

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **May 18, 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. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett

Absent: Mr. Knott

Also in attendance was Mr. Buirch, Executive Director, Mr. Toal, Operations Manager, Mr. Raday, Engineer, Mr. Chris Long, Solicitor. The Board excused Mr. Knott. Mr. Hassett was seated for Mr. Green until his arrival at 7:35 pm. Auditors were present from Bowman to Introduce Budget: Stephanie DeSantis, Michael Welding.

Mr. Buscher introduced Mrs. DeSantis. Mrs. DeSantis proceeded with the Budget Introduction. Mrs. Desantis and Mr. Welding then exited the meeting room at 7:38 pm.

**Resolution #22-055**

**2022 AUTHORITY BUDGET RESOLUTION**

Pine Hill Municipal Utilities Authority

**FISCAL YEAR: August 01, 2022 to July 31, 2023**

WHEREAS, the Annual Budget for Pine Hill Municipal Utilities Authority for the fiscal year beginning August 01, 2022 and ending July 31, 2023 has been presented before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of May 18, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,924,680.00, Total Appropriations including any Accumulated Deficit, if any, of \$3,006,378.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$81,698.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$221,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$221,000.00; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pine Hill Municipal Utilities Authority, at an open public meeting held on May 18, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pine Hill Municipal Utilities Authority for the fiscal year beginning August 01, 2022 and ending July 31, 2023, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on July 20, 2022.

*Stephanie DeSantis*  
(Secretary's Signature)

5-18-22  
(Date)

Governing Body Recorded Vote				
Member	Aye	Nay	Abstain	Absent
Mark Buscher	X			
Thomas Knott				X
Christopher Green	X			
John Odenath	X			
Christine Burke	X			
Thomas Hassett - Alternate	X			

Mrs. Burke made a motion to approve the Budget Introduction for 2022-2023, seconded by Mr. Hassett

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

Nays: None

Absent: Mr. Knott

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

No one from the public was present.

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

Minutes:

Mr. Green made a motion to approve the minutes of the April 20, 2022 meeting, seconded by Mr. Hassett.

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

Nays: None

Abstain: Mr. Buscher, Mrs. Burke,

Correspondence:

1. From Pennoni re: Branch Ave Water Main Emergency Repair
2. From Pennoni re: Bid Opening Extended to June 8, 2022 – Well #8
3. From D.Warrington re: Quote Results/Recommendation – Generator Maintenance- GenServe
4. From Hasner & Hasner, PA re: Notice of Claim – Trent Mims- 1604 Bromley Estates
5. From Pennoni re: AT&T Antenna Requirment Upgrade- Turnerville Tank

The Board reviewed the Correspondence.

Mr. Hassett made a motion to approve the correspondence, seconded by Mr. Odenath. 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. 2 issued 5/5 to extend bid opening, Open Bids 6/8.
  - 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 31<sup>st</sup>).
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; Change Order request under review; Construction Summer 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 provided by Plant Roof contractor under review.

### **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/3<sup>rd</sup> 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 gave a brief summary of Engineer’s Report confirming status of projects.

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

Solicitor’s Report:  
Mr. Long will address an issue in closed session.

Mrs. Burke 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.

Mr. Odenath made a motion to accept the Operation Manager’s Report, seconded by Mrs. Burke.

Executive Director’s Report:

Mr. Buirch stated there has been a low turnout from the public in requesting assistance from the State of NJ.  
The Board engaged in discussion on the delinquencies and upcoming water shut offs.

Mr. Odenath made a motion to accept the Executive Director’s report, seconded by Mr. Hassett.  
On voice vote, motion carried.

Board Members:  
Per Mayor Green the Lakes of Pine Hill developer plans to construct warehouses instead of town homes.  
Shredding will be available at the Borough June 9<sup>th</sup> to June 12<sup>th</sup>.

New Business:

None

Old Business:

None

**RESOLUTIONS:**

**SEWER  
RESOLUTION #22-056**

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

1380000-0	130 E Clearview Ave	.75	Penalty Correction
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Mrs. Burke made a motion to accept the sewer billing adjustments, seconded by Mr. Odenath  
Ayes: Mr. Buscher, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett  
Nays:

**Water Operating  
Revenue Resolution #22-057**

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.

MC9978	1,055.59	BMEU Clerk, Deptford USPS	Supplies - Office	
	9979	9,212.37	Atlantic City Electric	Utilities - Operating
	9979	225.77	Atlantic City Electric	Utilities - Office
	9980	64.10	Acme Uniforms	Supplies - Operating
	9980	18.50	Acme Uniforms	Supplies - Office
	9981	121.50	All Industrial Safety Prod Inc	Supplies - Operating
	9982	17,265.12	Amerihealth Ins Co of NJ	Health Insurance
	9983	20.00	Authenticom Services LLC	Supplies - Office
	9984	259.00	American Water Works Assoc	Training/Educ - Operating

9985	264.14	Mabel Borovkoff	Health Insurance
9986	122.95	Casa Payroll Service LLC	Supplies - Office
9988	404.00	Core & Main LP	Supplies - Operating
9990	106.76	Dominic Buirch	Health Insurance
9990	93.30	Dominic Buirch	Training/Educ - Admin
9991	835.00	Eurofins QC LLC	Laboratory Testing
9992	442.16	Township of Gloucester	Automotive Expense
9993	95.50	G & M Printwear	Supplies - Operating
9994	27.00	Michael Grogan	Health Insurance
9995	262.00	Kennedy Marketing Co Inc	Supplies- Operating
9996	59.94	Live Message American Acqua	Repair/Maintenance - Office
9997	620.00	Wade, Long, Wood & Long	Legal Fees
9999	308.09	Met Life Small Business Ctr	Health Insurance
10000	729.23	Miracle Chemical Co Inc	Chemicals
10001	161.25	National Paving Co Inc	Supplies - Operating
10002	98.33	Nextel/Sprint Inc	Telephone - Operating
10003	21,019.02	New Jersey American Water	Water Agreements
10004	11,483.50	NJ Utilities Authority JIF	Insurance
10005	41.65	One Call Concepts Inc	Repair/Maintenance - System
10006	1,190.00	Pennoni Associates Inc	Engineer Fees
10007	225.34	Pine Hill Hardware Inc	Supplies - Operating
10008	31.00	ProGas Inc	Chemicals
10009	46.33	Sams Club	Supples - Office
10009	50.52	Sams Club	Supplies - Operating
10010	38.29	South Jersey Gas Co Inc	Utilities - Operating
10011	84.35	George Smith	Health Insurance
10013	15.00	John Toal	Health Insurance
10014	103.96	Verizon Inc	Repair/Maintenance - System
10015	640.87	WB Mason Co	Supplies - Office
10017	293.93	Xtel Communications	Telephone - Office
10017	295.17	Xtel Communications	Telephone - Operating

### **Water Renewal & Replacement**

#### **Rev Resolution #22-058**

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.

10006	269.88	Pennoni Associates	Maint Garage Roof Rep-Engineer
10006	6,957.50	Pennoni Associates	Country Club Tank Insp - Eng

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

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

Nays: None

### **Sewer Operating**

#### **Revenue Resolution #22-059**

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.

MC9977	3,070.20	Consolidated Rail Corporation	Railroad Rental
9979	3,562.01	Atlantic City Electric	Utilities - Operating
9980	64.10	Acme Uniforms	Supplies - Operating
9980	18.50	Acme Uniforms	Supplies - Office
9981	121.50	All Industrial Safety Prod Inc	Supplies - Operating
9982	11,510.08	Amerihealth Ins Co of NJ	Health Insurance
9983	20.00	Authenticom Services LLC	Supplies - Office
9985	176.10	Mabel Borovkoff	Health Insurance
9986	122.95	Casa Payroll Service LLC	Supplies - Office
9987	153.17	Comcast Inc	Supplies - Office
9989	229.00	Coverall of Philadelphia Inc	Supplies - Office
9990	100.00	Dominic Buirch	Miscellaneous - Office
9990	71.18	Dominic Buirch	Health Insurance

9990	93.30	Dominic Buirch	Training/Educ - Admin
9992	442.15	Township of Gloucester	Automotive Expense
9993	95.50	G & M Printwear	Supplies - Operating
9994	18.00	Michael Grogan	Health Insurance
9996	59.93	Live Message America Acqua	Repair/Maintenance - Office
9997	620.00	Wade, Long, Wood & Long	Legal Fees
9998	37.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
9999	205.39	Met Life Small Business Ctr	Health Insurance
10002	98.33	Nextel/Sprint Inc	Telephone - Operating
10004	11,483.50	NJ Utilities Authority JIF	Insurance
10005	41.64	One Call Concepts Inc	Repair/Maintenance - System
10006	285.00	Pennoni Associates Inc	Engineer Fees
10007	225.34	Pine Hill Hardware Inc	Supplies - Operating
10009	\$46.33	Sams Club	Supplies - Office
10009	50.52	Sams Club	Supplies - Operating
10010	66.03	South Jersey Gas Co Inc	Utilities - Office
10010	40.76	South Jersey Gas Co Inc	Utilities - Operating
10011	56.24	George Smith	Health Insurance
10012	30.00	Stewart Business Systems LLC	Supplies - Office
10013	10.00	John Toal	Health Insurance
10014	196.49	Verizon Inc	Repair/Maintenance - System
10015	640.85	WB Mason Co	Supplies - Office

**Sewer General  
Revenue Resolution #22-060**

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.

10006	269.88	Pennoni Associates Inc	Maint Garage Roof Repl - Eng
10016	27,474.00	Willier Electric Inc	Branch Ave Muffin Monster

Mr. Green made a motion to approve payment of the sewer bills, seconded by Mr. Odenath.  
Ayes: Mr. Buscher, Mr. Green, Mr. Odenath, Mrs. Burke, Mr. Hassett  
Nays: None

PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
COUNTY OF CAMDEN  
STATE OF NEW JERSEY

**RESOLUTION #22-061**

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.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

         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. Buscher made a motion to go into Closed Session, seconded by Mr. Green.  
Closed Session began 8:01 pm.

Mr. Buscher made a motion to leave Closed Session, seconded by Mr. Green.  
Closed Session ended 8:14 pm.

Mr. Hassett made a motion to adjourn the meeting, seconded by Mr. Green.  
All were in favor.

Meeting adjourned 8:14 pm.

Respectfully submitted,

Patricia Garvey  
Recording Secretary

