

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **March 16, 2022** at 7:30 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. Green, Mr. Odenath, Mrs. Burke

Absent: Mr. Hassett

Also in attendance was Mr. Buirch, Executive Director, Mr. Sean Raday, Engineer, Mr. Chris Long, Solicitor. Mr. Buirch stated Mr. Hassett would attend meeting if he returned in time. Also that Mr. Toal would not be in attendance due to personal reason.

Mr. Knott made a motion to open the floor to the public, seconded by Mr. Odenath. Motion carried.

No one from the public was present.

Mr. Odenath made a motion to close the floor to the public, seconded by Mrs. Burke. Motion carried.

Minutes:

Mrs. Burke made a motion to approve the minutes of the February 16, 2022 meeting, seconded by Mr. Odenath.

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

Nays: None

Abstain: Mr. Green

Correspondence:

1. From Mayor Green re: Snow Operations Thank You
2. From Winslow Township re: Revisions to Water/Sewer Connection Rates
3. From Pennoni re: Michael Dick-1734 Erial Rd Glo Twp Water/Sewer Connect Review #4
4. From NJDEP re: LIHWAP – Low Income Household Water Assistance Program
5. From Pennoni re: Bromley Generator Replacement – Certificate for Payment No.1
6. From Winslow Township re: Certified Copy of Ordinance Adopted 3/8/22

The Board reviewed the Correspondence.

Mr. Knott 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. New Well “Well 8” and Well 6 & 7 Decommissioning
 - 1) NJDEP inspection.
 - 2) Abandon Wells.
 - 3) Must construct new well to maintain Firm Capacity.
 - 4) Advertise 3/15, Open Bids 4/13, 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) NJ American confirmed that the backflow preventer at the interconnect is not PHBMUA’s responsibility. Pennoni sent letter to document.
 - 2) MUA inspection program.
 - d. Erial Road Waterman Rehab
 - 1) Maintenance Bond expires 7/2/2023.
2. Federal Law America’s Water Infrastructure Act of 2018
 - a. Compliant with Risk and Resilience provisions.
3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
 - b. Well status update submitted; John Toal submitted through E2 electronic filing. (Deadline Jan 31).
 - c. Pennoni preparing 2021 DRBC Audit to be submitted by March 31st.
4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Pennoni prepared Proposal to incorporate MUA CAD data in GIS Data (NJDEP requirement).
 - 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 approved; Construction Spring 2022.
- 6. Bromley Estates Pump Station Generator
 - a. Advertised 11/17/21; Bids Opened 12/8/2021; Awarded to Maguire Electrical Construction, LLC; Submittals approved; long generator lead time.
 - b. Construction Summer 2022.
- 7. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2021 report.
- 8. Country Club Tank
 - a. Inspection completed 2/23, awaiting inspection report.
 - b. Develop bid/budget for future painting/maintenance as required.
- 9. Country Club Roof
 - a. Site assessment complete.
 - b. Roof replacement required. Price quote requested from Plant Roof contractor.

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. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 20-year Recapture Agreement for Amboy Bank.
- 3. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
- 4. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
- 5. 1734 Erial Road, Gloucester Township
 - a. Sewer and water connection conditionally approved.
 - b. Revised plan submitted 3/9.
- 6. Tank Antenna
 - a. ATT: Turnerville.
 - b. Cellco/Verizon: Mt. Clement.
 - c. Cellco/Verizon: Turnerville.
 - d. T-Mobile/MetroPCS: T-Mobile request for generator installation.
 - e. T-Mobile/MetroPCS: Turnerville.
 - f. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Raday highlighted certain projects on the engineer report.

Various Water Projects: New Well #8 planned construction for Summer 2022; Plant Roof to start construction in Spring 2022; Bromley Pump Generator construction to start Summer 2022; Country Club Tank inspection completed and waiting for inspection report for future painting; Country Club Roof completed assessment shows Roof replacement required and price quote has been requested.

Other Projects: Tank Antenna: T-Mobile/MetroPCS request for generator installation is under review.

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

Solicitor's Report:

Mr. Long announced the end of the moratorium on shutoffs therefore we can resume our normal water shutoff procedures. There was discussion on payment agreements and State/Federal assistance programs. Water can be turned off if a payment agreement on arrears is not followed, if the current bill is not paid when due, or if there is no effort to pay.

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

Operation Manager's Report:

Board reviewed Mr. Toal's report.

Mr. Buirch fielded the Board's questions pertaining to John's report.

Mr. Green made a motion to approve the Operation Manager's Report, seconded by Mrs. Burke.
On voice vote, motion carried.

Executive Director's Report:

Mr. Buirch highlighted some items on his report:

Dominic successfully completed sales of surplus property on GovDeals getting rid of big items ie. trucks, printers and copiers. He will continue with GovDeals as we find more items in our clean up.

He contacted Pat Hendricks who will set up the MUA with Artemis so we can dispose of old boxes of paperwork. The Borough is having its annual shredding event the first weekend in June so we will have time to get the items approved for the disposal.

The report on the final review of Country Club Tank inspection is due to come back soon. Based on Hugh's preliminary cost for the rehab project, it will be approximately \$1,000,000. Dominic said there should be loan forgiveness on some of it and the rest will be either no interest or very low interest.

Mr. Green made a motion to accept the Executive Director's report, seconded by Mr. Knott.

On voice vote, motion carried.

Board Members:

No comments

New Business:

None

Old Business:

None

RESOLUTIONS:

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION APPROVING CHANGE ORDER NO.1 FOR THE BROMLEY ESTATES PUMP STATION EMERGENCY GENERATOR PROJECT

RESOLUTION #22 - 040

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") received a request from Pennoni Associates, Inc. ("Pennoni") dated January 25, 2022 to approve Change Order No. 1, to increase the professional service contract amount for additional survey review to determine overall boundaries of the pump station property including deed investigation and researching existing record plans, which would result in an increase in the amount of \$13,950.00 for Project No. PHMUX 21007, Bromley Estates Pump Station Emergency Generator; and

WHEREAS, the Change Order request submitted by Pennni 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. 1 for Project No. PHMUX 21007, Bromley Estates Pump Station Emergency Generator, to increase the professional service contract amount for additional survey review to determine overall boundaries of the pump station property including deed investigation and researching existing record plans, which would result in an increase in the amount of \$13,950.00 is hereby approved by the Authority.
3. The Authority's Executive Director, or his assignee, is hereby authorized and directed to execute any and all documents necessary to effectuate the Change Order.

Mr. Green made a motion to approve the Change Order for Bromley Generator, seconded by Mrs. Burke.

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

Nays: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY

RESOLUTION #22- 041

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to rebuild the Branch Ave Comminutor; and

WHEREAS, it will be necessary to appropriate the funds from the Sewer General Fund in order to complete this work.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$27,474.00 from the Sewer General Fund, which is required for the Rebuild is hereby authorized; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and that certified copies of this resolution be forwarded without delay to the Authority Trustee, Secretary/Treasurer and Financial Clerk.

Mr. Odenath made a motion to authorize Sewer General funds for Comminutor, seconded by Mrs. Burke.

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

Nays: None

**WATER
RESOLUTION #22-042**

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

91000-0	606 Mason Run	Correct Estimated Rdg 25T	\$ 143.75
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Mr. Green made a motion to approve Water billing adjustments, seconded by Mr. Knott.

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

Nays: None

**SEWER
RESOLUTION #22-043**

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

1645000-0	14 E. 4 TH Ave	.75	Remove Penalty Correction
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Mrs. Burke made a motion to approve Sewer billing adjustments, seconded by Mr. Odenath.

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

Nays: None

**Water Operating
Revenue Resolution #22-044**

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.

MC9874	5,578.75	Pennoni Associates Inc	Engineer Fees
MC9875	237.62	BMEU Clerk, Deptford USPS	Supplies - Office
MC9876	129.15	Patricia Garvey	Supplies - Office
9877	8,476.04	Atlantic City Electric	Utilities - Operating
9878	54.69	Acme Uniforms	Supplies - Operating
9878	14.75	Acme Uniforms	Supplies - Office
9879	192.50	Asso Environmental Authority	Training/Educ - Admin
9880	17,470.46	Amerihealth Ins Co of NJ	Health Insurance
9881	20.00	Authenticom Services LLC	Supplies - Office
9882	130.32	Casa Payroll Service LLC	Supplies - Office
9883	257.50	C & C Computer Design LLC	Supplies - Office
9887	487.00	Del River Basin Commission	Supplies - Operating
9888	18.00	Dominic Buirch	Health Insurance
9889	1,765.00	Eurofins QC LLC	Laboratory Testing
9890	2.49	Patricia Garvey	Health Insurance
9891	30.85	Thomas Hassett	Health Insurance
9892	139.06	Matthew Hufner	Health Insurance
9893	57.30	Independent Alarm Inc	Repair/Maintenance - Office
9893	63.66	Independent Alarm Inc	Repair/Maintenance - Building
9894	23.65	Intercounty Newspaper Grp Inc	Supplies - Office
9896	58.17	Live Message American Acqua	Repair/Maintenance - Office
9897	956.00	Wade,Long, Wood & Long	Legal Fees
9900	308.09	Met Life Small Business Ctr	Health Insurance
9901	155.50	Mid Atlantic Fire & Safety	Supplies - Operating
9902	567.18	Miracle Chemical Co Inc	Chemicals
9903	51.69	Auto & Truck Parts - Deptford	Supplies - Operating
9904	98.38	Nextel/Sprint Inc	Telephone - Operating
9905	20,362.60	NJ American Water Inc	Water Agreements
9906	64.35	One Call Concepts Inc	Repair/Maintenance - System
9907	5,223.75	Pennoni Associates Inc	Engineer Fees
9908	54,013.80	Pine Hill MUA	PERS
9909	85.00	Pine Hill Printing Inc	Supplies - Office
9910	223.29	Pine Hill Hardware Inc	Supplies - Operating
9911	31.00	ProGas Inc	Chemicals
9912	225.00	Rio Supply Inc	Supplies - Operating
9914	126.16	Safeguard Business Forms	Supplies - Office
9915	33.35	South Jersey Gas Co Inc	Utilities - Operating
9916	35.00	SNJ Chapter NIGP	Training/Educ - Admin.
9918	135.43	United Electric Supply Co	Supplies - Operating

9919	63.58	Vaughan Comfort Services	Supplies - Office
9920	112.78	Verizon Inc	Repair/Maintenance - System
9921	53.83	James Wakeley	Health Insurance
9922	67.50	Deborah Warrington	Automotive Expense
9923	49.75	Winslow Rental Inc	Supplies - Operating
9924	296.60	Xtel Communications	Telephone - Office
9924	296.45	Xtel Communications	Telephone - Operating

Water Renewal & Replacement

Revenue Res #22-045

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.

MC8974	182.25	Pennoni Associates Inc	Maint Garage Roof Rep- Gen Eng
9907	168.75	Pennoni Associates Inc	Maint Garage Roof Rep- Gen Eng
9907	670.00	Pennoni Associates Inc	PRM Backup/Capping 6 & 7 - Eng

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

Sewer Operating

Revenue Resolution #22-046

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.

MC8974	1,211.25	Pennoni Associates Inc	Engineer Fees
MC8975	237.61	BMEU Clerk, Deptford USPS	Supplies - Office
MC9876	129.15	Patricia Garvey	Supplies - Office
9877	3,821.53	Atlantic City Electric	Utilities - Operating
9877	220.92	Atlantic City Electric	Utilities - Office
9878	54.68	Acme Uniforms	Supplies - Operating
9878	14.75	Acme Uniforms	Supplies - Office
9879	192.50	Asso Environmental Authority	Training/Educ - Admin
9880	11,646.97	Amerihealth Ins Co of NJ	Health Insurance
9881	20.00	Authenticom Inc	Supplies - Office
9882	130.32	Casa Payroll Service LLC	Supplies - Office
9883	257.50	C & C Computer Designs LLC	Supplies - Office
9884	2,365.00	Clementon Sewerage Utility	Transmittal Agreements
9885	153.17	Comcast Inc	Supplies - Office
9886	225.00	Coverall of Philadelphia Inc	Supplies - Office
9888	100.00	Dominic Buirch	Miscellaneous - Office
9888	12.00	Dominic Buirch	Health Insurance
9890	1.66	Patricia Garvey	Health Insurance
9891	20.56	Thomas Hassett	Health Insurance
9892	92.70	Matthew Hufner	Health Insurance
9893	57.30	Independent Alarm Inc	Repair/Maintenance - Office
9893	63.66	Independent Alarm Inc	Repair/Maintenance - Building
9894	23.65	IntercountyNewspaper Grp Inc	Supplies- Office
9895	11,386.50	Lindenwold Sewer Utility	Transmittal Agreements
9896	58.16	Live Message America Acqua	Repair/Maintenance - Office
9897	956.00	Wade, Long, Wood & Long	Legal Fees
9898	\$36.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
9900	205.39	Met Life Small Business Ctr	Health Insurance
9901	155.50	Mid Atlantic Fire & Safety	Supplies - Operating
9903	51.69	Auto & Truck Parts of Deptford	Supplies - Operating
9904	98.37	Nextel/Sprint Inc	Telephone - Operating
9906	64.34	One Call Concepts Inc	Repair/Maintenance - System
9907	2,408.75	Pennoni Associates Inc	Engineer Fees
9908	36,009.20	Pine Hill MUA	PERS
9909	143.00	Pine Hill Printing Inc	Supplies - Office
9910	223.29	Pine Hill Hardware Inc	Supplies - Operating

9913	5,250.00	Root 24 HRS Inc	Repair/Maintenance - System
9914	126.16	Safeguard Business Forms	Supplies - Office
9915	165.84	South Jersey Gas Co Inc	Utilities - Office
9915	33.35	South Jersey Gas Co Inc	Utilities - Operating
9916	35.00	SNJ Chapter NIGP	Training/Educ - Admin
9917	30.00	Stewart Business Systems LLC	Supplies - Office
9918	180.46	United Electric Supply Co	Supplies - Operating
9919	63.58	Vaughan Comfort Services	Supplies - Office
9920	198.40	Verizon Inc	Repair/Maintenance - System
9921	35.88	James Wakeley	Health Insurance
9922	67.50	Deborah Warrington	Automotive Expense
9923	49.75	Winslow Rental Inc	Supplies - Operating

**Sewer General
Revenue Resolution #22-047**

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.

MC#8974	182.25	Pennoni Associates	Maint Garage Roof – Gen Engineer
9899	3,110.40	Maguire Electric	Bromley P/S Generator- Construction
9907	168.75	Pennoni Associates	Maint Garage Roof – Gen Engineer

Mrs. Burke made a motion to approve the payment of the sewer bills, seconded by Mr. Odenath.

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 8:05 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary

