

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **May 15, 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 May 15, 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. May 15, 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. Shawn Raday Engineer, Mr. Chris Long Solicitor.

Mrs. Burke made a motion to open the floor to the public, seconded by Mr. Hassett 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 May 15, 2024, meeting, seconded by Mr. Knott.

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

Nays: None

Abstain:

Correspondence: None

ENGINEER'S REPORT
FOR

PHMUX 24003

PINE HILL BOROUGH MUA
May 15, 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) Proceed with original design parameters. Atlantic City Electric upgrades week of 5/6.
 - 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 31st).
 - d. Request to reduce water purchase contract to NJAW Co approved effective June 2024.
 - e. Pennoni submitted Synthetic Organic Compound (SOC) testing waiver.
 - f. Pennoni assisting MUA with completing Storage Capacity form PA-11B. (Deadline June 18)
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. SED Comments being addressed.
 - 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 to advertise for emergency repair pool of contractors week of 5/13.
13. Valve Exerciser
- a. Pennoni to prepare specifications for valve exerciser purchase.

II. Other Projects

1. New Projects
 - a. Self-storage; Retail/apartments; Pine Valley Cottages
2. Pine Valley Developers (Fairway Pines) Use Variance
 - a. Use variance approval for 85 units.
 - b. NJDEP permits expired. To be resubmitted.
 - c. Branch Avenue/3rd Avenue PRV design and installation to provide redundancy.
3. Carl Pursell- 121 Berlin-Cross Keys Road
 - a. 20-year Recapture Agreement for Amboy Bank.
4. 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.
5. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
6. Waiver for Water Connection
 - a. 251 Cross Keys Road Truck Facility.
 - b. 166 Watsonstown New Freedom Road.
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; Decommissioning complete.
 - g. Ham Radio Operator Antenna: Turnerville.

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Mr. Shawn Raday provided a summary of various active projects listed on the Engineer report. Sprint has completed the project.

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

Solicitor's Report: Negotiations under way with Union Proposals

Operations Manager
Report May 2024

The Following work was completed this month:

27 Utility Mark-outs
67 Assorted

1. We replaced two deteriorated water meter boxes located at 22 Adams Ave and 1067 Brace Rd. We repaired water meters leaks at 100 Franklin AVE, 2907 Tall Pines and 140 E 10th Ave.

2. We repaired sewer vent covers at 109 E 7th Ave, 130 E 10th Ave and 132 Estates Rd.
3. We cut the grass and weed wacked at all the sewer stations and fire hydrants. We placed the office irrigation system at the office back online. We replaced two defective sprinkler heads at this time.
4. We repaired a water main line leak in front of 48 W. Clearview Ave. The leak was the result of a tapping saddle deteriorated off at the 6inch transit water main. We utilized a 12.5 x 6" stainless repair clamp with a 3/4 tap to make the repair.
5. Our annual Water Distribution System completed. We used 1.29 mg estimated and metered.
6. Annual CCR Report completed and out to the public. DEP copied and DEP Certification form sent to the DEP.
7. We completed our 2024 Lead Conformation Dig sites. All DEP Compliance paperwork completed and e-filed to the DEP. We have 18 remaining sites to dig and conform no lead present.
8. We replaced the fire hydrant on the corner of Sitley & Erail RD. This was ab old Clementon Heights water system fire hydrant.
9. We serviced fire hydrants located at 11 Ramblewood, 155 E. 10th Ave, and E. 6th Ave. These fire hydrants were serviced for hard to operate and not draining issues. They are now fully operational.
10. 2017 Ford F-150 serviced oil, oil filter and air element replaced by Mike Grogan

Thank you,
John Toal

Mr. Hassett asked, the will Generator stay on its wheels incase needed if something should happen. Yes, per John

Mrs. Burke 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

Nayes: None

PINE HILL MUNICIPAL UTILITIES AUTHORITY
EXECUTIVE DIRECTOR'S REPORT

May 15, 2024

I have a resolution on tonight's agenda for the reimbursement of escrow funds for Michael Dick. This was for his sewer and water hookup at 1734 Erial/Clementon Road.

I contacted Jonathan Lakhicharran from NJ DEP regarding the water meter project. He has finalized his review for the engineering part. We needed to issue a purchase order to Rio Supply for the purchase of the meters and readers. This PO was sent to NJ DEP for his records. As soon as we receive a letter about financing, we can release the PO to Rio Supply. We have one additional open item with I Bank. This is in reference to SED language in the bid for installation of the meters. I am working with Tom Leisse to get this taken care of. We are scheduling a meeting with Karla Martin from NJ DEP to make sure we have all items required in our bid specification.

We had a zoom meeting to go over the Well #8 project with Gus Schultes, Anthony Bonasera and Tom Leisse. We are keeping the original scope of the project so we can keep moving forward and get the construction portion of this project completed. Mathew Haley from Atlantic City Electric stopped by last week to start the upgrade of the electrical service for the well. He had to postpose due to emergency work they had to take care of. I have reached out to Mathew to see where we are at on their schedule. I spoke with Mathew on May 13th, and we are tentatively scheduled for next week for the upgrade to the electric.

We had a service line leak at the old Wawa on Erial Road last month. We received a quote for final restoration from JEM Paving. Total cost is \$3,139.00. We have issued a purchase order and hope to have the work completed within the next couple of weeks.

We have completed our lead service line inspections for 2024. I am working with John to complete the required spreadsheets for NJ DEP. We will be sending out letters to the residents that we did the lead service line checks on to let them know that we did not find any lead service lines. This will make us compliant for 2024.

I had a meeting on Friday May 10th with S & P Global to go over our rating with them. I had Stefanie DeSantis and Julie Reehle sit in on the meeting. We discussed financial stability of the authority along with updates on current projects and our current audit. We feel that the meeting went well, and they did not have any outstanding issues with us. We should be hearing back from them within 45 days.

I have a resolution on the agenda tonight to adjust the amount for the purchase of for the Carol Drive Flygt pump. We received in the pump this week and we had an additional \$75 for shipping and Handling. We will be paying this invoice at this meeting.

We sent out the Apartment Complex Water Service Maintenance letter to all the apartment complexes in Pine Hill. We sent them via certified mail. They have 30 days to respond and set up inspection appointments with the MUA. I will follow up with any additional feedback we may receive from them.

I have the 2024-2025 Introductory Budget resolution on the agenda tonight for approval. I have attached budget documents for your review. I will provide an explanation for the new budget at our meeting on Wednesday. Any questions before the meeting please let me know.

We had union contract negotiations meeting with Chris Long, the employee relations committee and myself on Thursday May 9th. We reviewed the list of requests from the union and put together a counteroffer. The union membership is meeting on May 13th at 2:00pm to discuss our offer. We will need closed sessions to discuss union negotiations and other personnel matters.

Dominic Buirch explained about the budget and the break down of the budget numbers. We will have a saving in the current year from the NJ State Health Insurance and the NJ American Water. Would like to get approval for the purchase of the Dump Truck.

Mr. Hassett 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

Nays: None

Board Members: Mr. Hassett would like to go into close session, with Board members only.

Closed Session: Mr. Hassett made motion to go into closed session, second by Mrs. Burke, Motion carried, Negotiations – Union Proposals

New Business:

None

Old Business:

Non

RESOLUTIONS:

2025 AUTHORITY BUDGET RESOLUTION # 24-42

Pine Hill Municipal Utilities Authority

FISCAL YEAR: August 01, 2024 to July 31, 2025

WHEREAS, the Annual Budget for Pine Hill Municipal Utilities Authority for the fiscal year beginning August 01, 2024 and ending July 31, 2025 has been presented before the governing body of the Pine Hill Municipal Utilities Authority at its open public meeting of May 15, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,930,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$3,091,200.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$161,200.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$375,100.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$375,100.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pine Hill Municipal Utilities Authority, at an open public meeting held on May 15, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pine Hill Municipal Utilities Authority for the fiscal year beginning August 01, 2024 and ending July 31, 2025, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pine Hill Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on July 17, 2024.

(Secretary’s Signature)

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
John Odenath				
Thomas Knott				
Christopher Green				
Christine Burke				
Thomas Hassett				
Scott Ford - Alternate				
Christopher Harris - Alternate				

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION #24-43

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 an additional appropriation of \$75.00 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 #24-44

WHEREAS, the Pine Hill Borough Municipal Utilities Authority is presently holding funds for Michael Dick, 1734 Erial/Clementon RD, Erial, NJ who has requested that the account be closed and the funds be returned as the project has been completed; and

WHEREAS, there are no outstanding invoices for any professional services and no additional professional services are required.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that for the above stated reason, Michael Dick Escrow Account is hereby closed and any funds remaining in said Account are hereby authorized to be refunded to the applicable homeowner.

**RESOLUTION OF THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
AUTHORIZING THE RATIFICATION OF A MEMORANDUM OF AGREEMENT BETWEEN THE PINE
HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY AND AFSCME NJ COUNCIL 63 AND LOCAL
3303K #24-45**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) and AFSCME NJ Council 63 and Local 3303K (“Union”) have engaged in negotiations for a new collective bargaining agreement commencing August 1, 2024 through July 31, 2027; and

WHEREAS, the Authority and the Union have agreed upon a Memorandum of Agreement (“MOA”) in a form attached to and made a part hereof, subject to formal approval by both parties; and

WHEREAS, the Commissioners believe that it is in the best interest of the Authority to likewise ratify the MOA and enter into a Collective Bargaining Agreement between the respective parties.

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 Pine Hill Borough Municipal Utilities Authority hereby ratifies the MOA in the form attached hereto and made a part hereof, subject to the draft of a full and final Collective

Bargaining Contract to be finalized between the parties in a form approved by the Authority Solicitor.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
COUNTY OF CAMDEN
STATE OF NEW JERSEY**

Resolution #24-46-

AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY TO GO INTO CLOSED SESSION

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHBMUA”) is subject to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq. (“Act”) which requires that its meetings be open to the general public; and

WHEREAS, Section 10:4-12 of the Act permits the Authority to go into closed session, which is not open to the general public, for certain limited purposes enumerated in that Section; and

WHEREAS, the Authority hereby desires to adopt this Resolution to go into closed session at this time in order to: [*Check all that apply*]

_____ Discuss matters deemed confidential by express provision of Federal or State Law or Rule of Court;

_____ Discuss matters in which release of the information would impair a right to receive funds from the United States Government;

_____ Discuss matters the disclosure of which constitutes an unwarranted invasion of individual privacy, including but not limited to, information relative to an individual’s personal or family circumstances and any material relating to medical, rehabilitation, custodial, or child protection issues;

_____ Discuss Collective Bargaining Agreements;

_____ Discuss any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if disclosed;

_____ Discuss any tactics and techniques utilized in protecting the safety and property of the public if disclosure would impair such protection and/or any investigations or violations or possible violations of the law;

_____ Discuss any pending or anticipated litigation or contract negotiation (other than collective bargaining) in which the Authority is or may become a party and/or any matters falling within the attorney-client privilege; and/or

 X Discuss any matter involving the appointment, termination, terms and conditions of employment, evaluation of performance of, any specific prospective or current public officer or employee of the Authority;

Related to: [Must Fill in Specifics] Labor Negotiation / Authority Personnel Matter ;

WHEREAS, the Authority believes that the matters discussed in closed session will be disclosed to the general public if an when the Board of Commissioners of the Authority will need to adopt a further resolution taking action on such matters as may be required under the County Improvement Authority Act, N.J.S.A. 40:37A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby resolves to go into closed session for the reasons articulated above immediately after passage of this Resolution. This Resolution shall be kept on file for public inspection in accordance with statutory provisions.

**WATER
RESOLUTION # 24-47**

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

75000-0	406 Mason Run	Estimated Bill Res done for 5T (31.65)
696000-0	731 W. Branch Ave	Billing Error Res done for 101T (639.33)

**Payment of Bills
Revenue Resolution #24-48**

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	\$54,720.04
Renewal & Replacement	\$2,564.63
Sewer Fund	\$17,076.29
Sewer General	\$3,481.80
Total Funds Approved	\$77,842.76

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

Mr.Odenath made a motion to approve all above resolutions #24-42 through #24-48, second by Mrs. Burke.

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

Nayes: None

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

All were in favor.

Meeting adjourned 8:40 pm