

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **March 15, 2023** 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, March 15, 2023

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. February 15, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Budget Transfer – Sewer PERS
2. Budget Transfer – Water PERS
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. Hassett, Mr. Ford

Absent: Mr. Green, Mrs. Burke

Also in attendance was Mr. Buirch, Executive Director, Mr. Hugh Dougherty, Engineer, and Mr. Dave Patterson, Solicitor. Not in attendance was Mr. Toal.

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

No one from the public was present.

Mr. Knott 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 February 15, 2023 meeting, seconded by Mr. Knott.

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

Nays: None

### **Correspondence:**

1. From Gail Glenn- 22 W 3<sup>rd</sup> Ave – Thank You
2. From Winslow Township re: Notice of Public Hearing–Revision to Water/Sewer Connection Rates

Mr. Hassett made a motion to approve the correspondence, seconded by Mr. Knott. 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) Drilling complete; Interlock new well controls with the existing tank controls. Well testing tentatively scheduled for week of 3/27 at target flow rate with potential for increase in flow. Testing to be completed to verify operation at Turnerville Plant if Well #4 runs simultaneously with Well #8.
    - 5) Pennoni preparing draft BWSE Application.
  - 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) I-Bank application project information submitted. Requested 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 complete; John Toal submitted through E2 electronic filing. (Deadline Jan 31).
  - c. Pennoni working on 2022 DRBC Audit (Deadline March 31<sup>st</sup>).
  - d. Review NJAW Co. contract to reduce water purchase.
4. Map and Regulation Updates
  - a. Awaiting MUA markups.
  - b. Pennoni incorporated MUA CAD data into GIS (NJDEP requirement). MUA provided GIS login information.
  - c. Solicitor to draft rule change for "Change in Use" connection fees.
5. Plant Roof
  - a. 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.
  - b. Generator delivered, awaiting fence material, install tentative March.
7. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2022 report.
8. Country Club Tank
  - a. Inspection completed.
  - b. Rehab tank interior and exterior within 2 years.
  - c. Potential I-Bank Loan. Estimated budget: \$782,000.
9. Country Club Roof
  - a. Awarded to Jottan Roofing Contractors & Consultants for \$9,833.00.
  - b. Roof shingles delivered, awaiting roof hatch delivery.

## 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.
6. 251 Cross Keys Road Truck Facility

- a. Denied connection to Winslow System.
  - b. Waiver to install well on property.
7. 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 highlighted status of various water projects including Well #8 – testing scheduled for week of 3/27, and testing to verify if Well #4 runs simultaneously with Well #8; Asset Management Plan- anticipate private funding due to moving downward on list; Branch Ave PRV- plans to meet with Mr. Buirch & Mr. Toal to investigate increase of flow capacity; Country Club roof awarded to Jottan Roofing- shingles delivered and awaiting roof hatch delivery.

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

**Solicitor's Report:**

Mr. Patterson had no report for this meeting.

**Operation Manager's Report:**

1. The following work was completed this month:
  - 81 Assorted work orders serviced
  - 37 utility mark outs completed
2. We have completed the 1<sup>st</sup> quarter meter readings.
3. We received the bacteriological results for Mt Clement Ave well #2 taken 2/14/23. They were E.Coli negative and total coliform negative. The well is now back on line and in service. We have not received any taste or odor complaints.
4. We cleaned and reorganized our Country Club well #3 yard. Tom Crosby from Public Works dept also assisted us chipping up and removing a lot of the debris.
5. We rebuilt the Kennedy fire hydrant located at 3 Franklin Ave due to Fire Dept complaint of hard to operate.
6. We ran our sewer camera into the sewer lateral at 13 E Clearview Ave due to repeated blockages. Roots were detected. We chemically treated the lateral to kill the roots and deter re-growth.
7. We repaired water meter leaks at 82 E 6<sup>th</sup> Ave, 1079 Turnerville Rd and 7 E 5<sup>th</sup> Ave.
8. We rebuilt the Kennedy fire hydrant located at 11 High Trail due to being hard to operate and not draining properly. We intended to replace the hydrant but the mark out placed the electric and gas too close to the hydrant for us to replace. We will order a Storz coupling and install on the hydrant.
9. We routinely jetted the following locations: Greenwood Ave, Terrace Ave, Highland Ave, W Chestnut Lane, W Evanson Ave and Diamond Ave into Spruce.
10. We just sampled for our 2023 annual PFOS contaminants. The results came back all non detected at this time.

Board reviewed Mr. Toal's report.

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

**Executive Director's Report:**

I am working with Anthony Bonasera and John Toal to schedule the testing of Well 8. We were tentatively scheduled to start testing on Friday March 3rd. AC Schultes was unable to get the pump set up for that week. We are now working to get the testing done the week of the 13th or the 20th. This would require Well 4 to be offline for 9 days while testing is completed on Well 8. I will update everyone at our meeting.

Mt. Clement well is back online and running with no issues. We have not received any complaints of odor and the well is running fine.

We are still waiting on Jottan Inc to start on the Country Club Roof. This has been delayed due to the new hatch being delivered for the project. We will select the roof color once all material has arrived. Pennoni is checking with Jottan Inc to see if they have another tentative start date planned.

The maintenance guys cleaned up the Country Club site. Overgrown trees were cut down and weeds were pulled from the fence line and the area was re-organized. The Borough of Pine Hill assisted in removing the debris from the site. I would like to thank our maintenance crew and the Pine Hill Public works for a job well done.

I started this month working on the 2023-24 budget. I have worked on the revenues and expenses. I have started the input of the budget numbers onto the DCA Authority Budget template. I will be working with Stefanie DeSantis from Bowman & Co. to finalize the water rate study to include the rate increase into our budget numbers. I will provide further updates as we move along with the budget. Preliminary budget approval will be needed at our May meeting.

On February 28<sup>th</sup> I completed the 2022-2023 Elected Official Risk Management Seminar through the JIF. By completing this seminar, the PHMUA will receive a discount off our insurance premium this year.

The authority completed the mandatory webinars Protecting Children from Abuse in New Jersey Local Government Programs and Employee Conduct and Violence Prevention in the Workplace during the month of February. These two webinars are a requirement of the JIF and all members of the PHMUA were in attendance.

On Monday March 6<sup>th</sup>, I received a call from NJAW Account Manager Jasmine Mungo concerning the current contract we have with them regarding our water purchasing. Jasmine indicated to me that NJAW was open to renegotiating the contract. I spoke with Hugh to get this process started immediately to get the required information back to them in a timely manner. Our current contract is slated to renew in June. I am working to get this new contract completed by no later than the beginning of May. I will continue to keep the board informed as we proceed ahead.

Pennoni continues work on our DRBC Report that will be due to the NJ DEP by March 31<sup>st</sup> of this year.

There are two resolutions on the agenda tonight for both sewer and water to increase amounts for PERS and Supplies – Office. Our PERS contribution came in \$850.00 higher than I budgeted for this year.

I received an email from H2Loans with an update on our project request. We are now number 227 on the list. We originally started at 186.

The Board reviewed the Director's Report. Mr. Buirch emphasized a few items in his report:

The cleaning up of Country Club site by our maintenance crew was completed – a lunch for appreciation will be provided to them; Preparation of 2023-24 budget has begun and the water rate study will be finalized to include the rate increase into budget; NJ American is open to renegotiating the contract.

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

On voice vote, motion carried.

**Board Members:**

Mr. Knott mentioned the Exploration Committee holding its annual Easter Egg Hunt and asked for easter basket donations. Mr. Hassett expressed thanks for Country Club cleanup and agreed with lunch for the crew. No additional comments.

**New Business:**

None

**Old Business:**

None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
Sewer  
RESOLUTION #23– 038**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2022/2023 Authority **Sewer** Budget are not sufficient to meet anticipated expenses; and

**WHEREAS**, transfers between appropriations are permitted.

**NOW THEREFORE BE IT RESOLVED**, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be affected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
PERS		350.00
Supplies - Office		2000.00
Supplies – Operating	1000.00	
Training/Education Admin	350.00	
Trustee	1000.00	

**Total** \$2350.00 \$2350.00

**AND, BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #23- 039**

**Water**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2022/2023 Authority Water Budget are not sufficient to meet anticipated expenses; and

**WHEREAS**, transfers between appropriations are permitted.

**NOW THEREFORE BE IT RESOLVED**, by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the following transfers be affected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
PERS		500.00
Trustee	500.00	
<b>Total</b>	<b>\$500.00</b>	<b>\$500.00</b>

**AND, BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

**Water Operating  
Revenue Resolution #23-040**

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.

MC10462	202.57	BMEU Clerk, Deptford USPS	Supplies - Office
10464	589.67	ABS Electric Inc	Repair/Maintenance - System
10465	6,969.51	Atlantic City Electric	Utilities - Operating
10465	191.00	Atlantic City Electric	Utilities - Office
10466	70.60	Acme Uniforms	Supplies - Operating
10466	18.50	Acme Uniforms	Supplies - Office
10467	16,526.59	Amerihealth Ins Co of NJ	Health Insurance
10469	143.50	Casa Payroll Service LLC	Supplies - Office
10472	24.30	Courier Post Inc	Supplies - Office
10474	528.00	Del River Basin Commission	Supplies - Operating
10476	36.74	Ed's Rental Inc	Supplies - Operating
10477	2,470.00	Eurofins Environment Testing	Laboratory Testing
10478	8.60	Patricia Garvey	Health Insurance
10479	1,575.00	GenServe Inc	Repair/Maintenance - System
10480	483.03	Gloucester Township	Automotive Expense
10481	60.48	Michael Grogan	Supplies - Operating
10481	27.00	Michael Grogan	Health Insurance
10482	15.00	Thomas Hassett	Health Insurance
10483	16.89	Home Depot Inc	Supplies - Operating
10484	57.30	Independent Alarm Inc	Repair/Maintenance - Office
10484	63.66	Independent Alarm Inc	Repair/Maintenance - Building
10485	23.83	Intercounty Newspaper Grp Inc	Supplies - Office
10486	50.00	NJ League of Municipalities	Training/Educ - Admin
10488	66.34	Live Message America Acqua	Repair/Maintenance - Office
10489	666.00	Wade, Long, Wood & Long	Legal Fees
10491	308.48	Met Life Small Business Ctr	Health Insurance

10492	705.10	Miracle Chemical Co Inc	Chemicals
10493	88.16	Nextel/Sprint Inc	Telephone - Operating
10494	21,963.10	NJ American Water Inc	Water Agreements
10495	35.39	One Call Concepts Inc	Repair/Maintenance - System
10496	178.50	Parker McCay	Legal Fees
10497	27.50	Peachtree Data	Supplies - Office
10498	3,653.75	Pennoni Associates Inc	Engineer Fees
10499	59,272.20	Pine Hill MUA	PERS
10500	137.38	Pine Hill Hardware Inc	Supplies - Operating
10501	1,603.07	Philadelphia Business Forms	Supplies - Office
10502	2,294.74	PICS	Supplies - Office
10503	200.00	Rutgers the State University	Training/Educ - Admin
10504	32.39	SJ Gas Co Inc	Utilties - Operating
10505	45.00	Stewart Business Systems LLC	Supplies - Office
10506	9.00	John Toal	Health Insurance
10507	449.31	United Asphalt Co Inc	Supplies - Operating
10508	116.82	Verizon Inc	Repair/Maintenance - System
10509	53.94	Deborah Warrington	Health Insurance
10510	122.50	WB Mason Co	Supplies - Office
10512	296.87	Xtel Communiations Inc	Telephone - Office
10512	301.93	Xtel Communiations Inc	Telephone - Operating

**Water Renewal & Replacement**

**Revenue Resolution #23-041**

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.

10498	1,053.00	Pennoni Associates Inc	CAD to GIS Conv - Engineering
10498	10,743.50	Pennoni Associates Inc	PRM BackingCapping 6&7- Eng

**Sewer Operating**

**Revenue Resolution #23-042**

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.

MC10462	202.56	BMEU Clerk, Deptford USPS	Supplies - Office
10465	2,985.27	Atlantic City Electric	Utilities - Operating
10466	70.60	Acme Uniforms	Supplies - Operating
10466	18.50	Acme Uniforms	Supplies - Office
10467	11,017.72	Amerihealth Ins Co of NJ	Health Insurance
10468	68.50	Billows Electric Supply Co Inc	Supplies - Operating
10469	143.50	Casa Payroll Service LLC	Supplies - Office
10470	2,365.00	Clementon Sewerage Utility	Trasmittal Agreements
10471	206.21	Comcast Inc	Supplies - Office
10472	24.30	Courier Post Inc	Supplies - Office
10473	229.00	Coverall of Philadelphia Inc	Supplies - Office
10475	100.00	Dominic Buirch	Miscellaneous - Office
10476	36.74	Ed's Rental Inc	Supplies - Operating
10478	5.73	Patricia Garvey	Health Insurance
10479	2,525.00	GenServe Inc	Repair/Maintenance - System
10480	483.02	Gloucester Township	Automotive Expense
10481	60.47	Michael Grogan	Supplies - Operating
10481	18.00	Michael Grogan	Health Insurance
10482	10.00	Thomas Hassett	Health Insurance
10483	16.88	Home Depot Inc	Supplies - Operating
10484	57.30	Independent Alarm Inc	Repair/Maintenance - Office
10484	63.66	Independent Alarm Inc	Repair/Maintenance - Building
10485	23.82	Intercounty Newspaper Grp Inc	Supplies - Office
10486	50.00	NJ League of Municipalities	Training/Educ - Admin
10487	13,851.00	Lindenwold SewerAuthority	Trasmittal Agreements

10488	66.33	Live Message American Acqua	Supplies - Office
10489	\$666.00	Wade, Long, Wood & Long	Legal Fees
10490	37.00	Lethal Pest Solutions	Repair/Maintenance - Office
10491	205.66	Met Life Small Business Ctr	Health Insurance
10493	88.15	Nextel/Sprint Inc	Telephone - Operating
10495	35.39	One Call Concepts Inc	Repair/Maintenance - System
10496	178.50	Parker McCay	Legal Fees
10497	27.50	Peachtree Data	Supplies - Office
10498	478.00	Pennoni Associates Inc	Engineer Fees
10499	39,514.80	Pine Hill MUA	PERS
10500	137.37	Pine Hill Hardware Inc	Supplies - Operating
10501	1,603.07	Philadelphia Business Forms	Supplies - Office
10502	2,294.73	PICS	Supplies - Office
10503	200.00	Rutgers the State University	Training/Educ - Admin
10504	134.96	SJ Gas Co Inc	Utilities - Office
10504	55.54	SJ Gas Co Inc	Utilities - Operating
10505	45.00	Stewart Business Systems LLC	Supplies - Office
10506	6.00	John Toal	Health Insurance
10507	449.31	United Asphalt Co Inc	Supplies - Operating
10508	209.37	Verizon Inc	Repair/Maintenance - System
10509	35.96	Deborah Warrington	Health Insurance
10510	122.49	WB Mason CO	Supplies - Office

**Sewer General  
Revenue Resolution #23-043**

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.

10498	1,053.00	Pennoni Associates Inc	CAD to GIS Convers - Engineering
10511	9,087.50	Willier Electric Inc	Bromley P/S Flygt Pump

Mr. Hassett made a motion to approve all above resolutions #23-038 through #23-043, seconded by Mr. Knott.  
Ayes: Mr. Odenath, Mr. Knott, Mr. Hassett, Mr. Ford.  
Nays: None

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

Meeting adjourned 7:22 pm.  
Respectfully submitted,

Patricia Garvey