

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **April 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 April 17, 2024  
7:00 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

ROLL CALL

ON THE AGENDA

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING

1. April 17, 2024

CORRESPONDENCE

1. Notice of Public Hearing CC MUA Sewer Increase
2. Notice of Public Hearing CCMUA Connection Increase
3. Pennoni – Letter to Pettit Group Cross Keys RD
4. Office Cleaning Quotes
5. Coverall Letter of Termination for Cleaning Service

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Budget Transfer Sewer - Insurance
2. Budget Transfer Water – Misc Office
3. Resolution Flygt Pump Atlantic Ave
4. Resolution Flygt Pump Carol Dr.
5. Resolution Authorizing Omnia Partners Coop.
6. Budget Transfer Sewer - Railroad Rental
7. Resolution Water Billing Adjustments
8. 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, Mr. Hassett, Mrs. Burke, Mr. Ford, and Mr. Harris

Absent: None

Also in attendance was Mr. Buirch executive Director, Mr. Hugh Dougherty Engineer, Mr. John Moustakes Solicitor.

Mr. Hassett made a motion to open the floor to the public, seconded by Mr. Green Motion carried. No one was present from the public.

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

**Minutes:**

Mrs. Burke made a motion to approve the minutes of the March 20, 2024, meeting, seconded by Mr. Knott.

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

Nays: None

Abstain: Mr. Green

Correspondence:

1. Notice of Public Hearing CC MUA sewer Increase
2. Notice of Public Hearing CCMUA Connection Increase
3. Pennoni – Letter to Pettit Group
4. Office cleaning quotes
5. Coverall letter of Termination for Cleaning Service

Mrs. Buke asked about Pettit Group letter, Mr. Doughtry explained it will be Self Storage near Dollar General.

Mrs. Burke made a motion to approve the correspondence, seconded by Mr. Ford. Motion carried

**ENGINEER'S REPORT  
FOR**

**PHMUX 24003**

**PINE HILL BOROUGH MUA  
April 17, 2024 Meeting**

**I. Active Projects**

1. Various Water Projects
  - a. New Well "Well 8" and Well 6 & 7 Decommissioning
    - 1) Opened Bids 7/7, Awarded to AC Schultes for \$1,554,150.00.
    - 2) 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.
    - 3) Bureau of Water System Engineering "BWSE" Permit to Construct approved.
    - 4) Pennoni to meet with AC Schultes April 17th to review schedule. AC Schultes coordinating electrical changes in design.
  - b. Asset Management Plan (PHMUX 18007)
    - 1) Plan provided to MUA 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) 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 submitted through E2 electronic filing. (Deadline Jan 31).
  - c. Pennoni submitted 2023 DRBC Audit (Deadline March 31<sup>st</sup>).
  - 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.
- 6. Bromley Estates Pump Station Generator
  - a. Maintenance Bond expires July 2025.
- 7. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2023 report.
- 8. Country Club and Turnerville Tank
  - a. Preliminary Approval for I-Bank Loan. Estimated budget: \$1.82 Million.
  - b. DEP approved Environmental Planning Report; Specifications submitted for DEP review.
- 9. Water Meter Replacement
  - a. DEP approved Environmental Planning Report; Specifications submitted to DEP for Review.
  - b. DEP approval of installation specifications. Authority/Vendor addressing DEP comments on Co-op Purchase.
  - c. Specs require contractor notices and provisions for weekend appointments.
- 10. Tall Pines Sewer Pump Station
  - a. Cost estimate provided to MUA for installation of permanent generator.

11. Vibratory Rollers
  - a. Meeting held 2/13 with Borough to discuss use of nonvibratory rollers on paving projects.
12. Emergency Repair Contract
  - a. Pennoni preparing specifications for emergency repair pool of contractors.

## II. Other Projects

1. Pine Valley Developers (Fairway Pines) Use Variance
  - a. Use variance approval for 85 units.
  - b. NJDEP permits expired. To be resubmitted.
  - 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 sold property; possible warehouse development.
  - 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 Watsontown New Freedom Road.
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; Decommissioning underway. Paint touchup remains.
  - g. Ham Radio Operator Antenna: Turnerville.

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Mr. Hugh Dougherty provided a summary of various active projects listed on the Engineer report: Well #8 had meeting AC Schultes, we will keep after them.

I-Bank is very close to being approved had a few last-minute papers to submit. New project on Cross Keys Rd Self Storage, and 2<sup>nd</sup> and Erail Rd 5 Units plus 2 store fronts.

Mr. Knott made a motion to approve the Engineer's Report, seconded by Mrs. Burke  
Ayes: Mr. Odenath, Mr. Green, Mr. Hassett, Mr. Knott, Mrs. Burke, Mr. Ford, and Mr. Harris

**Solicitor's Report: None**

Operation Manager  
Report April 2024

The following work was completed this month.

94 Assorted work orders

34 Utility mark outs

1. We are presently conducting the annual water distribution flushing.
2. We had all of our lead confirmation dig locations marked out. We also saw cut the asphalt in preparation to start excavating after the system flushing is completed.
3. We serviced 148 shut offs.
4. We cleaned the rain gutters and replaced all inoperable light bulbs at this time.
5. We replaced water meter leaks at 119 E 10<sup>th</sup> Ave and 110 E 13<sup>th</sup> Ave. We replaced the broken meter box and bent meter setter at 117 Country Club Rd.
6. We repaired a water service line leak at the vacant Wawa, the leak was the result of a chaffed hole in a ¾ K Copper Service Line. We utilized a full circle stainless wrap clamp to make the repair. We had to remove red brick and two concrete pads to gain access. The MUA will have a contractor make the public access restoration back to present code.
7. We inspected all of the Back Flow Devices within our water system. All operational.
8. We inspected all the Grease Traps within our sewer system collection system. Two require Cleaning. Letters will be sent out to notify and we will reinspect in approximately 2 weeks.
9. We serviced a sewer main blockage on W Woodburn Ave.
10. I have completed and submitted the following reports the DEP for the 1<sup>st</sup> quarter 2024. Water Utilization, Water Diversion, Disinfection Reginal forms B & C and the TTHM/HASS LRAA.
11. We were called out to 42 E 5<sup>th</sup> Ave by the Electric Company to investigate a 3/4/ Iron pipe they uncovered while trying to install a new utility pole. We previous marked out the water service line at this location. We believe this line was the old water service line on the old Clementon Heights water system that serviced most of the older homes in some areas before Pine Hill water system was installed. We checked for pressure, the cut in the line was out of the Way so they could proceed.

John Toal

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

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

Nayes: None

PINE HILL MUNICIPAL UTILITIES AUTHORITY  
EXECUTIVE DIRECTOR'S REPORT

April 17, 2024

I have two resolutions on the agenda tonight for the purchase of (2) Flygt Pumps for our Atlantic Ave Pump Station and Carol Drive Pump Station. The cost for the Atlantic Ave Flygt pump is \$9,947.80. The cost for Carol Drive is \$3,406.80. This will provide us with a spare pump for these two pump stations in case a Flygt pump fails. These will be sewer capital items for this year's budget.

I contacted Jonathan Lakhicharran from NJ DEP regarding the water meter project. We discussed what was holding up the final review. After our conversation, he indicated that he would get the final review done by Wednesday the 10<sup>th</sup>. We received an email with a list of open items that were requested from Rio Supply for us to make the purchase through the Passaic Valley Co-op. Tim Breslin from Rio Supply provided the information for his side of the cooperative purchase. I supplied the resolution approving us into the Passaic Valley Co-op. This information was sent to Tom Leisse for final review. This will be sent to Jonathan and hopefully we can get final approval soon and start this project.

We are tentatively scheduling a meeting with AC Schultes, Pennoni and Anthony Bonasera on Wednesday April 17<sup>th</sup> to discuss when they will begin the final construction phase of the Well #8 project. We are still waiting on quotes for pump upgrades and a construction schedule from Schultes. I will update the board at our meeting on the 17<sup>th</sup>.

We had a service line leak at the old Wawa on Erial Road on Thursday the 4<sup>th</sup>. We were able to make the repair and have made temporary restoration of the site. We will need to bring in an outside concrete contractor to pour new sidewalk along with handicap entrance upgrade. I am working with our engineers to make sure everything is restored correctly and to code.

Municipal Maintenance stopped out this past week to get the key to access the Branch Ave pump station. They will begin work on upgrading the controller at this station in the next couple of weeks. We received back the old controller equipment to have as backups for our stations that have not had the controllers replaced. Ryan Cotter is giving me a quote for our Carol Drive pump station controller. This will be a part of our 2024-2025 sewer capital budget.

I had a budget meeting with Stefanie DeSantis from Bowman to go over the preliminary budget for 2024-2025. We discussed the expenditure side along with the capital budget for the upcoming year. She is reviewing our revenue budget along with completing the N-8 form in the budget document. We are still on schedule to introduce the budget at the May meeting with final approval at our July meeting.

I have a resolution on the agenda tonight for Pine Hill MUA to join the Omnia Partners Cooperative. This will allow us to purchase (3) larger Flygt pumps for the remaining pump stations. These purchases are a part of my 2024-2025 capital budget.

I have two resolutions for budget line transfers for both sewer and water. The transfers will cover additional money needed to make final JIF insurance payment. The water side also has a small budget line adjustment for miscellaneous office.

Debbie Warrington, Julia Reehle, and I sat in on an online seminar from Edmunds GovTech for a new module for purchase requisitions. This new module will allow us to input requisition's directly into Edmunds and will convert to a PO rather than writing them out on an office generated form. We can also scan in any additional information such as quotes and backup information into the system. This will enable us to eliminate the need for unnecessary paperwork and paper. The cost of this module is \$2,450 for a five-year term. This is an additional step for the office to continue to go paperless.

The DRBC report was completed and submitted on March 29<sup>th</sup>. We are compliant on all necessary reporting.

Mr. Green made a motion to approve the Executive Director's report, seconded by Mrs. Burke.  
Ayes: Mr. Odenath, Mr. Green, Mr. Knott Mr. Hassett, Mrs. Burke, Mr. Ford, Mr. Harris

Nayes: None

**Board Members: None**

**New Business:**

None

**Old Business:**

Non

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

Sewer  
**RESOLUTION #24 – 34**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2023/2024 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>
Insurance		1,300.00
Engineers	1,300.00	
<b>Total</b>	<b>\$1,300.00</b>	<b>\$1,300.00</b>

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

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION AUTHORIZING ADVERTISEMENT OF BID SPECIFICATIONS FOR**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION #24 - 35**

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.

<b>APPROPRIATION TITLE</b>	<b>FROM</b>	<b>TO</b>
Miscellaneous Office		700.00
Insurance		1,300.00
Trustee	2,000.00	
<b>Total</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>

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

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION #24-36**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority had determined the need to do purchase a new Flygt Pump at the Atlantic Ave Pump Station; and

**WHEREAS**, it will be necessary to appropriate the funds from the Sewer General 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 \$9,947.80 from the Sewer General Fund, which is required for the purchase of the Atlantic Ave Flygt Pump 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 #24-37**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority had determined the need to do purchase a new Flygt Pump at the Carol Drive Pump Station; and

**WHEREAS**, it will be necessary to appropriate the funds from the Sewer General 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 \$3,406.80 from the Sewer General Fund, which is required for the purchase of the Carol Drive Flygt Pump 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 AUTHORIZING MEMBERSHIP AND PARTICIPIATION IN THE OMNIA  
PARTNERS NATIONAL PURCHASING COOPERATIVE**

**RESOLUTION # 24-38**

          **WHEREAS**, the State of New Jersey allows municipalities to participate and utilize national cooperatives as a method of procurement; and

**WHEREAS**, New Jersey P.L. 2011, c. 139 allows local contracting units to utilize national cooperative contracts as a method of procurement to make the procurement process more efficient and provide cost savings; and

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") desires to participate in the Omnia Partners National Purchasing Cooperative; and

**WHEREAS**, Omnia Partners has authorized the Authority to participate in a Registered Cooperative Pricing System; and

**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 PHMUA is hereby authorized to enter into a Cooperative Pricing Agreement with Omnia Partners.
3. The Authority's Executive Director, and/or his designee, is hereby authorized and directed to take any and all steps necessary to effectuate intent of this resolution.

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

Sewer

**RESOLUTION #24 – 39**

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2023/2024 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>
Railroad Rental Trustee	175.00	175.00
<b>Total</b>	<b>\$175.00</b>	<b>\$175.00</b>

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

**Water  
Resolution #24-40**

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

<b>1528000-0</b>  <b>3376000-0</b> <b>2952000-0</b> <b>2829000-0</b> <b>SERVICE</b>	<b>106 E 11<sup>th</sup> Ave</b>  <b>138 Country Club RD</b> <b>108 Bittle Ave</b> <b>2 Franklin Ave</b>	<b>\$68.36</b>  <b>\$303.84</b> <b>\$25.00</b> <b>\$329.16</b>	<b>RES DONE TO RET OP TO DCA</b>  <b>RES DONE FOR 48T LKY MTR</b> <b>BILLING ERROR FOR WTR</b> <b>RES DONE FOR 52T GALS</b>  <b>LINE LEAK.</b>
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Payment of Bills  
Revenue Resolution # 24 - 41

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	\$75,750.91
Renewal & Replacement	\$4,664.00
Sewer Fund	\$42,166.95
Sewer General	\$9,947.80
Total Funds Approved	\$132,529.66

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  
17th day of April 2024.

**Mr.Odenath made a motion to approve all above resolutions #24-034 through #24-41, second by Mrs. Burke.**

**Ayes: Mr. Odenath, Mr. Green, Mr. Knott, Mr. Hassett, Mrs. Burke., Mr. Foprd, Mr. Harris**

**Nayes: None**

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

**All were in favor.**

**Meeting adjourned 7:18 pm**





