3rd Ave Loop
    - 1)PRV design.
  - c. New Well and Well 6 & 7 Decommissioning
    - 1) NJDEP inspection.
    - 2) Abandon Wells; Spring 2022.
    - 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 Round 3 to be scheduled.
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; June completion.
  - c. Construction Fall 2021.
6. Bromley Estates Pump Station Generator
  - a. Pennoni conducted site survey.
  - b. Pennoni proceeding with design.
  - c. Construction Summer/Fall 2021.
7. 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.
  - d. Branch Avenue and 3<sup>rd</sup> Avenue PRV design and installation for fire protection.
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 highlighted items on his report. Erial Road final restoration anticipated by end of June; Design for Branch Ave fire flow and 3<sup>rd</sup> Ave loop underway; New Well #8 planned for Spring 2022 completion with design underway and planned 2021 construction; 3<sup>rd</sup> round workshops will take place soon for Risk & Resilience Study due June 2021- Mrs. Corson will sign off on completed report that will be filed safely in the building and not available to public since it outlines the vulnerabilities of our system; Both the Plant Roof and Bromley Generator to be completed by Fall 2021.

Regarding additional police presence needed for Erial Rd, Mr. Dougherty is looking into determining the best way to handle this issue such as detouring traffic and not needing the police at all times, also the Authority pays police, not the contractor.

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

Solicitor's Report:

There was no report this evening. Mr. Long said he will keep up to date regarding Covid restrictions and inform the Board on any new opening restrictions and capacity for our meeting room.

Operation Manager's Report:

Board reviewed Mr. Toal's report. Mr. Toal stated that each well should be refurbished about every 10-12 years at a cost of approximately \$24,000. The treatment plant sits above Well #4 and removal cost would be in addition to the refurbishing.

Mr. Odenath 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 that the computer server in the Administrative office must be either caged or stored in a private room. With input from our IT person, our plan is to build a wall to store the server in order to be compliant with the Cyber Security requirements. The Risk & Resilience Study is due 6/30/21 and she has met with Mr. Dougherty and Mr. Toal to discuss changes to be reviewed with the Board in July. Regarding the requirement to connect to Pine Hill water & sewer services upon the sale of a property, Mrs. Corson sent a letter to the new owner of 1 Beach Street stating they must connect to our water system.

Mrs. Corson will be advertising for the Executive Director position in June noting the locations of the ad: League, AEA, Courier, Professionals, Boro Hall, MUA and Board members.

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 said there will be a Memorial Day service on Monday, 5/31/21 at 11:00 a.m. at Veterans Park. Also, the Borough plans on having the Christmas parade this year.

New Business:

None

Old Business:

None

**RESOLUTIONS:**

**2021 (2021-2022) AUTHORITY BUDGET RESOLUTION  
PINE HILL MUNICIPAL UTILITY AUTHORITY  
FISCAL YEAR: FROM: August 1, 2021 TO: July 31, 2022  
RESOLUTION #21-049**

WHEREAS, the Annual Budget and Capital Budget for the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2021 and ending, July 31, 2022 has been presented before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of May 19, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,887,290.00, Total Appropriations, including any Accumulated Deficit if any, of \$2,940,860.00 and Total Unrestricted Net Position utilized of \$53,570.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$195,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$195,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED by the governing body of the Pine Hill Municipal Utilities Authority, at an open public meeting held on May 19, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pine Hill Municipal Utilities Authority for the fiscal year beginning, August 1, 2021 and ending, July 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as

stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 21, 2021.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote:			
	Aye	Nay	Abstain	Absent
Mark Buscher	x			
Thomas Knott	x			
Christopher Green	x			
John Odenath	x			
Christine Burke	x			
Thomas Hassett (Alternate)				x

Mr. Green made a motion to approve the Budget Introduction, seconded by Mrs. Burke.

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

Nays: None

Abstain: None

Absent: Mr. Hassett

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION  
AUTHORIZING THE RENEWAL OF A SHARED SERVICES AGREEMENT BETWEEN THE  
BOROUGH OF PINE HILL AND THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
FOR THE PROVISION OF LAWN CARE/LANDSCAPING SERVICES**

**RESOLUTION #21-050**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") and the Borough of Pine Hill ("Borough") entered into a Municipal Shared Services Agreement ("Agreement") for the provision of Lawn Care/Landscaping Services dated April 18, 2016; and

**WHEREAS**, the Agreement commenced on April 18, 2016 for a five (5) year period with one (1) five (5) year option to renew to be exercised upon the written approval of the PHMUA and the Borough; and

**WHEREAS**, the PHMUA desires to exercise the five (5) year renewal option pursuant to the terms and conditions of the original agreement thereby extending the Agreement through April 18, 2026.

**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 PHMUA hereby authorizes the renewal of the Municipal Shared Services Agreement for the provision of Lawn Care/Landscaping Services between the PHMUA and the Borough of Pine Hill effective April 19, 2021 through April 18, 2026.
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 renewal and exercising of the five (5) year option.

Mr. Odenath made a motion to approve the Shared Services for Lawn Care, seconded by Mrs. Burke.

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

Nays: None

Abstain: Mr. Green

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION  
AUTHORIZING THE RENEWAL OF A SHARED SERVICES AGREEMENT BETWEEN THE  
BOROUGH OF PINE HILL AND THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
FOR THE PROVISION OF SNOW PLOWING SERVICES**

**RESOLUTION #21-051**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") and the Borough of Pine Hill ("Borough") entered into a Municipal Shared Services Agreement ("Agreement") for the provision of Snow Plowing Services dated April 18, 2016; and

**WHEREAS**, the Agreement commenced on April 18, 2016 for a five (5) year period with one (1) five (5) year option to renew to be exercised upon the written approval of the PHMUA and the Borough; and

**WHEREAS**, the PHMUA desires to exercise the five (5) year renewal option pursuant to the terms and conditions of the original agreement thereby extending the Agreement through April 18, 2026.

**NOW, THEREFORE BE IT RESOLVED** by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic as follows:

4. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
5. The PHMUA hereby authorizes the renewal of the Municipal Shared Services Agreement for the provision of Snow Plowing Services between the PHMUA and the Borough of Pine Hill effective April 19, 2021 through April 18, 2026.
6. The Authority's Executive Director, and/or her designee, is hereby authorized and directed to take any and all steps necessary to effectuate the renewal and exercising of the five (5) year option.

Mr. Odenath made a motion to approve the Shared Services for Snow Plowing, seconded by Mr. Buscher.

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

Nayes: None

Abstain: Mr. Green

**WATER  
RESOLUTION #21-052**

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

2720000-0	202 Franklin Ave	17.25	Leaky Meter
839000-0	602 Bromley Estates	28.75	Leaky Meter

Mr. Knott made a motion to approve the Water Billing Adjustments, seconded by Mr. Green.

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

Nayes: None

Abstain: None

**SEWER  
RESOLUTION #21-053**

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

2630000-0	1093 Grandview Drive	.77	Interest Adjustment- 21/1
1705000-0	85 Lakeview Ave	.77	Interest Adjustment- 21/1

Mr. Odenath made a motion to approve the Sewer Billing Adjustments, seconded by Mr. Buscher.

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

Nayes: None

Abstain: None

**Water Operating  
Revenue Resolution #21-054**

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.

MC9400	22.00	PA Turnpike Toll by Plate	Miscellaneous - Operating
MC9401	179.25	NJ Motor Vehicle Commission	Automotive Expense
MC9402	213.21	BMEU Clerk, Deptford USPS	Supplies - Office
9403	1,050.00	AC Schultes Inc	R/M - System
9404	7,923.98	Atlantic City Electric	Utilities - Operating
9405	58.92	Acme Uniforms	Supplies - Operating
9405	11.00	Acme Uniforms	Supplies - Office
9406	53.00	Allbrand Supply Inc	Supplies - Operating
9407	15,035.83	Amerihealth Ins Co of NJ	Health Insurance
9408	252.00	American Water Works Assoc	T/E - Operating
9409	152.71	Casa Payroll Service	Supplies - Office
9412	820.00	Eurofins QC	Laboratory Testing
9413	25.00	Flowers & Gifts	Supplies - Office
9414	747.09	Township of Gloucester	Automotive Expense
9415	55.78	Michael Grogan	Health Insurance
9416	153.09	Hach Company	Supplies - Operating
9418	38.00	Interstate Mobile Care	Miscellaneous - Operating

9420	488.00	Kennedy Marketing	Supplies - Operating
9421	57.13	Live Message America Acqua	R/M - Office
9422	233.00	Wade, Long, Wood, & Long	Legal Fees
9424	293.41	Met Life Small Business Ctr	Health Insurance
9425	497.73	Miracle Chemical	Chemicals
9426	93.15	Nextel/Sprint	Telephone - Operating
9427	19,465.58	NJ American Water	Water Agreements
9428	64.00	NJ Motor Vehicle Commission	Automotive Expense
9429	50.76	One Call Concepts	R/M - System
9430	909.00	Pennoni Associates	Engineer Fees
9431	36.56	Pat Garvey - Petty Cash	Supplies - Office
9432	228.00	Pine Hill Printing	Supplies - Office
9433	147.13	Pine Hill Hardware	Supplies - Operating
9434	27.00	ProGas	Chemicals
9435	960.00	Rio Supply	Meter/Connections
9436	40.76	South Jersey Gas	Utilities - Operating
9437	46.26	George Smith	Health Insurance
9438	885.00	Treasurer, New Jersey State	Supplies - Operating
9439	132.83	Staples Advantage	Supplies - Office
9440	117.16	Verizon	R/M - System
9441	40.68	Deborah Warrington	Health Insurance
9442	109.89	WB Mason	Supplies - Office
9443	376.89	Xtel Communications	Telephone - Office
9443	238.70	Xtel Communications	Telephone - Operating

**Water Renewal & Replacement**  
**Revenu Resolution #21-055**

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.

9419	36,289.01	J. Fletcher Creamer & Son	Erial Rd Rehab- Construction
9430	10,565.38	Pennoni Associates	Erial Rd Wtrmn Rehab-Engineers

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

**Sewer Operating**  
**Revenue Resolution #21-056**

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.

MC9401	179.25	NJ Motor Vehicle Commission	Automotive Expense
MC9402	213.21	BMEU Clerk, Deptford USPS	Supplies - Office
9404	2,926.26	Atlantic City Electric	Utilities - Operating
9404	215.57	Atlantic City Electric	Utilities - Office
9405	58.92	Acme Uniforms	Supplies - Operating
9405	11.00	Acme Uniforms	Supplies - Office
9406	53.00	Allbrand Supply	Supplies - Operating
9407	10,023.89	Amerihealth Ins Co of NJ	Health Insurance
9409	152.70	Casa Payroll	Supplies - Office
9410	100.00	Debra Corson	Miscellaneous - Office
9411	225.00	Coverall of Philadelphia	Supplies - Office
9413	25.00	Flowers & Gifts	Supplies - Office
9414	747.08	Township of Gloucester	Automotive Expense
9415	37.19	Michael Grogan	Health Insurance
9417	30.00	Heritage Business Systems	Supplies - Office
9418	38.00	Interstate Mobile Care	Miscellaneous - Operating
9421	57.13	Live Message America Acqua	R/M - Office
9422	476.00	Wade, Long, Wood & Long	Legal Fees
9423	36.00	Lethal Pest Solutions	R/M - Office

9424	195.61	Met Life Small Business Ctr	Health Insurance
9426	93.15	Nextel/Sprint	Telephone - Operating
9428	64.00	NJ Motor Vehicle Commission	Automotive Expense
9429	50.76	One Call Concepts	R/M -System
9431	36.55	Pat Garvey - Petty Cash	Supplies - Office
9433	147.12	Pine Hill Hardware	Supplies - Operating
9436	67.56	South Jersey Gas	Utilities - Office
9436	37.05	South Jersey Gas	Utilities - Operating
9437	30.84	George Smith	Health Insurance
9439	132.83	Staples Advantage	Supplies - Office
9440	208.50	Verizon	R/M -System
9441	27.12	Deborah Warrington	Health Insurance
9442	109.88	WB Mason	Supplies - Office

Mrs. Burke made a motion to approve the 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 adjourn, seconded by Mr. Odenath.

All were in favor.

Meeting adjourned 8:09 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary