

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **December 21, 2022** at 7:00 pm at the PHBMUA Building, 907 Turnerville Road, Borough of Pine Hill, County of Camden, State of New Jersey.

## PINE HILL MUNICIPAL UTILITIES AUTHORITY

### AGENDA

Wednesday, December 21, 2022  
7:00 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

ROLL CALL

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING

1. November 22, 2022

CORRESPONDENCE

REPORTS

1. ENGINEER
2. SOLICITOR
3. LICENSED OPERATIONS MANAGER
4. EXECUTIVE DIRECTOR
5. BOARD MEMBERS

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Appropriate Funds Renewal & Replacement – Country Club Roof
2. Water Billing Adjustments
3. Payment of Bills

ADJOURNMENT

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

Absent: Mrs. Burke

Also in attendance was Mr. Buirch, Executive Director, Mr. Toal, Operations Manager, Mr. Dougherty, Engineer, and Mr. Long, Solicitor. Mr. Green made a motion to excuse Mrs. Burke, seconded by Mr. Odenath. Motion carried.

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

No one from the public was present.

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

### Minutes:

Mr. Hassett made a motion to approve the minutes of the November 22, 2022 meeting, seconded by Mr. Green.

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

Nays: None

### Correspondence:

1. From NJ DCA re: Winter Termination Program
2. From Pennoni re: Bromley Generator – Certificate for Payment No. 4

The Board reviewed the Correspondence.

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

Engineers Report:

**I. Active Projects**

1. Various Water Projects
  - a. New Well "Well 8" and Well 6 & 7 Decommissioning
    - 1) Abandon Wells.
    - 2) Must construct new well to maintain Firm Capacity.
    - 3) Opened Bids 7/7, Awarded to AC Schultes for \$1,554,150.00.
    - 4) Clearing complete, drilling underway; Interlock new well controls with the existing tank controls.
  - b. Asset Management Plan (PHMUX 18007)
    - 1) Plan provided to MUA; Implemented April, 2019.
    - 2) Update/Develop a 5-year capital plan for all assets. Review all assets including buildings.
    - 3) Pennoni met with MUA to review potential I-Bank application for painting of the water tanks and miscellaneous improvements.
    - 4) Pennoni to assist MUA with setting up Pre Planning Meeting with I-Bank.
  - c. Backflow Prevention Assembly at NJ American Water Interconnection
    - 1) MUA inspection program.
  - d. Erial Road Waterman Rehab
    - 1) Maintenance Bond expires 7/2/2023.
  - e. Investigate existing Branch Avenue PRV to increase flow capacity.
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>). Working on 2022 report.
4. Map and Regulation Updates
  - a. Awaiting MUA markups.
  - b. Pennoni proceeding with incorporating MUA CAD data into GIS (NJDEP requirement).
  - c. Solicitor to draft rule change for "Change in Use" connection fees.
  - d. Updated Rules, Regulations and Technical Specifications to be adopted.
5. Plant Roof
  - a. Awarded to Northeast Roof Maintenance, Base Bid \$138,050.00.
  - b. Roof Complete. Maintenance bond expires 10/31/2024.
6. Bromley Estates Pump Station Generator
  - a. Advertised 11/17/21; Bids Opened 12/8/2021; Awarded to Maguire Electrical Construction, LLC; 32-week generator lead time.
  - b. Generator delivered, install January.
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. Pennoni received 3 quotes received for roof replacement.
  - b. Recommend award to Jottan Roofing Contractors & Consultants for \$9,833.00.

**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; Request for antenna swap-out.
- d. T-Mobile/MetroPCS: T-Mobile request for generator installation.
- e. T-Mobile/MetroPCS: Turnerville; Request for generator installation.
- f. Sprint: Mt. Clement.
- g. Ham Radio Operator Antenna: Turnerville.

Mr. Dougherty gave a brief summary of Engineer's Report confirming status of various water projects including: Well #8, Asset Management Plan, and the investigation of existing Branch Ave PRV to increase flow capacity. The generator has been delivered for Bromley Pump station and is to be installed in January. Recommendation to award Country Club Roof project to Jottan Roofing Contractors & Consultants.

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

**Solicitor's Report:**

Mr. Long had no report for this meeting.

**Operation Manager's Report:**

1. The following work was completed this month:  
103 Assorted work orders serviced  
47 utility mark outs completed
2. We have completed the 4<sup>th</sup> Quarter meter readings
3. We received our 2022 environmental JIF inspection. Everything went well.
4. We had Municipal Maintenance in to replace deteriorated bolts on the 8" discharge flange at our Branch Ave sewer station pump #1.
5. We provided a water tap for new connections at 26 North Drive and 19 Woodrow Rd.
6. We removed and replaced the broken water meter boxes located at 148 W Woodburn Ave, 710 W Branch Ave, and 3 Tomlinson Ave. We removed, replaced, and relocated the meter cox at 40 Evanson Ave.
7. We repaired the broken sewer curb vents located at 95 E 6<sup>th</sup> Ave and 1 Tomlinson Ave per residents request.
8. We had Root 24 company in to clean and remove solids at our Bromley Estates, Greenwood, Madison, Tall Pines and Branch Ave sewer station.
9. We routinely jetted Erial Rd between E 5<sup>th</sup> Ave and E 9<sup>th</sup> Ave and Kayser Ave from 8<sup>th</sup> Ave to 12<sup>th</sup> Ave.
10. Our vehicle mechanic, Mike replaced the brake pads and rotors on the 2017 F-150 service vehicle.
11. We repaired a water leak on 6 W 2<sup>nd</sup> Ave. The leak was the result of a ½" next to the corporation stop on a 6" asbestos-cement water main. We reduced the water pressure and used a 12.5 x 6" full circle clamp with a ¾ " tap to make the repair.

Board reviewed Mr. Toal's report. Mr. Hassett made a motion to accept the Operation Manager's Report, seconded by Mr. Green.

**Executive Director's Report:**

Update from Anthony on Well #8 - Well 8 is progressing on schedule – last week Schultes set and grouted (placed concrete) the 20" casing; they removed the casing rig and this morning have the reverse rig back in place and are preparing to do the underream, which is a spring-hinged bit that opens up when it passes beneath the end of the inner casing and creates about a 28 to 30" cavity within the formation, which is the space created for the later placement of the filter pack. They will be doing the underream all next week likely. Once that is done, the well screen and inner casing can be set (using a crane just like the 20" casing). The screen and filter pack gravel are scheduled to be delivered on site late this week, or early next – I will inspect those materials to confirm they are in good condition and the sizing is what we specified. The day of the well set is a long day – they need to weld and place sections pretty much the whole day, then add the filter pack gravel to set the well in place before they can leave the site. At this time, it looks like the well can be set the week of 12/26. I am not sure what days they may be taking off for Christmas holiday but will try to find out and can let you know if that changes these dates. Once the well is set, we can start development (pumping and surging to develop out the filter pack and formation until we get clear water and gains in specific capacity (yield per foot of drawdown). I will be present a little more through this period and will provide updates as we go. Schultes is doing a good job so far – Steve Steffen is a capable and experienced driller.

We will be having Tree and Land Masters LLC coming out to the Country Club site on Wednesday 12/21 to trim back branches away from the building on site. We want to get this done before the work starts on installing the new roof on the building.

Pennoni sent out bid specifications to receive quotes back for the installation of a new roof at the Country Club site. We received back three proposals and we are going to award Jottan Inc the contract with a proposal of \$9,833 to replace the roof on the building. We received two other proposals that came in at \$12,000 from Robert Ganter Contractors, Inc and \$26,500 from Detwiler Roofing LLC. There is a resolution on the agenda tonight for approval.

Municipal Maintenance completed the repair at the Branch Ave Pump Station to Pump #1 discharge piping which was leaking at the flange connection. The connection point is in the middle of the piping's vertical rise located in the wet well. We will be making payment at the December 21<sup>st</sup> meeting.

I have been working with Hugh and Engineer's from Peterman Maxcy Engineering regarding 251 Cross Keys Road. The owners of the property want to have a truck facility and they want to hook into the water at their site. The closest water main in Pine Hill is 450 feet away on Franklin Ave. They have requested permission to access Winslow Twp water main which is 45 feet across the road from their property. I have Chris Long working on an agreement to give them permission with the caveat that they will have to hook into our system if we run water down Cross Keys Road in the future. The engineers from Peterman Maxcy are verifying that they will be allowed to connect to Winslow Twp water main. If we get this information before the December meeting, we will have a resolution to approve this connection.

We completed the purchase of new tires for the maintenance fleet trucks. Sam's Club had the lowest quoted tire pricing. We have scheduled the vehicles to get new tires installed the week of December 19<sup>th</sup>.

We received a list of Pine Hill residents from the State of NJ for the LIHWAP program that were qualified to receive financial assistance. We reviewed the list and provided the State with the open balances due. There were nine customers on the list but only one had an open balance. We should receive \$501.30 to cover the one resident with outstanding balances.

DCA sent out a flyer and a form for the Winter Termination Program Self-Certification. We will be posting this our lobby. Please see correspondence to review the paperwork.

There is a payment request in for Maguire Electrical Construction LLC for \$47,106. He has received in the generator for Bromley Pump Station. He has it in storage until the installation will be completed.

The Board reviewed the Director's Report.  
Mr. Green made a motion to accept the Executive Director's report, seconded by Mr. Hassett.  
On voice vote, motion carried.

**Board Members:**  
Season's Greetings. No other comments.

**New Business:**  
None  
**Old Business:**  
None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #22-127**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority had determined the need to replace the existing roof on water building located on Country Club Road; and

**WHEREAS**, it will be necessary to appropriate the funds from the Water Renewal and Replacement 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 \$9,833.00 from the Water Renewal and Replacement Fund, which is required for the replacement of existing roof on water building on Country Club Road 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.

**WATER  
RESOLUTION #22-128**

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

2260000-0	95 CHESTNUT LANE	BILLING ERROR	\$35.53
3340000-0	19 RICHARDS AVE	RES 2T EST RDG	\$11.50

**Water Operating  
Revenue Resolution #22-129**

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.

MC10307	1,256.35	Stamp Fulfillment Services	Supplies - Office
10308	7,812.21	Atlantic City Electric	Utilities - Operating
10309	68.10	Acme Uniforms	Supplies - Operating
10309	18.50	Acme Uniforms	Supplies - Office
10310	16,099.48	Amerihealth Ins Co of NJ	Health Insurance
10312	20.32	Billows Electric Supply Co Inc	Supplies - Operating
10313	187.50	Casa Payroll Services LLC	Supplies - Office
10315	153.17	Comcast Inc	Supplies - Office
10316	229.00	Coverall of Philadelphia Inc	Supplies - Office
10317	132.50	BMEU Clerk, Deptford USPS	Supplies - Office
10318	100.00	Dominic Buirch	Miscellaneous - Office
10318	12.69	Dominic Buirch	Health Insurance
10319	3,896.89	Edmunds GovTech	Supplies - Office
10321	372.75	Erial Concrete Inc	Supplies - Operating
10322	1,450.00	Eurofins QC	Laboratory Testing
10323	33.79	Patricia Garvey	Health Insurance
10324	675.00	GenServe Inc	Repair/Maintenance - System
10325	486.83	Gloucester Township	Automotive Expense
10326	24.64	Michael Grogan	Health Insurance
10327	41.99	Thomas Hasset	Health Insurance
10328	47.89	Home Depot Inc	Supplies - Office
10328	41.26	Home Depot Inc	Supplies - Operating
10329	16.00	Intercounty Newspaper Grp	Supplies - Office
10331	72.66	Live Message America Acqua	Repair/Maintenance - Office
10332	1,302.50	Wade, Long, Wood & Long	Legal Fees
10333	37.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
10335	308.48	Met Life Small Business Ctr	Health Insurance
10336	6.06	Ryan Muckley	Health Insurance
10336	72.72	Ryan Muckley	Supplies - Operating
10338	123.09	Auto & Truck Parts Deptford	Automotive Expense
10339	78.24	Nextel/Sprint Inc	Telephone - Operating
10340	21,988.98	NJ American Water Inc	Water Agreements
10341	58.45	One Call Concepts Inc	Repair/Maintenance - System
10342	103.50	Paul's Trophies Inc	Miscellaneous - Office
10343	1,275.00	Pennoni Associates Inc	Engineer Fees
10344	260.32	Pine Hill Hardware Inc	Supplies - Operating
10345	864.73	PICS	Supplies - Office
10347	131.70	Rio Supply Inc.	Meters/Connections
10349	1,397.95	Sam's Club	Automotive Expense
10350	93.79	SJ Gas Co Inc	Utilities - Office
10350	32.12	SJ Gas Co Inc	Utilities - Operating
10351	20.41	George Smith	Health Insurance
10352	9.00	John Toal	Health Insurance
10353	500.00	AJR Tree & Land Masters Inc	Repair/Maintenance - System
10354	107.92	Verizon Inc	Repair/Maintenance - System
10355	33.00	Deborah Warrington	Health Insurance
10356	28.75	WB Mason Inc	Supplies - Office

**Water Renewal & Replacement**

**Revenue Resolution #22-130**

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.

10343	2,417.80	Pennoni Associates Inc	CAD to GIS Conv - Engineering
10343	600.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng

**Sewer Operating**

**Revenue Resolution #22-131**

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.

MC10307	1,256.35	Stamp Fulfillment Service	Supplies - Office
10308	3,339.41	Atlantic City Electric	Utilities - Operating
10308	204.02	Atlantic City Electric	Utilities - Office
10309	68.10	Acme Uniforms	Supplies - Operating
10309	18.50	Acme Uniforms	Supplies - Office
10310	10,732.99	Amerihealth Ins Co of NJ	Health Insurance
10311	3,400.00	Bank of NY - Mellon	Trustee
10312	20.31	Billows Electric Supply Co Inc	Supplies - Operating
10313	187.50	Casa Payroll Service LLC	Supplies - Office
10314	2,365.00	Clementon Sewerage Utility	Transmittal Agreements
10317	132.50	BMEU Clerk, Deptford USPS	Supplies - Office
10318	8.46	Dominic Buirch	Health Insurance
10319	3,896.88	Edmunds GovTech	Supplies - Office
10320	195.00	Ed's Rental Inc	Supplies - Operating
10323	22.53	Patricia Garvey	Health Insurance
10324	1,125.00	GenServe Inc	Repair/Maintenance - System
10325	486.82	Gloucester Township	Automotive Expense
10326	16.43	Michael Grogan	Health Insurance
10327	27.99	Thomas Hassett	Health Insurance
10328	47.89	Home Depot Inc	Supplies - Office
10328	41.25	Home Depot Inc	Supplies - Operating
10329	16.00	Intercounty Newspaper Grp	Supplies - Office
10330	13,851.00	Lindenwold Sewer Utility	Transmittal Agreements
10331	72.65	Live Message American Acqua	Repair/Maintenance - Office
10332	1,077.50	Wade, Long, Wood & Long	Legal Fees
10335	205.66	Met Life Small Business Ctr	Health Insurance
10336	\$4.04	Ryan Muckley	Health Insurance
10336	72.71	Ryan Muckley	Supplies - Operating
10337	4,380.00	Municipal Maintenance Inc	Repair/Maintennace - System
10338	123.09	Auto & Truck Parts of Deptford	Automotive Expense
10339	78.23	Nextel/Sprint Inc	Telephone - Operating
10341	58.45	One Call Concepts Inc	Repair/Maintennace - System
10342	103.50	Paul's Trophies Inc	Miscellaneous - Office
10343	875.00	Pennoni Associates Inc	Engineer Fees
10344	260.31	Pine Hill Hardware Inc	Supplies - Operating
10345	864.72	PICS	Supplies - Office
10346	31.00	ProGas Inc	Chemicals
10348	10,500.00	Root 24HRs Inc	Repair/Maintennace - System
10349	1,397.95	Sam's Club	Automotive Expense
10350	37.05	SJ Gas Co Inc	Utilities - Operating
10351	13.60	George Smith	Health Insurance
10352	6.00	John Toal	Health Insurance
10354	204.20	Verizon Inc	Repair/Maintennace - System
10355	22.00	Deborah Warrington	Health Insurance
10356	28.74	WB Mason Inc	Supplies - Office
10357	294.81	Xtel Communications	Telephone - Office
10357	300.60	Xtel Communications	Telephone - Operating

**Sewer General  
Revenue Resolution #22-132**

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.

10333	47,106.00	Maguire Electrical Contstr	Bromley P/S Gen - Construction
10343	2,417.80	Pennoni Associates Inc	CAD to GIS Conv - Engineering
10343	600.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng

Mr. Green made a motion to approve all the above resolutions, seconded by Mr. Ford.

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

Nayes: None

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

All were in favor.

Meeting adjourned 7:15 pm.

Respectfully Submitted,

Patricia Garvey

