

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 17, 2024**, 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, February 20, 2024
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 21, 2024

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Apartment Complex Inspection Water System
2. Authority Water Budget 2023/2024 Appropriations permitted
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. Green, Mr. Knott, Hassett, Mrs. Burke, Mr. Ford, Mr. Harris.

Absent: Chris Long, Solicitor.

Also in attendance was Mr. Buirch, Executive Director, Mr. John Toal, Operations Manager, Mr. Dougherty, Engineer, and Mr. John Moustakas of Mr. Long's Office

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

No one was present from the public.

Mrs. Burke 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 January 17, 2024 meeting, seconded by Mrs. Burke.

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

Nayes: None

Correspondence:

1. American Water Proposed Water Rate Change

Mr. Buirch explain American Water will be raising their rates, but we also will be getting a reduction in our rate in June.

Mr. Odenath made a motion to approve the correspondence, seconded by Mr. Knott. Motion carried.

Engineers Report: February 21, 2024 Meeting

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" Permit to Construct approved.
 - 6) Pennoni requested meeting with AC Schultes to review schedule.
- 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 submitting design details and cost estimate for MUA review.
- 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; John Toal to submit through E2 electronic filing. (Deadline Jan 31). Pennoni provided proposal.
 - c. Pennoni to submit 2023 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. Punchlist repairs completed 1/10.
6. Bromley Estates Pump Station Generator
 - a. Maintenance Bond expires July 2025.
7. Annual Water Bond Trustee Report
 - a. Pennoni to prepare 2023 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; Specifications submitted to DEP for Review.
11. Tall Pines Sewer Pump Station
 - a. Investigating installation of permanent generator.

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; Site preconstruction meeting for decommissioning held 1/11/2024.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Dougherty provided the status of various active water projects listed on the Engineer report: Meeting with AC Schultes to review last of the project for well #8 , Permit at the state is taking longer than expected. Branch Ave PRV Basin should have submitted by the end of March, The I Bank loan for Country Club and Turnerville tanks are under review. Decommissioning of Mt clement is completed, just waiting for them to match the paint color to repaint the tower.

Mr. Knott made a motion to accept the Engineer's Report, seconded by Mrs. Burke.
 Ayes: Mr. Odenath, Mr. Green Mr. Knott. Hassett, Mrs. Burke,
 Nays: None

Solicitor's Report:
 No report this evening.

Operation Manager's Report:

1. The following work was completed this month:
 6 Assorted work orders
 47 Utility mark outs serviced
2. We inspected and tested all the Back Flow Devices within our water distribution system, all were operational. Paperwork was submitted to the Dep.
3. All the Grease traps within our collection system were inspected. All are Compliant.
4. We pumped down the sewer wet wells at our branch Ave, Atlantic Ave, Madison Ave and Bromley Estates stations to breakup and pump out the solids and debris. This procedure saves on contractor cleanings.
5. We pulled #2 pump at Bromley Estates sewer station, due to a short in supply cable. The spare pump was installed. The pulled pump was taken to Willier's Electric Co, for evaluation.
6. We changed the oil and oil filters on our 2019 and 2020 F-250 vehicles. We also replaced the worn out front tires on both vehicles. We also did the oil and filter on our Jetter truck and John Deere Auxiliary motor that operates the pump assembly. We replaced the driver side door latch assembly on the 2017 F-250 service vehicle.
7. We repaired water meter leaks at 3404 Tall Pines, 188 Country Club Rd and at 2405 Tall Pines.
8. We inspected our Fire Hydrants for holding water due to possible freezing in the cold conditions. We found a couple that needed to be pumped down. We will address these Hydrants at a later date.
9. We repaired the sewer curb vent at 20 E Woodburn Ave and at 42 Congress Rd.
10. I have completed the 2024 RKT survey (Right to Know) and submitted it to the DEP. I also have completed the 2024 Consumer Confidence Report *CCR) and turned it over to our office for typing and posting.

Mrs. Burke made a motion to approve the Operation Manager's Report, seconded by Mr. Hassett
 Ayes: Mr. Odenath, Mr. Green, Mr. Knott, Mrs. Burke, Mr. Hassett..
 Nays: None

Executive Director's Report:

February 21, 2024

I have a resolution on the agenda tonight for the Pine Hill Borough MUA Apartment Complex Water Service Maintenance. The plan is to start in March to schedule the individual apartment complexes for inspection. We will begin working on a template that will be used at all apartment complexes to account for all shut valves that need to be operational.

We had a meeting on February 6th with Gus Schultes from AC Schultes along with Anthony Bonasera and Tom Leisse from Pennoni Engineers. We discussed the status of Well #8 and what the next steps are going forward. We received the construction permit in December from NJ DEP. There were open issues with information needed by AC Schultes from Pennoni. This has been resolved and we are now moving forward with the construction process. Anthony updated me with the following information – “We have the construct permit from DEP – note that our approved permit DOES include the upsized electric, so there are no regulatory issues holding us up at this point. Allocation permit was submitted at same time as BWSE construct permit application and is in review/in the queue at DEP (water allocation) for review. Note that they are taking longer than ever with these – I am supposed to be getting a draft permit in March for another project where I submitted in March 2021. However, we always have the opportunity to request a meeting with DEP (both BWSE and Allocation) and ask for expedited review to try and meet a certain schedule once we are complete with construction. It helps allocation move faster if they know we have all approvals – or are about to get approval from BWSE.” I was informed by Gus that he is working on pricing to supply a 200 HP submersible pump, the necessary electrical changes, and the piping modifications from the original scope. Once he has all quotes/vendor timing back he will provide a schedule to complete the construction. Tom Leisse is working with Dennis DePuy on any electrical changes and is also in contact with Atlantic City Electric coordinating the changes and electric supply. I will continue to update the board as we proceed.

We are in process of getting final restoration of the emergency water main break at Erial and Hickstown Road. I spoke with Victor Martino of Pioneer Pipe, and we are working with them as they prepare to do the final road repair. I have been in contact with Camden County for the required information they need. I reached out to Charlie Stettler for Pine Hill Police department assistance with the road closure. The final repair is tentatively schedule to happen within the next two weeks weather permitting.

Municipal Maintenance is started work on the Bromley Ave P/S Controller. They did a preliminary inspection of the project and are in the process of having work scheduled. We asked them to give us a quote on backup floats to control the pumps at his station. This is the only pump station that we do not have this backup in place. This will help prevent backups into homes near the Bromley Pump Stations.

I have a resolution on the agenda tonight to increase the miscellaneous office budget line for water. I am increasing this line by \$1,500. This will help offset the fine from Camden County for the generators.

We have Gibson Electrical doing a retro fit to the MH light on the pole at our Greenwood Ave Pump Station. We are replacing it with a LED light that will last for approximately 10 years. This repair took place on February 14th.

T-Mobile is continuing with the decommissioning of the antennas on the Mt. Clement storage tank. The antenna's have been removed off the tank and paint restoration are being completed this week. They are also deconstructing their building that is onsite and removing all material from the area.

We have finished updating the men's bathroom in the administration building. I would like to thank Mike Grogan and the rest of the maintenance team for their hard work on this project. We plan to start the women's bathroom later this week.

Mr. Ford made a motion to approve the Executive Director's report, seconded by Mrs. Burke.
Ayes: Mr. Odenath, Mr. Knott, Mrs. Burke, Mr. Ford, Mr. Harris.
Nayes: None

Board Members:
Nothing at this time

New Business:
None
Old Business:
None

RESOLUTIONS:

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING ANNUAL INSPECTIONS OF APARTMENT COMPLEX WATER
SYSTEMS WITHIN THE BOROUGH OF PINE HILL**

RESOLUTION # 24

WHEREAS, the Pine Hill Borough Municipal Utilities Authority's ("PHMUA" and/or "Authority") rules and regulations charge the Authority with enforcing compliance with water main services for Apartment complexes throughout the Borough of Pine Hill; and

WHEREAS, the Water Quality Accountability Act (WQAA) under the Department of Environmental Protection governs the maintenance and inspection of public water systems, including the requirement to inspect, maintain, and repair water system components on a regular basis; and

WHEREAS, the PHMUA desires to comply with the WQAA and will therefore require each complex to schedule and complete an annual inspection of their water system and be required to address deficiencies post inspection; and

WHEREAS, the Authority will set a fee for any repairs that required the Authority to respond to operate any valve to isolate the system for repairs which will be communicated to the Apartment complexes; and

WHEREAS, the Chairman and Members of the PHMUA concur with the aforementioned recommendations and desire to require annual inspection of the water systems for all Apartment complexes within the Borough.

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. Each Apartment complex within the Borough of Pine Hill is hereby required to schedule and complete an annual inspection of their water system and be required to address deficiencies post inspection
3. The Authority's Executive Director, and/or her designee, is hereby authorized and directed to take any and all steps necessary to effectuate the intent of this resolution.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #24 -**

Water

WHEREAS, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2023/2024 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.

APPROPRIATION TITLE	FROM	TO
Miscellaneous Office Trustee	1,500.00	1,500.00
Total	\$1,500.00	\$1,500.00

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

John Odenath, Chairman

This is a certified copy adopted at the February 21, 2024, meeting of the Pine Hill Borough Municipal Utilities Authority.

Julie Reehle
Recording Secretary

**Payment of Bills
Revenue Resolution**

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	\$64,113.22
Renew & Replacement	\$16,161.74
Sewer Fund	\$22,410.86
Sewer General	\$2,030.46
 Total Fund Approved	 \$104,746.28

BE IT FUTHER 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 February 2024.

Chairman

Attest: Secretary/Treasure

I hereby certify that the foregoing is true and exact copy od a resolution introduced and adopted
By the Pine Hill Borough Municipal Utilities Authority held on February 21, 2024

Mr Odenath made a motion to approve all above resolutions #24-026 though #24028, seconded by Mrs. Burke.

Ayes: Mr. Odenath, Mr. Green, Mr. Knott, Mr. Hassett, Mrs. Burke.
Nayes: None

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

Respectfully submitted,
Julie Reehle

