

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 20, 2021** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey. A mask is still required due to Covid-19.

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.

Mr. Buscher gave the floor to Mayor Green:

Mayor Green provided an update on the Pine Valley Consolidation. The Borough of Pine Hill entered into an agreement to consolidate with the Borough of Pine Valley. Pine Valley is a sparsely populated municipality with 17 residents. The entire consolidation can be done via ordinances vs. public vote. Pine Valley introduced and approved an ordinance Sept 2021 and Pine Hill introduced and approved an ordinance Oct 2021. As of January 1, 2022 Pine Valley will be part of Pine Hill. All Pine Valley property is privately gated consists of 600 acres (1 square mile. Pine Hill will increase from 4.1 to 5.1 square miles w/ 17 additional residents. No additional debt or liabilities. The Pine Valley golf club will be the 2nd largest ratable for Pine Hill and will generate about 1 million dollars in tax revenue with about 200 thousand for the Borough of Pine Hill, additional 50 thousand for the fire district, a half a million for the school district. The private water system is owned by the golf club. No increase in our water allocation. Pine Valley Club sends its sewer to Pine Hill and we provide them with sewer service. This will be positive PR for our town.

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

No one from the public was present.

Mr. Knott made a motion to close the floor to the public. On voice vote, motion carried.

Minutes:

Mr. Green made a motion to approve the minutes of the September 15, 2021 meeting, seconded by Mr. Knott.. All others were in favor of approving the minutes.

Correspondence:

1. To Kristin Tedesco, Bureau of Water System Engineering, Division of Water Supply & Geoscience re: MUA support for Final Drinking Water Intended Use Plan
2. From Borough of Pine Hill re: Resolution Mutual Aid & Assistance Agreement
3. From Pennoni re: Maintenance Garage Roof Replacement Bid Recommendation
4. From Christopher Long re: Maintenance Garage Roof Replacement
5. From Pennoni re: Sink Hole Repair Award
6. From Pennoni re: Erial Road Watermain Change Order No.4
7. From Pennoni re: Erial Road Watermain Change Order No.5
8. From Pennoni re: Erial Road Watermain Change Order No.6
9. From Pennoni re: Erial Road Watermain Change Order No.7
10. From Pennoni re: Sink Hole Repair Certificate Payment No.1
11. From Pennoni re: Erial Rd Watermain Certificate Payment No.10
12. From Winslow Township re: Ordinance Amending Master Plan Phase II Pinelands Area: complete ordinance available to view upon request.
13. From JA Montgomery re: Loss Control Report

The Board reviewed the Correspondence.

There was brief discussion about the well hatch cover and fencing around wet wells. Mr. Dougherty stated the change orders are quantity adjustments at the end for miscellaneous items and the overall end result is the contract amount is less than what was initially contracted. Mr. Baldissero at 309 Erial Rd whose car was damaged during construction will be receiving payment from contractor to do the needed repairs. Also, Mr. McAllister's meter was tested and found to be operating correctly but the register needed to be changed out which will change the reading numbers on his next bill so he may question that.

Mr. Green made a motion to approve the correspondence, seconded by Mrs. Burke. 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) Awarded to J. Fletcher Creamer & Son, Inc. Base Bid \$2,915,694.00.
 - 4) Additional police required beyond \$80,000 allowance.
 - 5) Substantial completion 7/2/2021.
 - 6) Final Payment Recommendation and Closeout Change Orders submitted.

- b. 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) Preliminary Design submitted for review, Advertise Winter 2021, Construction Spring 2022.
- c. 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 certification submitted.
 - 2) Update ERP within 6 months (December 2021).
- 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 submitted 2020 DRBC Audit.
- 4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Pennoni prepared Proposal to incorporate MUA CAD data in GIS Data.
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
 - d. Update Rules, Regulations and Technical Specifications.
- 5. Plant Roof
 - a. Recommend Award to Northeast Roof Maintenance, Base Bid \$138,050.00.
 - b. Construction Fall 2021/Spring 2022; No conflict with school projects.
- 6. Bromley Estates Pump Station Generator
 - a. Preliminary Design complete; Additional Survey Complete; November Advertisement.
 - b. Construction Spring 2022.
- 7. One Stop Shoppe Sinkhole Repair
 - a. Repair completed by Pioneer General Contracting.
- 8. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2020 report.

II. Other Projects

Pine Valley Developers (Fairway Pines) Use Variance

- a. Use variance approval for 85 units.
- b. NJDEP permits submitted.
- c. Branch Avenue/3rd Avenue PRV design and installation to provide redundancy.
- 2. Branch Avenue Self Store (Former Callahan Nursery)
 - a. Connection for storage facility; Site work underway; phased construction.
- 3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 20-year 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. 1734 Erial Road, Gloucester Township
 - a. Sewer and water connection denied.
- 8. 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 highlighted certain projects on his report.

Erial Rd: Completed; working on closeout issues. He will provide John Toal with as-built plans. Mr. Baldissero's car repair issue has been addressed.

Decommissioning wells & New Well: Preliminary design submitted for review. Looking to advertise in Winter 2021 and Construction in Spring 2022. Will consult John Toal in the final set of plans.

Risk & Resilience study: Mr. Dougherty met with J.Toal and D.Corson on the Emergency Response Plan updates and will be submitted before the December 2021 deadline at which time we will be fully compliant the Federal Law America's Water Infrastructure Act of 2018.

Plant Roof: Recommends award to Northeast Roof Maintenance.

Bromley Estates Pump Station Generator: Working on plans and looking for November advertizing and Spring 2022 construction.

One Stop Shoppe Sinkhole Repair: Pioneer General Contracting did a great job. There are award and payment recommendations in packet.

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

Solicitor's Report:

Mr. Long stated the Collective Bargaining Agreement has been signed. He reviewed the low bid for roof replacement and it looks good. There was some discussion on the moratorium for water shut offs. Ms. Corson provided information on amount of money that is delinquent to be approximately 200T including sewer charges. Mr. Long will keep the Board informed of updates in this matter.

Mrs. Burke made a motion to accept the Solicitor's Report, seconded by Mr. Knott.
On voice vote, motion carried.

Operation Manager's Report:

Board reviewed Mr. Toal's report.

Mr. Toal explained the inoperable meter registers being replaced: the meter can be read manually but not electronically.

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:

Office E-mail was switched to Microsoft Office 365 and we are currently adjusting to the change. She will submit the resolution to appropriate funds for the garage roof work next month once the Board decides to go with the alternate of the base bid. The employee handbooks must be updated and should be done by November 1st; there are several policies that need to be added. Mr. Long said to do the resolutions to add policies contingent on his approval then they can be finally approved by the Board. Ms. Corson said her contract is up the end of December but due to vacation days her last day will be December 23, 2021. Natalie Chesko plans on starting work November 1, 2021.

Mrs. Burke made a motion to accept the Executive Director's report, seconded by Mr. Knott.
On voice vote, motion carried.

Board Members:

Mayor Green said the County is out for design but they are way behind. It will be at least 9 months until complete but the money is committed. Mrs. Corson reminded that some of the Board members still need to watch the required Anti-harassment and Discrimination video. There was more discussion on the roof bid choice and the Board decided to go with the base bid of \$138,050.00 for 50 year shingle.

New Business:

None

Old Business:

None

RESOLUTIONS:

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION #21- 086

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 23, 2021 authorizing to extend the current 6 months option contracts on a month to month basis with the same terms, rates and conditions pending the procurement of said services by the County of Camden; and

WHEREAS, the current 6 months option contracts expire on September 30, 2021; 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 on a month to month basis with the various vendors for Copy and Computer Paper and Envelopes commencing October 1, 2021.

RESOLUTION AUTHORIZING MEMBERSHIP IN A MUTUAL AID AND ASSISTANCE AGREEMENT BETWEEN WITH PARTICIPATING UNITS. RESOLUTION #21-087

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies police, Emergency Medical Service, fire departments, fire companies or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted pursuant to N.J.S.A. 40A: 14 -26 and 40A: 14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD) - 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, "The New Jersey Civilian Defense and Disaster Control Act" App.A9 -33 et. seq, provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, The Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the "Fire Service Resource Emergency Deployment Act," N.J.A.C. 52:14E-11 et. seq., commonly referred to as the "Fire Service Resource Emergency Deployment Regulations" N.J.A.C. 5:75A et. Seq.; and

WHEREAS, it is deemed to be in the best interests of the residents and ratepayers of the Borough of Pine Hill to enter into a mutual aid and assistance agreement with the County of Camden and other municipalities including (but not limited to) municipal police, Emergency Medical Service or fire departments, volunteer fire companies or EMS organizations and/or fire districts to provide additional protection against loss, damage or destruction by fire, catastrophe, civil unrest, major emergency or other extraordinary devastation damage or destruction to person and property, in those situations when outside aid and assistance is needed.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority as follows:

1. The Executive Director and/or her designee is hereby authorized and directed to enter into the Camden County Mutual Aid and Assistance Agreement Between Participating Units, a copy of which is attached hereto and made part hereof, on the terms and conditions contained herein.
2. The Executive Director and/or her designee is hereby authorized and directed to execute said any documents necessary to effectuate the Mutual Aid and Assistance Agreement on behalf of the Pine Hill Borough Municipal Utilities Authority.
3. The Executive Director and/or her designee is hereby authorized and directed if required to forthwith forward a copy of this Resolution and an executed copy of Schedule A of the agreement to the offices of the Camden County Office of Emergency Management for review and filing by the appropriate Fire, EMS and County Prosecutor or his designee as appropriate.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AWARDED CONTRACT FOR SINK HOLE REPAIR PROJECT TO PIONEER
GENERAL CONTRACTING
RESOLUTION #21-088**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") solicited quotations for the Sink Hole Repair Contract; and

WHEREAS, on September 2, 2021, the Authority received five (5) quotations for the project as follows:

<u>VENDOR</u>	<u>PROJECT TOTAL</u>
1. Pioneer General Contracting	\$13,000.00
2. Charles Marandino	\$15,200.00
3. Command Co.	\$17,301.00
4. Gerald A Barrett	\$18,552.00
5. R.D. Zeuli, Inc.	\$36,380.00
<u>Engineer's Estimate</u>	<u>\$26,000.00</u> ; and

WHEREAS, the quotes were reviewed by Hugh J. Dougherty, PE, CME, Authority Engineer and Sean M. Raday, EIT, Associate Engineer from Pennoni Associates, who, via correspondence dated September 9, 2021 recommended the award of the contract to Pioneer General Contracting in the base bid amount of \$13,000.00; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the Sink Hole Repair contract on behalf of the Authority to Pioneer General Contracting.

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 Sink Hole Repair contract on behalf of the Authority is hereby awarded to Pioneer General Contracting, in the base bid amount of \$13,000.00 in accordance with their September 2, 2021 quotation.
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.
4. Funds are available for the payment of this contract.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AWARDING CONTRACT FOR THE MAINTENANCE GARAGE ROOF
REPLACEMENT TO NORTHEAST ROOF MAINTENANCE, INC.
RESOLUTION # 21-089**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") solicited bids for the Maintenance Garage Roof Replacement project; and

WHEREAS, on September 30, 2021, the Authority received three (3) bids for the project as follows:

<u>Vendor</u>	<u>Base Bid</u>	<u>Alt. #1</u>
1. Northeast Roof Maintenance, Inc.	\$138,050.00	\$195,000.00
2. Tortoise Contractors, Inc.	\$140,315.00	\$153,736.00
3. D.A. Nolt, Inc.	\$210,386.00	\$130,041.00
<u>Engineer's Estimate:</u>	<u>\$150,600.00</u>	<u>\$125,000.00; and</u>

WHEREAS, the bids were reviewed by Hugh J. Dougherty, PE, CME, Authority Engineer Thomas Leisse, PE, CME, Senior Engineer from Pennoni Associates, who, via correspondence dated October 5, 2021, recommended the award of the contract to Northeast Roof Maintenance, Inc. in the base bid amount of \$138,050.00; and

WHEREAS, the bid were further reviewed by the Authority Solicitor, who, via legal opinion dated October 13, 2021, opined that the bid submitted by Northeast Roof Maintenance, Inc. complied with the specifications and thereafter recommended the award of the contract to Northeast Roof Maintenance, Inc.; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the Maintenance Garage Roof Replacement contract on behalf of the Authority to Northeast Roof Maintenance, Inc.

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

5. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
6. The Maintenance Garage Roof Replacement contract on behalf of the Authority is hereby awarded to Northeast Roof Maintenance, Inc., in the base bid amount of \$138,050.00.
7. 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.
8. Funds are available for the payment of this contract.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION APPROVING CHANGE ORDER NO. 4 FOR THE
ERIAL ROAD WATERMAIN REHABILITATION PROJECT
RESOLUTION #21-090**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated October 6, 2021 to approve Change Order No. 4, to increase the contract amount for additional excavation and an unforeseen tee that was discovered at Osborn Avenue, which would result in an increase in the amount of \$3,317.97 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. 4 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, to increase the contract amount for additional excavation and an unforeseen tee that was discovered at Osborn Avenue, which would result in an increase in the amount of \$3,317.97 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.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION APPROVING CHANGE ORDER NO. 5 FOR THE
ERIAL ROAD WATERMAIN REHABILITATION PROJECT
RESOLUTION # 21-091**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated October 6, 2021 to approve Change Order No. 5, to increase the contract amount for additional excavation and an unforeseen water leak on an abandoned water service near 210 Erial Road, which would result in an increase in the amount of \$1,764.58 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. 5 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, to increase the contract amount for additional excavation and an unforeseen water leak on an abandoned water service near 210 Erial Road, which would result in an increase in the amount of \$1,764.58 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.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION APPROVING CHANGE ORDER NO. 6 FOR THE
ERIAL ROAD WATERMAIN REHABILITATION PROJECT
RESOLUTION # 21-092**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) dated October 6, 2021 to approve Change Order No. 6, to increase the contract amount for additional excavation and restoration to replace deteriorated meter boxes at 1114 Erial Road, 1110 Erial Road, 208 Erial Road, and 195 Erial Road, which would result in an increase in the amount of \$6,755.55 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. 6 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, to increase the contract amount for additional excavation and restoration to replace deteriorated meter boxes at 1114 Erial Road, 1110 Erial Road, 208 Erial Road, and 195 Erial Road, which would result in an increase in the amount of \$6,755.55 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.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION APPROVING CHANGE ORDER NO. 7 FOR THE
ERIAL ROAD WATERMAIN REHABILITATION PROJECT
RESOLUTION # 21-093**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) dated October 6, 2021 to approve Change Order No. 7, to decrease the contract amount for final as-built qualities, which would result in a decrease in the amount of \$21,815.02 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. 7 for Project No PHMUX 19009, Erial Road Watermain Rehabilitation, to decrease the contract amount for final as-built qualities, which would result in a decrease in the amount of \$21,815.02 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.

Mrs. Burke made a motion to approve all of the preceding resolutions, seconded by Mr. Green.

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

Nays: None

**WATER
RESOLUTION #21-094**

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

685000-0	32 Wilson Rd	10T - Leaky Meter	\$57.50
642000-0	7 Cross Rd	7T - Leaky Meter	\$ 40.25
3632000-0	27 Melrose Drive	2T - Leaky Meter	\$ 11.50
2931000-0	6 Adams Ave	1 Month Meter Fee	\$ 11.00
280000-0	2103 Tall Pines	1 Month Meter Fee	\$ 11.00

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.
Nays: None

**Water Operating
Revenue Resolution #21-095**

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.

MC9634	801.02	BMEU Clerk, Deptford USPS	Supplies - Office
MC9635	537.61	NJ State PWT	State Water Tax
MC9636	180.00	NJ LOM	T/E - Operating
MC9636	180.00	NJ LOMs	T/E - Admin
MC9637	81.25	NJ MVC	Automotive Expense
MC9638	81.25	NJ MVC	Automotive Expense
MC9639	81.25	NJ MVC	Automotive Expense
9640	7,676.56	Atlantic City Electric	Utilities - Operating
9640	255.11	Atlantic City Electric	Utilities - Office
9641	57.60	Acme Uniforms	Supplies - Operating
9641	11.00	Acme Uniforms	Supplies - Office
9642	930.00	Allied Meter Service	R/M - System
9643	15,336.58	Amerihealth Ins Co of NJ	Health Insurance
9644	252.00	American Water Works Assoc	T/E - Operating
9645	2,372.98	The Bank of NY - Mellon	Trustee
9646	102.25	Billows Electric Supply	Supplies - Office
9647	139.83	Casa Payroll Service	Supplies - Office
9648	190.93	C & C Computer Design	Supplies - Office
9650	149.57	Comcast	Supplies - Office
9651	2,218.16	Core & Main	Meters/Connections
9652	100.00	Debra Corson	Misc - Office
9653	21.60	Courier Post	Supplies - Office
9654	225.00	Coverall of Philadelphia	Supplies - Office
9655	132.50	BMEU Clerk Deptford USPS	Supplies - Office
9656	3,625.60	Edmunds GovTech	Supplies - Office
9657	2,038.50	Eurofins QC	Laboratory Testing
9658	36.34	Patricia Garvey	T/E - Admin
9658	2.50	Patricia Garvey	Health Insurance
9659	324.59	Township of Gloucester	Automotive Expense
9660	9.00	Michael Grogan	Health Insurance
9661	27.00	Thomas Hassett	Health Insurance
9664	325.44	Kennedy Marketing	Supplies - Operating
9665	63.60	Live Message America Acqua	R/M - Office
9666	1,745.00	Wade, Long, Wood, and Long	Legal Fees
9667	36.00	Lethal Pest Solutions	R/M - Office
9668	318.89	Met Life Small Business Ctr	Health Insurance
9669	1,342.70	Miracle Chemical	Chemicals
9670	51.51	Auto & Truck Parts Deptford	Automotive Expense
9671	99.47	Nextel/Sprint	Telephone - Operating
9672	20,747.62	New Jersey American Water	Water Agreements
9673	105.00	NJ Motor Vehicle Commission	Automotive Expense

9674	18.08	Office Basics	Supplies - Office
9675	34.85	One Call Concepts	R/M - System
9676	825.00	Pennoni Associates	Engineer Fees
9677	49.07	Pat Garvey (Petty Cash)	Supplies - Office
9678	201.3	Pine Hill Hardware	Supplies - Operating
9680	115.62	Joseph Pollard Co	Supplies - Operating
9682	5,366.00	Rio Supply	Meter/Connections
9683	37.05	SJ Gas Co	Utilities - Office
9683	37.05	SJ Gas Co	Utilities - Operating
9684	209.00	George Smith	Health Insurance
9685	35.00	SNJ Chapter NIGP	T/E - Admin
9686	30.00	Stewart Business System	Supplies - Office
9687	1,007.00	Terminix	R/M - Building
9688	175.00	John Toal	Supplies - Operating
9688	9.00	John Toal	Health Insurance
9689	113.60	Verizon	R/M - System
9690	13.79	James Wakeley	Health Insurance
9691	69.94	Deborah Warrington	Health Insurance
9692	440.26	WB Mason	Supplies - Office
9692	40.19	WB Mason	Supplies - Operating

**Water Renewal & Replacement
Revenue Resol #21-096**

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.

9663	329,423.96	J Fletcher Creamer & Son	Erial Road Rehab - Construction
9676	1,526.51	Pennoni Associates	Garage Roof - Engineering
9676	1,815.72	Pennoni Associates	Erial Rd Rehab - Engineering

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

**Sewer Operating
Revenue Resolution 21-097**

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.

MC9634	801.02	BMEU Clerk, Deptford USPS	Supplies - Office
MC9636	120.00	NJ LOM	T/E - Operating
MC9636	180.00	NJ LOM	T/E - Admin
MC9637	81.25	NJ MVC	Automotive Expesne
MC9638	81.25	NJ MVC	Automotive Expesne
MC9639	81.25	NJ MVC	Automotive Expesne
9640	2,934.31	Atlantic City Electric	Utilities - Operating
9641	57.60	Acme Uniforms	Supplies - Operating
9641	11.00	Acme Uniforms	Supplies - Office
9643	10,224.38	Amerihealth Ins Co of NJ	Health Insurance
9646	102.24	Billows Electric Supply	Supplies - Office
9647	139.83	Casa Payroll Service	Supplies - Office
9648	190.93	C & C Computer Design	Supplies - Office
9649	88.00	Camden County MUA	Supplies - Office
9649	88.00	Camden County MUA	Supplies - Operating
9653	21.60	Courier Post	Supplies - Office
9655	132.50	BMEU Clerk, Deptford USPS	Supplies - Office
9656	3,625.60	Edmunds GovTech	Supplies - Office
9658	36.34	Patricia Garvey	T/E - Admin
9658	1.67	Patricia Garvey	Health Insurance
9659	324.59	Township of Gloucester	Automotive Expesne

9660	6.00	Michael Grogan	Health Insurance
9661	18.00	Thomas Hassett	Health Insurance
9662	23.48	Home Depot	Supplies - Operating
9665	63.60	Live Message America Acqua	R/M - Office
9666	1,988.00	Wade, Long, Wood & Long	Legal Fees
9668	\$194.59	Met Life Small Business Ctr	Health Insurance
9670	51.50	Auto & Truck Parts of Deptford	Automotive Expense
9671	99.46	Nextel/Sprint	Telephone - Operating
9673	105.00	NJ Motor Vehicle Commission	Automotive Expense
9674	18.07	Office Basics	Supplies - Office
9675	34.85	One Call Concepts	R/M - System
9676	1,167.50	Pennoni Associates	Engineer Fees
9677	49.07	Pat Garvey (Petty Cash)	Supplies - Office
9678	201.30	Pine Hill Hardware	Supplies - Operating
9681	27.00	ProGas	Chemicals
9683	37.05	SJ Gas	Utilities - Operating
9684	139.34	George Smith	Health Insurance
9685	35.00	SNJ Chapter NIGP	Training/Educ - Admin
9688	175.00	John Toal	Supplies - Operating
9688	6.00	John Toal	Health Insurance
9689	204.74	Verizon	R/M - System
9690	9.20	James Wakeley	Health Insurance
9691	46.63	Deborah Warrington	Health Insurance
9692	440.26	WB Mason	Supplies - Office
9692	40.19	WB Mason	Supplies - Operating
9693	357.97	Xtel Communications	Telephone - Office
9693	233.80	Xtel Communications	Telephone - Operating

**Sewer General
Revenue Resolution 21-098**

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.

9676	1,526.51	Pennoni Associates	Maint Garage Roof Repl - Eng
9679	13,000.00	Pioneer General Contracting	Repair to One Stop Shop- Constr

Mr. Knott 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

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING THE ADOPTION AND DISTRIBUTION OF THE PERSONNEL
POLICIES AND PROCEDURES MANUAL AND COMPLETION OF EMPLOYMENT PRACTICES BEST
PRACTICES CHECKLIST**

RESOLUTION # 21-099

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") received an updated Employee Policy Manual, updated on October 26, 2021; and

WHEREAS, the updated Employee Policy Manual was reviewed by the Authority's Executive Director and the Authority's General Counsel, who recommend the adoption of the updated Employee Policy Manual; and

WHEREAS, following their review, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to adopt the updated Employee Policy Manual in its entirety and direct the Authority's General Counsel to complete the Employment Practices Best Practices Checklist.

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 updated Employee Policy Manual, dated October 26, 2021, is hereby adopted in its entirety.
3. The Authority's Executive Director, General Counsel and/or their designees are hereby authorized and directed to take any and all steps necessary to complete the Employment Practices Best Practices Checklist.

Mr. Odenath made a motion to approve the adoption of the JIF Policy Update- Personnel Policies and Procedures Manual, seconded by Mr. Knott.

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

Nays: None

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

All were in favor.

Meeting adjourned 8:15 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary