

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **April 20, 2022** at 7:30 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

Mr. Knott 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. Knott, Mr. Green, Mr. Odenath, Mr. Hassett

Absent: Mr. Buscher, Mrs. Burke

Also in attendance was Mr. Buirch, Executive Director, Mr. Toal, Operations Manager, Mr. Dougherty, Engineer, Mr. Chris Long, Solicitor. The Board excused Mr. Buscher and Mrs. Burke.

Mr. Odenath made a motion to seat excuse both Mr. Buscher and Mrs. Burke, and also seat Mr. Hassett for Mr. Buscher, seconded by Mr. Green. On voice vote, motion carried.

Mr. Hassett made a motion to open the floor to the public, seconded by Mr. Odenath. Motion carried. No one from the public was present.

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

Minutes:

Mr. Green made a motion to approve the minutes of the March 16, 2022 meeting, seconded by Mr. Hassett.

Ayes: Mr. Knott, Mr. Green, Mr. Odenath

Nayes: None

Abstain: Mr. Hassett

Correspondence:

1. From NJ American Water re: Notice of Filing of Proposed Rate Increase and Public Hearing
2. From Senate Bill 2356 re: Extends Prohibition on Utility Discontinuances-Summary-Details
3. From State of NJ Board of Public Utilities re: Petition- Increased Tariff Rates-NJ American
4. To Mayor Green re: Thank You
5. From Pennoni re: Notice Extending Bid Opening Date for Well Project PHMUX 19011
6. From D.Warrington re: Quote Results/Award-Recommendation – Office Cleaning Contract
7. From D.Warrington re: Quote Result/Award Recommendation – IT Support Service
8. From Pennoni re: Summary Report Inspection – Country Club Standpipe
9. From Pennoni re: T-Mobil Generator Installation – Mt Clement Tank

The Board reviewed the Correspondence.

Mr. Odenath made a motion to approve the correspondence, seconded by Mr. Hassett. All were in favor.

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. 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) Advertised 3/15, Addendum No. 1 issued 4/8 to extend bid opening, Open Bids 5/11, 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 submitted 2021 DRBC Audit (Deadline 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 2/9/22; 32-week 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.
 - b. Rehab tank interior and exterior within 2 years.
 - c. Estimated budget: \$782,000.
- 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. Dougherty highlighted certain projects on the engineer report.

Various Water Projects: New Well #8 extended bid date to 5/11/22; Map/Regulation Updates requirement for digitized mapping; Plant Roof to begin construction in Spring 2022; Bromley Pump Generator construction to begin Summer 2022; Country Club Tank rehab to be done within 2 years leaving time to get funding together for estimated budget of \$782,000.;Country Club Roof replacement price quote is \$138,000..

Other Projects: Tank Antenna: T-Mobile/MetroPCS generator installation needs courtesy review by Boro.

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

Solicitor’s Report:

Mr. Long will continue to monitor shut off status and hopes for clarification soon.

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

Operation Manager’s Report:

Board reviewed Mr. Toal’s report. No questions.

Mr. Green made a motion to accept the Operation Manager’s Report, seconded by Mr. Hassett.

Executive Director's Report:

Mr. Buirch highlighted some items on his report:

Dominic expressed thanks to Boro for helping with the cleanup of the field in preparation for the new well. Carl Pursell will be removing most of the dirt piles and leaving small amount for fill dirt for the MUA.

Bids were received for IT services and PICS Computer will be our new IT service effective June 1, 2022.

Hydrant flushing will be April 25 thru May 6. Advertising will be on electronic signs in the Boro.

In the process of cleaning up the Country Club yard, there was an accident with the Backhoe which is being reported to the insurance company to have the repairs made.

We cleaned up the office and are ready to start shredding as soon as we get signed up with Artemis.

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

On voice vote, motion carried.

Board Members:

Per Mayor Green the annual shredding day is cancelled and will probably be held in the fall.

New Business:

None

Old Business:

None

RESOLUTIONS:

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION AWARDDING OFFICE CLEANING SERVICES TO COVERALL OF PHILADELPHIA

#22-048

WHEREAS, Coverall of Philadelphia has provided the lowest quote for office cleaning services for the Administrative Building of the Pine Hill Borough Municipal Utilities Authority ("PHMUA") in the amount of \$229.00 per month; and

WHEREAS, the Authority's Executive Director recommends the award of the contract for office cleaning services for the Administrative Building to Coverall in accordance with their quote; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the contract for office cleaning services for the Administrative Building to Coverall in accordance with their quote; and

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 award of the contract for office cleaning services for the Administrative Building is hereby awarded to Coverall in accordance with their quote.
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute the Contract and any and all other documents necessary to effectuate the award of this contract
4. Funds are available for this contract.

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY RESOLUTION AWARDDING CONTRACT FOR IT SUPPORT SERVICES TO PICS

#22-049

WHEREAS, PICS has provided the lowest quote for IT Support Service to the Pine Hill Borough Municipal Utilities Authority ("PHMUA") in the amount of \$1,315.00 per month; and

WHEREAS, the Authority's Executive Director recommends the award of the contract for IT Support Service to PICS in accordance with their quote; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to award the contract for IT Support Service to PICS in accordance with their quote; and

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 award of the contract for IT Support Service is hereby awarded to PICS in accordance with their quote.
7. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute the Contract and any and all other documents necessary to effectuate the award of this contract
8. Funds are available for this contract.

Mr. Hassett made a motion to award the contract for Office Cleaning to CoverAll of Philadelphia and the contract for IT Services to PICS Computer, seconded by Mr. Green.

Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mr. Hassett

Nays: None

WATER
RESOLUTION #22-050

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

2815000-0	101 Ramblewood Dr	Resolution for Leaky Mtr	\$ 103.50
3329000-0	109 Country Club Rd	Resolution for Leaky Mtr	\$ 69.00

Mr. Green made a motion to accept the Water Billing Adjustments, seconded by Mr. Odenath.

Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mr. Hassett

Nays: None

Water Operating
Revenue Resolution #22-051

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.

MC9925	801.02	BMEU Clerk, Deptford USPS	Supplies - Office
MC9926	297.39	NJ State PWT	State Water Tax
9927	9,089.71	Atlantic City Electric	Utilities - Operating
9928	74.13	Acme Uniforms	Supplies - Operating
9928	22.25	Acme Uniforms	Supplies - Office
9929	17,059.78	Amerihealth Ins Co of NJ	Health Insurance
9930	2,372.98	The Bank of NY-Mellon	Trustee
9931	115.88	Barton Supply Inc	Supplies - Operating
9932	170.81	Casa Payroll Service LLC	Supplies - Office
9933	1,394.50	C & C Computer Design LLC	Supplies - Office
9935	153.17	Comcast Inc	Supplies - Office
9936	340.00	Core & Main LP	Meters/Connections
9937	46.06	Courier Post Inc	Supplies - Office
9938	225.00	Coverall of Philadelphia Inc	Supplies - Office
9939	100.00	Dominic Buirch	Miscellaneous - Office
9939	71.75	Dominic Buirch	Training/Educ - Admin
9939	36.00	Dominic Buirch	Health Insurance
9940	1,960.00	Eurofins QC LLC	Laboratory Testing
9941	27.00	Patricia Garvey	Health Insurance
9942	218.50	General Chem & Supply Inc	Supplies - Operating
9943	476.13	Township of Gloucester	Automotive Expenses
9944	22.06	Michael Grogan	Health Insurance
9944	100.00	Michael Grogan	Supplies - Operating
9945	61.30	Thomas Hassett	Health Insurance
9946	18.78	Home Depot Inc	Supplie - Office
9947	28.94	John Toal (Petty Cash)	Supplies - Operating
9948	10.00	Lower County Recycling	Supplies - Operating
9949	56.99	Live Message American Acqua	Repair/Maintenance - Office
9950	762.50	Wade, Long, Wood & Long	Legal Fees
9951	37.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
9952	308.09	Met Life Small Business Ctr	Health Insurance
9953	292.00	MGL Printing Solutions LLC	Supples - Office
9954	590.33	Miracle Chemical Co Inc	Chemicals
9955	47.31	Auto & Truck Partsof Deptford	Automotive Expense
9956	98.38	Nextel/Sprint Inc	Telephone - Operating
9957	20,983.40	NJ American Water Inc	Water Agreements
9958	60.00	NJ Water Association Inc	Supplies - Operating
9959	68.46	One Call Concepts Inc	Repair/Maintenance -System
9960	2,557.50	Pennoni Associates Inc	Engineer Fees
9961	21.15	Pat Garvey (Petty Cash)	Supplies - Office
9961	25.00	Pat Garvey (Petty Cash)	Supplies - Operating
9962	285.00	Pine Hill Printing Inc	Supplies - Office
9963	153.81	Pine Hill Hardware Inc	Supplies - Operating
9964	1,833.28	Joseph G. Pollard Company Inc	Supplies - Operating
9966	2,736.00	Rio Supply Inc	Meters/Connections
9967	254	Rutgers the State University	Training/Educ - Admin

9968	114.06	South Jersey Gas Co Inc	Utilities - Office
9968	40.76	South Jersey Gas Co Inc	Utilities - Operating
9969	30.00	Stewart Business Systems LLC	Supplies - Office
9970	229.50	Terminix Inc	Repair/Maintenance - Building
9971	239.45	Tire Corral Clementon Inc	Automotive Expense
9972	9.00	John Toal	Health Insurance
9973	147.72	Vaughan Comfort Services	Repair/Maintenance -Office
9974	104.44	Verizon Inc	Repair/Maintenance - System
9975	252.72	James Wakeley	Health Insurance

Water Renewal & Replacement

Revenue Resoluti #22-052

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.

9960	675.00	Pennoni Associates Inc	Country Club Tank Insp - Engin
9960	2,247.50	Pennoni Associates Inc	PRM Backup/Capping 6 & 7- Eng
9960	75.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng

Mr. Green made a motion to approve payment of the Water bills, seconded by Mr. Odenath.

Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mr. Hassett

Nayes: None

Sewer Operating

Revenue Resolution #55-053

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.

MC9925	801.02	BMEU Clerk, Deptford USPS	Supplies - Office
9927	4,843.08	Atlantic City Electric	Utilities - Operating
9928	74.12	Acme Uniforms	Supplies - Operating
9928	22.25	Acme Uniforms	Supplies - Office
9929	11,373.19	Amerihealth Ins Co of NJ	Health Insurance
9932	170.80	Casa Payroll Service LLC	Supplies - Office
9933	1,394.50	C & C Computer Design LLC	Supplies - Office
9934	88.00	CCMUA	Supplies - Office
9934	88.00	CCMUA	Supplies - Operating
9937	46.06	Courier Post Inc	Supplies - Office
9939	71.75	Dominic Buirch	Training/Educ - Admin
9939	24.00	Dominic Buirch	Health Insurance
9941	18.00	Patricia Garvey	Health Insurance
9942	218.50	Gen Chemical & Supply Inc	Supplies - Operating
9943	476.12	Township of Gloucester	Automotive Expense
9944	14.71	Michael Grogan	Health Insurance
9944	100.00	Michael Grogan	Supplies - Operating
9945	40.88	Thomas Hassett	Health Insurance
9946	65.41	Home Depot Inc	Supplies - Operating
9946	18.77	Home Depot Inc	Supplies - Office
9947	28.93	John Toal (Petty Cash)	Supplies - Operating
9948	10.00	Lower County Recycling	Supplies - Operating
9949	56.98	Live Message American Acqua	Repair/Maintenance - Office
9950	837.50	Wade, Long, Wood & Long	Legal Fees
9952	205.39	Met Life Small Business Ctr	Health Insurance
9953	292.00	MGL Printing Solutions LLC	Supplies - Office
9955	\$47.29	Auto & Truck Parts of Deptford	Automotive Expense
9956	98.37	Nextel/Sprint Inc	Telephone - Operating
9959	68.46	One Call Concepts Inc	Repair/Maintenance - System
9960	630.00	Pennoni Associates Inc	Engineer Fees
9961	21.14	Pat Garvey (Petty Cash)	Supplies - Office
9961	25.00	Pat Garvey (Petty Cash)	Supplies - Operating
9963	153.81	Pine Hill Hardware Inc	Supplies - Operating
9965	31.00	ProGas Inc	Chemicals

9967	254.00	Rutgers the State University	Training/Educ - Admin
9968	56.03	South Jersey Gas Co Inc	Utilities - Operating
9970	229.50	Terminix Inc	Repair/Maintenance - Building
9971	239.45	Tire Corral Clementon Inc	Automotive Expense
9972	6.00	John Toal	Health Insurance
9973	147.71	Vaughan Comfort Services	Repair/Maintenance - Office
9974	197.24	Verizon Inc	Repair/Maintenance - System
9975	168.48	James Wakeley	Health Insurance
9976	303.97	Xtel Communications Inc	Telephone - Office
9976	296.13	Xtel Communicaitons Inc	Telephone - Operating

Sewer General

Revenue Resolution #55-054

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.

9960	75.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng
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Mr. Green made a motion to approve payment of the Sewer bills, seconded by Mr. Odenath.

Ayes: Mr. Knott, Mr. Green, Mr. Odenath, Mr. Hassett

Nayes: None

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

All were in favor.

Meeting adjourned 7:51 pm.

Respectfully submitted,

Patricia Garvey
Recording Secretary

