

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, December 15, 2021 at 7:00 PM at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

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. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Green

Also in attendance Mrs. Corson, Executive Director, Mr. Long, Solicitor and Mr. Leisse, Engineer. Mr. Toal, Operations Manager, arrived at 7:25 PM.

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

There was no one in the audience to address the Board.

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

Minutes:

The Minutes of the November meeting were not available.

Correspondence:

1. Daniel Schuster, Bean School Principal re: flushing of irrigation system
2. To Michael Laing, 5203 Tall Pines re: outstanding water bill charges
3. From Pennoni re: recommendation award to Maguire Electrical for Bromley Generator
4. From Pennoni re: Verizon Antenna Installation- Mt Clement Tank
5. From Chris Long re: Bromley Estates Generator Replacement Award to Maguire
6. To Pine Hill Residents re: Executive Orders Expiring / Proceed with Water Shutoffs
7. From Debra Corson re: Thank You
8. To Board re: Executive Director Position and Duties – Exhibit “A”

The Board reviewed the correspondence. The Board questioned the letter that will go out to the residents with outstanding balances and the procedure that will be used when the payment agreements are requested. A discussion followed; it was determined that the payment agreements will run for a period of twelve months for the outstanding balances and that current billing must be paid when due.

Mr. Knott made a motion to accept the correspondence, seconded by Mrs. Burke. On voice vote, motion carried unanimously.

Engineer's Report:

I. Active Projects

1. Various Water Projects
 - a. New Well and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.
 - 4) Preliminary Design submitted for review, Advertise Spring 2022, Construction Summer 2022.
 - b. 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.
 - c. Backflow Prevention Assembly at NJ American Water Interconnection
 - 1) Pennoni investigating requirements for backflow prevention.
 - d. Erial Road Waterman Rehab
 - 1) Maintenance Bond expires 7/2/2023.
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 by December 31, 2021.
 3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
 - b. Pennoni preparing 2021 Well Status Update. Well status update to be submitted annually by January 31st through E2 electronic filing.
 - c. Pennoni preparing 2021 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. Awarded to Northeast Roof Maintenance, Base Bid \$138,050.00.
 - b. Preconstruction meeting held 11/1/2021; Submittals under review; Construction Winter 2021/Spring 2022.
 6. Bromley Estates Pump Station Generator
 - a. Advertised 11/17/21; Bids Opened 12/8/2021; Recommend award to Maguire Electrical Construction, LLC.
 - b. Construction Spring 2022.
 7. Annual Water Bond Trustee Report
 - a. Pennoni preparing 2021 report.
- II. Other Projects
1. 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. Leisse reviewed his report with the Board. Mr. Leisse stated that Pennoni is trying to get more information on the required installation of the backflow preventer at the NJ American Water interconnect.

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

On voice vote, motion carried.

Solicitor's Report:

Mr. Long stated that he has reviewed the bids for the generator at Bromley Pump Station and provided a resolution to award the contract to Maguire Electrical. He also stated that with the rise of COVID cases, we are still able to have our remote meetings as we have in the past year. This is something that should be considered.

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

Operations Manager's Report:

The Board reviewed Mr. Toal's Report. The Board discussed their concerns with the consolidation of Pine Valley and Pine Hill and their water system. Some of the concerns were if we would be required to take over their wells at a later date, that their system would need to be updated.

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

Executive Director's Report:

Mrs. Corson stated that she would like to go into closed session to discuss her unused vacation time. Mr. Buirch and Mrs. Corson have been meeting for training after hours; he will start full time on Monday, December 27th. Mrs. Corson stated that her last day will be December 28th.

Mrs. Corson thanked the Board and that she has enjoyed working here over the years.

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

Board Member's Report:

None

New Business:

None

Old Business:

None

Resolutions:

Resolution #21-113

RESOLUTION AUTHORIZING THE EXTENSION OF A MUNICIPAL SHARED SERVICES AGREEMENT BETWEEN THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY AND THE TOWNSHIP OF GLOUCESTER TO PROVIDE VEHICLE FUEL TO THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") and the Township of Gloucester ("Township") entered into a Municipal Shared Services Agreement ("Agreement") authorizing the Township to provide Vehicle Fuel (regular and diesel) to the PHMUA; and

WHEREAS, the Agreement commenced on May 22, 2018 through December 31, 2018, however the Agreement shall automatically renew for successive twelve (12) month periods thereafter, unless sixty (60) days written notice by either party to the other of the intent to terminate the agreement; and

WHEREAS, the PHMUA desires to continue under the same terms and conditions of the Agreement and extend the agreement for another twelve (12) month period.

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 extension of the Municipal Shared Services Agreement authorizing the Township of Gloucester to provide Vehicle Fuel (regular and diesel) to the PHMUA from January 1, 2022 through December 31, 2022.
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 extension of this agreement.

Mr. Knott made a motion to accept the resolution, seconded by Mrs. Burke.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-114

RESOLUTION AWARDED CONTRACT FOR BROMLEY ESTATES GENERATOR REPLACEMENT PROJECT TO MAGUIRE ELECTRICAL CONSTRUCTION, LLC

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") prepared specifications and solicited bids for the Bromley Estates Generator Replacement project; and

WHEREAS, on December 8, 2021, the Authority received four (5) bids for the project as follows:

<u>VENDOR</u>	<u>BASE BID</u>
1. Maguire Electrical Const. LLC	\$93,940.00
2. Scalfo Electric, Inc.	\$99,900.00
3. Astro Electrical Contractor, LLC	\$117,000.00
4. Advanced Control Systems	\$127,450.00
<u>Engineer's Estimate:</u>	<u>\$120,000.00;</u> and

WHEREAS, the bids were reviewed by Hugh J. Dougherty, PE, CME, Authority Engineer, and Thomas Leisse, PE, CME, Senior Engineer from Pennoni Associates, who, via correspondence dated December 8, 2021 recommended the award of the contract to Maguire Electrical Construction, LLC ("Maguire") in the base bid amount of \$93,940.00; and

WHEREAS, the bids were further reviewed by Christopher F. Long, Esq., Authority Solicitor, who, via letter opinion dated December 10, 2021, opined that Maguire was the lowest responsible bidder for this project; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the Bromley Estates Generator Replacement contract on behalf of the Authority to Maguire.

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 Bromley Estates Generator Replacement contract on behalf of the Authority is hereby awarded to Maguire Electrical Construction LLC, in the base bid amount of \$93,940.00 in accordance with their December 8, 2021 bid.
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.

Mr. Odenath made a motion to accept the resolution, seconded by Mr. Hassett.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-115

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the Pine Hill Borough Municipal Utilities Authority is required to appoint a Public Agency Compliance Officer in regard to Affirmative Action matters.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority that it hereby appoints Dominic Buirch as the Public Agency Compliance Officer for the Authority.

Mrs. Burke made a motion to accept the resolution, seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-116

RESOLUTION APPOINTING FUND COMMISSISONER

WHEREAS, the Pine Hill Borough Municipal Utilities Authority is a member of the New Jersey Utilities Authorities Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS, the Bylaws of the FUND require that each Authority appoint a member of the Governing body or a municipal employee to serve as Fund Commissioner; and

WHEREAS, THE Commissioners of Pine Hill Borough Municipal Utilities Authority recommends the appointment of Dominic Buirch to serve as Fund Commissioner in accordance with the FUND Bylaws.

Mr. Knott made a motion to accept the resolution, seconded by Mr. Hassett.

Roll Call:

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

Nays: None

Abstain: None

Payment of Bills:

Resolution #21-117

Water Operating

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Water Operating Fund.

MC9732	12.50	Rutgers The State University	Miscellaneous - Office
MC9733	17.50	Treasury, New Jersey State	Miscellaneous - Office
9734	7,001.50	Atlantic City Electric	Utilities - Operating
9734	213.32	Atlantic City Electric	Utilities - Office
9735	16.50	Acme Uniforms	Supplies - Office
9735	230.20	Acme Uniforms	Supplies - Operating
9736	15,336.58	AmeriHealth Insurance Co	Health Insurance
9738	260.63	Barton Supply	Supplies - Operating
9739	127.82	Casa Payroll Service	Supplies - Office
9741	149.57	Comcast Inc	Supplies - Office
9742	800.00	Core & Main LP	Meter & Connections
9743	100.00	Debra Corson	Miscellaneous - Office
9744	225.00	Coverall of Phila	Supplies - Office
9745	820.00	Eurofins QC Inc	Laboratory Testing
9746	57.00	General Chemical & Supply	Supplies - Operating
9747	9.00	Thomas Hassett	Health Insurance
9748	80.27	Home Depot Inc	Supplies - Operating
9748	98.48	Home Depot Inc	Supplies - Office
9749	16.00	InterCounty Newspaper	Supplies - Office
9750	360.00	Kennedy Marketing Co	Supplies - Operating
9752	65.37	Live Message American	R/M - Office
9753	1,080.00	Wade, Long, Wood & Long	Legal Fees
9754	36.00	Lethal Pest Solutions	R/M - Office
9755	318.89	MetLife Small Business	Health Insurance
9756	694.50	Miracle Chemical	Chemicals
9757	119.27	Auto & Truck Parts/Deptford	Automotive Expense
9759	97.57	Nextel/Sprints Inc	Telephone - Operating
9760	20,747.62	NJ American Water Inc	Water Agreements
9761	50.23	One Call Concepts	R/M - System
9762	87.50	Paul's Trophies Inc	Miscellaneous - Office
9764	196.04	Pine Hill Hardware	Supplies - Operating
9765	525.00	Phoenix Advisors	Supplies - Office
9767	99.96	South Jersey Gas	Utilities - Office
9767	32.12	South Jersey Gas	Utilities - Operating
9768	125.00	SNJ Chapter NIGP	Training/Education - Admin
9769	30.00	Stewart Business Systems	Supplies - Office
9770	110.92	Verizon Inc	R/M - System
9771	165.06	W B Mason Co	Supplies - Office

Resolution #21-118

Water Renewal & Replacement

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Water Renewal & Replacement Fund.

9763	743.89	Pennoni Associates	Maintenance Garage Roof-Eng
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9763 695.00 Pennoni Associates Erial Rd Water Main Rehab-Eng
 Mrs. Burke made a motion to accept the payment of all water bills to be found true and correct,
 seconded by Mr. Odenath.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-119

Sewer Operating

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Sewer Operating Fund.

MC9732	12.50	Rutgers The State University	Miscellaneous - Office
MC9733	17.50	Treasury, New Jersey State	Miscellaneous - Office
9734	3,372.07	Atlantic City Electric	Utilities - Operating
9735	16.50	Acme Uniforms	Supplies - Office
9735	230.20	Acme Uniforms	Supplies - Operating
9736	10,224.38	AmeriHealth Insurance Co	Health Insurance
9737	3,400.00	Bank of NY-Mellon	Trustee
9739	127.82	Casa Payroll Service	Supplies - Office
9740	2,365.00	Clementon Sewer Utility	Transmittal Agreements
9746	57.00	General Chemical & Supply	Supplies - Operating
9747	6.00	Thomas Hassett	Health Insurance
9748	80.27	Home Depot Inc	Supplies -Operating
9748	98.47	Home Depot Inc	Supplies - Office
9749	16.00	InterCounty Newspaper	Supplies - Office
9751	11,386.50	Lindenwold Sewer Utility	Transmittal Agreements
9752	65.37	Live Message American	R/M - Office
9753	1,080.00	Wade, Long, Wood&Long	Legal Fees
9755	194.59	MetLife Small Business	Health Insurance
9757	119.26	Auto & Truck Parts/Deptford	Automotive Expense
9759	97.57	Nextel/Sprints Inc	Telephone - Operating
9761	50.22	One Call Concepts	R/M - System
9762	97.57	Paul's Trophies Inc	Miscellaneous - Office
9764	196.04	Pine Hill Hardware	Supplies - Operating
9765	525.00	Phoenix Advisors	Supplies - Office
9766	31.00	ProGas Inc	Chemicals
9767	39.53	South Jersey Gas	Utilities - Operating
9768	125.00	SNJ Chapter NIGP	Training/Education -Admin
9770	211.30	Verizon Inc	R/M - System
9771	165.04	W B Mason Co	Supplies - Office
9772	356.72	Xtel Communications	Telephone - Office
9772	235.87	Xtel Communications	Telephone - Operating

Resolution #21-120

Sewer General

BE IT RESOLVED, BY THE PINE HILL BOROUGH MUNICIPAL UTILITIES

AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Sewer General Fund.

9763 743.89 Pennoni Associates Maintenance Garage Roof -Eng
 Mr. Odenath made a motion to accept the payment of all sewer bills to be found true and correct,
 seconded by Mrs. Burke.

Roll Call:

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

Nays: None

Abstain: None

Resolution #21-121

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILILTIES AUTHORITY TO GO INTO
CLOSED SESSION

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHBMUA”) is subject to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq. (“Act”) which requires that its meetings be open to the general public; and

WHEREAS, Section 10:4-12 of the Act permits the Authority to go into closed session, which is not open to the general public, for certain limited purposes enumerated in that Section; and

WHEREAS, the Authority hereby desires to adopt this Resolution to go into closed session at this time in order to: [*Check all that apply*]

_____ Discuss matters deemed confidential by express provision of Federal or State Law or Rule of Court;

_____ Discuss matters in which release of the information would impair a right to receive funds from the United States Government;

_____ Discuss matters the disclosure of which constitutes an unwarranted invasion of individual privacy, including but not limited to, information relative to an individual’s personal or family circumstances and any material relating to medical, rehabilitation, custodial, or child protection issues;

_____ Discuss Collective Bargaining Agreements;

_____ Discuss any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if disclosed;

_____ Discuss any tactics and techniques utilized in protecting the safety and property of the public if disclosure would impair such protection and/or any investigations or violations or possible violations of the law;

 X Discuss any pending or anticipated litigation or contract negotiation (other than collective bargaining) in which the Authority is or may become a party and/or any matters falling within the attorney-client privilege; and/or

 X Discuss any matter involving the appointment, termination, terms and conditions of employment, evaluation of performance of, any specific prospective or current public officer or employee of the Authority;

Related to: [*Must Fill in Specifics*] _____ ;

WHEREAS, the Authority believes that the matters discussed in closed session will be disclosed to the general public if and when the Board of Commissioners of the Authority will need to adopt a further resolution taking action on such matters as may be required under the County Improvement Authority Act, N.J.S.A. 40:37A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby resolves to go into closed session for the reasons articulated above immediately after passage of this Resolution. This Resolution shall be kept on file for public inspection in accordance with statutory provisions.

Mr. Knott made a motion to go into closed session, seconded by Mr. Hassett.

On voice vote, motion carried.

The Board returned to regular session.

Resolution #21-122

RESOLUTION AUTHORIZING THE SELL BACK OF ANY UNUSED VACATION TIME UPON
RETIREMENT FOR EXECUTIVE DIRECTOR DEBRA CORSON

WHEREAS, the Pine Hill Borough Municipal Utilities Authority’s (“PHMUA” and/ or “Authority”) Executive Director, Debra Corson (“Corson”) is retiring from the Authority as the expiration of her Employment Agreement on December 31, 2021; and

WHEREAS, there currently exists no provision in Corson’s Employment Agreement to allow for the sell back of any unused vacation time; and

WHEREAS, due to the delayed starting date of a successor Executive Director and in an effort to ensure a smooth transition, Corson has agreed to cancel part of a previously scheduled vacation scheduled for the last week of her employment in order to assist in the training of the successor Executive Director, thereby leaving her with unused vacation days; and

WHEREAS, in light of the aforementioned, the Commissioners of the Authority desire to allow Corson to sell back any unused vacation time upon her retirement at her current per diem rate.

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. Debra Corson is hereby entitled to sell back any unused vacation time upon retirement from the Authority at her current per diem rate.

Mr. Knott made the motion to approve the resolution, seconded by Mr. Hassett.

Roll Call:

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

Nays: None

Abstain: None

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

On voice vote, motion carried unanimously. Meeting adjourned at 7:38PM.

Respectfully submitted,

Debra Corson
Acting Recording Secretary