

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Tuesday, **November 21, 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

Tuesday, November 21, 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. October 18, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Authorize Purchase Three Mueller Super Centurion Fire Hydrants
2. Authorize painting & Rehab – water tanks
3. Authorize Procurement & Installation – new water meters and readers
4. Approve Administration Building Access and Visitor Policy
5. 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, Mrs. Burke, Mr. Hassett, Mr. Ford, Mr. Harris.

Absent: None

Also in attendance was Mr. Dominic Buirch, Executive Director, Mr. Hugh Dougherty, Engineer, Mr. Daniel Long, Solicitor.

Absent was Mr. John Toal, Operations Manager.

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

No one was present from the public.

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

Minutes:

Mr. Hassett made a motion to approve the minutes of the October 18, 2023 meeting, seconded by Mr. Knott.

Ayes: Mr. Odenath, Mr. Knott, Mrs. Burke, Mr. Ford, Mr. Harris, Mr. Hassett

Nays: None

Abstain: Mr. Green

Correspondence:

1. From Family of John Mangaro RE: Thank You
2. From Pennoni re: Emergency Repair Erial & Hickstown Roads
3. From Chris Long re: Access & Visitor Policy

Mr. Buirch explained #2 Correspondence relating to Erial Rd Emergency Repair. Motion carried.

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. New Well "Well 8" and Well 6 & 7 Decommissioning
 - 1) Well abandonment complete.
 - 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 to 672 LF; Interlock new well controls with the existing tank controls. Testing completed. Chlorine contact tank installed. Original estimate 900 gpm, potential increase to 1,180 gpm.
 - 5) Bureau of Water System Engineering "BWSE" Application submitted.
 - 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.
 - c. Backflow Prevention Assembly at NJ American Water Interconnection
 - 1) MUA inspection program.
 - d. Investigate existing Branch Avenue PRV to increase flow capacity for fire safety.
 - 1) Site meeting held 8/29. Pennoni preparing details to address flow needs.
 - e. Yearly Tank Inspections.
 - 1) Clement Avenue Tank Inspection provided.
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 submitted 2022 DRBC Audit (Deadline March 31st).
 - d. Request to reduce water purchase contract to NJAW Co approved effective June 2024.
 - e. Pennoni submitted Synthetic Organic Compound (SOC) testing waiver.
4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Pennoni incorporated MUA CAD data into GIS (NJDEP requirement). Meeting held 11/8 with MUA personnel to review GIS capabilities.
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
5. Plant Roof
 - a. Maintenance bond expires 10/31/2024.
 - b. Middle roof replacement substantially complete.
6. Bromley Estates Pump Station Generator
 - a. Construction complete. Testing and commissioning complete.
7. Annual Water Bond Trustee Report
 - a. Pennoni submitted 2022 report.
8. Country Club Tank
 - a. Preliminary Approval for I-Bank Loan. Estimated budget: \$782,000.
 - b. DEP approved Environmental Planning Report; Design ongoing.
9. Turnerville Tank
 - a. Preliminary Approval for I-Bank Loan.
 - b. DEP approved Environmental Planning Report.
 - c. Design ongoing; MBA Inspection report provided to MUA.
10. Water Meter Replacement
 - a. I-Bank application project information submitted.
 - b. DEP approved Environmental Planning Report; Pennoni to submit specifications for I-Bank Review in November. Authorizing Resolution required for submission.

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 sold property.
 - b. Recapture agreement discussion with new property owner.
 - c. As-builts sent to new property owner.
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. Waiver for Water Connection
 - a. 251 Cross Keys Road Truck Facility.
 - b. 166 Watsonstown New Freedom Road.
6. Issued Treatment Works Approvals
 - a. Fairway Pines.
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 provided a summary of certain items on the Engineer report, highlighting completion status of Plant Roof, and the completion, testing and training on the operation of Bromley Generator.

Solicitor's Report:

Mr. Long provided an explanation on the resolution for the Access & Visitor Policy.

Operation Manager's Report:

1. The following work was completed this month:
 - 42 Assorted work orders completed
 - 39 Utility mark outs serviced
2. We pressure washed and pumped down all our sewer stations wet wells. We removed, cleaned, reinstalled all the pressure level transducers at this time
3. We repaired the sewer curb vent at 159 E12th Ave, 154 E 12th Ave, and at 129 Country Club Rd. 129 Country Club's lateral was jetted and treated with Root X for root intrusion.
4. We energized all the heater tapes on our Backflow devices. We had to replace two tapes.
5. We replaced the flag, light sensor, and the light bulb, at our Branch Ave sewer station.
6. Mike Grogan replaced the worn front brake pads and the four worn shock absorbers on our 2019 F-250 service vehicle.
7. We cut back and trimmed all the overgrowth and hedges at our sewer station.
8. We changed the oil in our well #4, well motor. We also greased and adjusted the coupler on our well#5 water bottom plate.
9. We dug up and drilled out the clogged drain holes on the Fire Hydrant at 92 W 1st Ave. We also replaced the 1962 M&T Fire Hydrant located on service line with a 2020 Mueller Stotz Convection Fire Hydrant.
10. We cleaned a service main blockage on E 3rd Ave. We routinely Jetted E 6th, E7th, and E 8th Aves into Kayser Ave.
11. Rick Conner (Camden County) installed a radio unit in our Mt Clement well house.
12. Chalet Gardens Apts. Had a service line leak we were called in to reduce the water pressure while their contractor made the repair. I placed on of our men there to make sure all D.E.P safety protocol was followed.

Executive Director's Report:

We have two resolutions on the agenda tonight for both projects that we are financing from NJ I-Bank. The resolutions will let me be authorized to act as the Authorized Representative to represent in all matters related to the projects undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loans to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. Once approved we will submit the resolution for the water meter and reader project along with the engineering designs to the state for approval. Once this approved by the state, I will contact our Bond Counsel to help with the financing part of the loan. Our engineers are still working on the engineering designs for the storage tanks.

I have been working with the State of NJ Pensions & Health Benefits to resolved issues with our four retirees. As of my last conversation with them, the issues should be resolved, and the retiree's will be reimbursed for the cost of the health insurance that was deducted from their pension checks.

We received John's truck at the end of October. We are in the process of getting the lettering installed on the doors of the truck. We are using Delcrest Signs to do the installation. We are looking at the week of November 13th. We were able to sell John's truck on GovDeals and we received \$13,500. His truck was picked up by the buyer on November 8th.

We issued a PO to Municipal Maintenance to complete the Madison Ave P/S Controller replacement. I spoke with Ryan Cotter from Municipal Maintenance and the new controller has arrived at their facility and they are looking to schedule the installation in the beginning of December.

I have a resolution on the agenda for tonight's meeting for the purchase of (3) Mueller Super Centurion Fire Hydrants. We are down to one left in inventory. We replaced a fire hydrant on Spruce Lane this month. The total cost for the three fire hydrants is \$14,500.00.

I have another resolution on the agenda that is needed to cover the authority for people who are going around the country and our state doing First Amendment Audits. I was on an online seminar that explained how these individuals come into your buildings and can video you and other employees and try to have a confrontation with you. This resolution along with new signage will eliminate their ability to get inside our building and grounds. Chris Long will explain more about this.

We sold the old backhoe on GovDeals last month. We were able to get \$14,000 for it. The winning bidder was from South Carolina. They drove up here last Friday November 3rd to pick it up.

RFP Solutions came in on October 20th and installed the new phone system. The installation took one day, and we have had no major issues going forward.

WJ Gross started work on replacing the two roofs on the maintenance garage. They started tearing off the old roof on Tuesday and installation of the new roof was completed on the same day. We are waiting on them to come back and finish installing the new gutters and downspouts on both buildings. Once this is completed and signed off by our engineers, we will issue payment for this job.

We were issued a fine by Camden County for testing our generator on a day that had an Air Quality issue. We are disputing this fine with Megan Randazzo of Camden County and we are working with Tom Leisse from Pennoni to hopefully get this fine rescinded.

We had a meeting with Pennoni on November 7th to get additional training on the ArcGIS system we have. I want us to be able to utilize it more than we have previously. I had Mike Grogan, John Toal and myself sit in on the training. We will be working with them on getting more information into this system.

We had a water main break on November 13th at intersection of Hickstown & Erial Road. John and the crew were able to shutdown the water until the next morning. Only two houses were affected. We contacted Pioneer Piping to do the emergency repair. They started work on it in the morning of the 14th. I had Hugh declare an emergency repair and it appears the repair will take about 6 to 8 hours.

Board Members:

Mr. Green reminded everyone about the Christmas Parade 12/3/23 6pm. Mr. Hassett talked about the purchasing meeting in Somers Point 12/13/23. Mr. Harris mentioned Chalet Apts needed a shut off valve for each building.

Happy Thanksgiving wishes extended by all.

New Business:

None

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-112**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a (3) Mueller Super Centurion Fire Hydrants; 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 \$14,500.00 from the

Water Renewal and Replacement Fund, which is required for the purchase of (3) Mueller Super Centurion Fire Hydrants 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.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-113
PROJECT NUMBER 0428002-006**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the Painting and rehabilitation of (2) existing drinking water tanks; and

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that Dominic Buirch be authorized to act as the Authorized Representative to represent in all matters related to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. The Authorized Representative may be contacted at the following address: 907 Turnerville Road, Pine Hill, NJ 08021-001 and phone number 856-783-0739; 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.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-114
PROJECT NUMBER S340274-06**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the Procurement and installation of new water meters and readers throughout the entire service area; and

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that Dominic Buirch be authorized to act as the Authorized Representative to represent in all matters related to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. The Authorized Representative may be contacted at the following address: 907 Turnerville Road, Pine Hill, NJ 08021-001 and phone number 856-783-0739; 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.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING THE APPROVAL OF THE ADMINISTRATION BUILDING
ACCESS AND VISITOR POLICY
RESOLUTION #23-115**

 WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") wishes to establish an access and visitor policy for the Authority's Administration Building, which is attached hereto and made apart hereof; and

WHEREAS, the purpose of the Administration Building Access and Visitor Policy ("Policy") is to provide a safe, secure, and productive work environment for Authority employees to perform their official duties and responsibilities unimpeded or disturbed by intrusion or distribution, to designate public and non-public spaces within the Building, and to establish expectations regarding members of the public visiting the Building; and

WHEREAS, the Policy applies to all Authority personnel, full-time, part-time, temporary, interns, seasonal, and members of the public; and

WHEREAS, the Executive Director recommends the Policy for approval; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendation and desire to approve the Administration Building Access and Visitor Policy.

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 Administration Building Access and Visitor Policy, on file with the Authority’s Office Manager, is hereby approved and adopted.
3. The Authority's Executive Director, and/or his designee, is hereby authorized and directed to take any and all steps necessary to effectuate the intent of this resolution.

Payment of Bills
Revenue Resolution
#23-116
November 21, 2023

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following amounts are hereby approved and authorized for payment out of the Revenue Fund.

Water Fund	\$64,120.79
Renewal & Replacement	\$6,048.26
Sewer Fund	\$25,089.54
Sewer General	\$3,862.01
Total Funds Approved	\$99,120.60

BE IT FURTHER RESOLVED that a check or checks of the Authority drawn on the William Penn Bank, payable to the parties claiming payment in the amounts due on said requisitions be executed in the name of the Authority by its Chairman or Vice-Chairman and its Secretary.

Passed Pine Hill Boro Municipal Utilities Authority this
21st day of November 2023.

Mr. Knott made a motion to approve all above resolutions #23-112 through #23-116, seconded by Mrs. Burke.
Ayes: Mr. Odenath, Mr. Knott, Mr. Green, Mrs. Burke, Mr. Ford, Mr. Hassett, Mr. Harris.
Nays: None

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

Meeting adjourned 7:43pm.

Respectfully submitted,

Patricia Garvey