Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 16, 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** 

Tuesday November 26, 2024 7:00 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

**ROLL CALL** 

ON THE AGENDA

Stefanie DeSantis gave a review of the Audit to the board members and was available to answer any questions.

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING October 16, 2024

#### CORRESPONDENCE

#### REPORTS

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

**NEW BUSINESS** 

**OLD BUSINESS** 

#### RESOLUTION

- 1. Resolution Adopt Notice of Claim Form
- 2. Appointing Senior Maintenance Worker II Advanced
- 3. Appointing Foreman
- 4. Sewer Resolution
- 5. Water Resolution
- 6. Payment of Bills
- 7. Authorizing Authority to go into Closed Session

#### **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, Mrs. Burke, Mr. Hassett, Mr. Ford, Mr. Harris.

Absent Mr. Greem and Mr. Knott

Mr. Odenath made a motion to seat Mr. Ford and Mr. Harris, First by Mrs. Burke and second by Mr. Hassett

Also, in attendance was. John Campanella, Executive Director, Mr. John Toal, Operations Manager, Mr. Dougherty, Engineer, Mr. Chris Long, Solicitor,

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

No one was present from the public.

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

#### **Minutes:**

All in favor to approve the minutes for September 18, 2024, meeting, Ayes: Mr. Odenath, Mr. Hassett, Mrs. Burke, Mr. Ford, and Mr. Harris

Nayes: None

Correspondence: None

**ENGINEER'S REPORT** 

#### PHMUX 24003

#### PINE HILL BOROUGH MUA October 16, 2024 Meeting

#### I. Active Projects

- 1. <u>Various Water Projects</u>
  - New Well "Well 8" and Well 6 & 7 Decommissioning
    - 1) Opened Bids 7/7, Awarded to AC Schultes for \$1,554,150.00.
    - 2) Bureau of Water System Engineering "BWSE" Permit to Construct approved.
    - 3) Proceed with original design parameters. Atlantic City Electric upgrades complete.
    - 4.) AC Schultes released to procure equipment. Mechanical work proceeding
  - 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. <u>Federal Law America's Water Infrastructure Act of 2018</u>
  - a. Compliant with Risk and Resilience provisions.
- 3. <u>Water Allocation Permit</u>
  - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
  - 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. MUA submitted Storage Capacity form PA-11B. (Deadline June 18)
- 4. <u>Map and Regulation Updates</u>
  - 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. <u>Maintenance Bonds</u>
  - a. Plant Roof Maintenance bond expires 10/31/2024.
  - b. Bromley Estates PS Generator Maintenance Bond expires July 2025.
- 6. <u>Annual Water Bond Trustee Report</u>
  - a. Pennoni submitted 2023 report.
- 7. <u>Country Club and Turnerville Tank</u>
  - a. Preliminary Approval for I-Bank Loan. Estimated budget: \$1.82 Million.
- b. DEP approved Environmental Planning Report; Specifications submitted for DEP review
- 8. <u>Water Meter Replacement</u>
  - a. DEP approved Environmental Planning Report; Installation Specifications.
- b. Specifications resubmitted for I-Bank review based on SED comments.
  - c. Specs require contractor notices and provisions for weekend appointments.
- 9 <u>Tall Pines Sewer Pump Station</u>
  - a. Cost estimate provided to MUA for installation of permanent generator.
- 10. <u>Vibratory Rollers</u>
- a. Meeting held 2/13 with Borough to discuss use of nonvibratory rollers on paving projects.
- 11. <u>Emergency Repair Contract</u>
  - Awarded to RD Zeuli Inc.
- 12. <u>Valve Exerciser</u>
  - a. Bids opened July 30<sup>th</sup>; Pennoni recommendation to reject all bids and rebid.
- 13. Parking Lot Paving
  - a. Bids opened August 14<sup>th</sup>; Pennoni recommendation to award to Bogey's.
- 14. Xylem Pumps, Parts and Service
  - a. Bids opened August 7<sup>th</sup>; Pennoni recommendation to award to Xylem.
- 15. <u>Mount Clement Well Emergency Repair</u>
  - a. Pump/motor have been released for procurement, A.C. Schultes to coordinate installation.

#### **II. Other Projects**

1. New Projects

3.

- a. Self-storage; Retail/apartments; Pine Valley Cottages
- 2. <u>Pine Valley Developers (Fairway Pines) Use Variance</u>
  - a. Use variance approval for 85 units.
  - b. NJDEP permits resubmitted.
  - c. Branch Avenue/3<sup>rd</sup> Avenue PRV design and installation to provide redundancy.
  - Carl Pursell- 121 Berlin-Cross Keys Road
    - a. 20-year Recapture Agreement for Amboy Bank.
- 4. <u>Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)</u>
  - a. Possible warehouse development.
  - Recapture agreement applies to new property owner.
- 5. <u>"Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)</u>
  - a. Pennoni issued bond release recommendation (release not recommended).
- 6. <u>Waiver for Water Connection</u>
  - a. 251 Cross Keys Road Truck Facility.
  - b. 166 Watsontown New Freedom Road.
- 7. <u>Tank Antenna</u>
  - 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

Hugh Dougherty gave a brief discprtion of various projects. The I-Bank emailed him about the Towers and hopefully will hear about the meters in a few days. Mt Clement cable will be replaced and will go under Emergency Repairs. Hopefull the well will be up and running soon.

Solicitor: None

#### Operations Manager Report October 2024

We completed the following work this month

131 Assorted work orders

33 utility mark out serviced.

- 1. We repaired water meter leaks at 41 Wilson Rd, 98 Walnut Lane, 12Country Club Rd. And 52 Valley Ct which includes replacing the meter headset.
- 2. We repaired sewer curb vents at 42 E 5<sup>th</sup> Ave and on 99 Chestnut Lane. We also replaced the broken water meter box at 117 Cross Rd.
- 3. We serviced a sewer main blockage at 13and Daniels Ave. We routinely jetted Ramblewood Dr, W Spring St. and Grove Ave.
- 4. We have completed converting all of the lighting fixtures over to led.
- 5. We inspected all of the Bak Flow devices in our water system. All were operational and compliant
- 6. We inspected all of the Grease Traps within our collection system, all were compliant at this time.
- 7. I have competed and submitted the 3<sup>rd</sup> quarter Water Diversion and Water Utilization reports. The Disinfection Residual Forms B & C were completed and submitted for DEP compliance. The TTHM/HAAS locational Running Annual Averages were also completed and filed.
- 8. I am also working on the DEP Mandatory Lead spread sheet to include Longitude and Latitude with resident addresses.

John added to his report the DEP & EPA have new requirement for testing, would like some help from an Engineer with paperwork and planning of spread sheets.

PINE HILL MUNICIPAL UTILITIES AUTHORITY EXECUTIVE DIRECTOR'S REPORT OCTOBER 16, 2024 A resident called to express his concerns that two dead trees located on MUA property (Greenwood Rd.) may fall on his property damaging his car, house or power lines. Mike Grogan also reported similar concerns at the safety meeting. The trees were cut down on 9/26/2024 by Tree and Land Masters at a cost of \$700.00. Pictures are available.

It was noticed that the electrical service entrance cables coming into the MUA's main office were decaying. Water could easily enter the electrical cables. Gibson electric replaced the service entrance cables on 10/14/2024 for a cost of \$1700.00. Pictures are available.

After meeting with her members on 9/27/2024, Yolanda Lawson, representative for AFSCME NJ Council 63, signed off on the Sidebar agreement creating the position of "Senior Maintenance Worker II, Advanced. The position was posted the same day. Joseph Donohue was the only bidder. He is fully qualified to handle the position. John Toal has committed to training Joe Donohue, especially with the compliance regulations. There is a resolution on the agenda tonight to promote Joseph Donohue to the position of "Senior Maintenance Worker II, Advanced." He will receive a pay increase of \$1.50 per hour.

The position for foreman was posted on 9/23/2024. Michael Grogan was the only bidder. He is fully qualified to handle the position. There is a resolution on the agenda tonight to promote Michael Grogan to the position of "Maintenance Foreman." He will receive a pay increase of \$1.55 per hour, which brings him to \$31.00 per hour as discussed in our previous meeting.

The new pump and motor were installed at well #2 (Mt. Clement). However, the new pump and motor failed to work after installation. A.C. Shultes determined that the electrical cable was bad. The cable is 13 years old. The cost of a new cable is \$26,000 and we cannot operate the well without it. This project will be over budget by \$26,000. I consulted Hugh Dougherty, and he advised me that the work was done as an emergency repair. Therefore, there is no contract, and we cannot look for cheaper vendors because it would violate the terms allowing us to proceed with the emergency repairs. Hugh Dougherty advised us to pay for the cable and we will basically have a new well because all the parts will be replaced.

The MUA received an anonymous letter inside a Halloween card. The letter said that the Pine Hill Fire Department hired a firefighter with a felony conviction. Similar letters were mailed to the fire department and probably other entities in Pine Hill and Camden County. The fire district's board of commissioners is addressing the letter.

The State of NJ Health Benefits plan will increase their rates by an average of 16.5% effective January 1, 2025.

We have been advised by Hardenbergh Insurance Group that the MUA's office and maintenance building are in a flood zone according to FEMA. Therefore, our insurance JIF will not provide flood insurance on our buildings. We must seek flood coverage from an outside insurance company. Hardenbergh also advised us that we should have a property appraisal done for the office and maintenance buildings. The appraisal will help determine the replacement coverage and level of insurance coverage.

We have been advised by Hardenbergh Insurance that we should adopt a tort claim policy which will benefit the MUA if we are ever sued.

At the last safety meeting, it was discussed that there is a need for a defibrillator on premises. Currently, Michael Grogan and Ryan Muckley are qualified to use a defibrillator. Chief Hunter, from the Pine Hill Fire Department, recommends that the MUA have a defibrillator on site. Chief Hunter said that the fire department will train our employees on how to use it. The cost of a defibrillator is in the range of \$1,500 to \$2,000. I did notice that the ball field across the street has a defibrillator at the club house.

Operations Manager John Toal has submitted a letter to the Board asking to renew his contract for 18 months when it expires in February 2025. We will need a closed session to discuss. Board Members:

Board memebers: Mrs. Burke would like to see about implementing backgroud checks for new hires

New Business: John C. would like to purchase a Defibrillator for the office.

Mrs. Burke made a motion to go into Closed Session, seconded by Mr. Ford Ayes: Mr. Odenath, Mr. Hassett, Mrs. Burke, Mr. Ford Mr. Harris

Nayes: None

Mr. Hassett made a motion to come out of Closed Session, second by Mr. Ford

**RESOLUTION #24-094** 

A RESOLUTION OF THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE BOARD OF EDUCATION IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6

Whereas, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity, and

Whereas, the Pine Hill Borough Municipal Utilities Authority is a public entity covered by the provisions of the New Jersey Tort Claims Act, and

**Whereas**, the Pine Hill Borough Municipal Utilities Authority deems it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof, and

**Now, Therefore, Be It Resolved** by the Pine Hill Borough Municipal Utilities Authority, assembled in public session this \_\_\_\_\_16th\_\_\_\_\_ day of \_\_\_\_\_October\_\_\_\_\_\_, 2024, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Pine Hill Borough Municipal Utilities Authority

**Be It Further Resolved**, that all persons making claims against the Pine Hill Borough Municipal Utilities Authority, pursuant to New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

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

#### **Resolution #24-095**

## RESOLUTION PROMOTING JOSEPH DONOHUE TO THE POSITION OF SENIOR MAINTENANCE WORKER II, ADVANCED

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHBMUA") posted an opening for the position of Senior Maintenance Worker II, Advanced due to the need of a backup to the Operations Manager; and

**WHEREAS,** Joseph Donohue submitted a resume for the open position, is fully qualified to perform the duties and has the necessary licenses needed for the position; and

**WHEREAS,** the Chairman and Board Members of the PHMUA desire to promote Joseph Donohue to the position of "Senior Maintenance Worker II, Advanced" effective November 1, 2024; and

WHEREAS, the Chairman and Board Members of the PHMUA have designated that Joseph Donohue will received an additional \$1.50 per hour increase to his current salary as of November 1, 2024; and

**NOW, THEREFORE, BE IT RESOLVED,** by the Pine Hill Borough Municipal Authority, a body corporate and politic as follows:

- The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made part hereof.
- 2. The was a need to fill an open position for Senior Maintenance Worker II, Advanced.
- 3. Joseph Donohue submitted a resume, is fully qualified and has the necessary licenses required for the position.
- 4. The Chairman and Board Members of the PHMUA are promoting Joseph Donohue to the position of "Senior Maintenance Worker II, Advanced" effective November 1, 2024.
- 5. The Chairman and Board Members have decided that Joseph Donohue will receive an additional \$1.50 per hour in addition to his regular salary for the position of "Senior Maintenance Worker II, Advanced." This wage increase will apply to this opening only.

## PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY COUNTY OF CAMDEN

#### STATE OF NEW JERSEY

#### Resolution #24-096

## RESOLUTION PROMOTING MICHAEL GROGAN TO POSITION OF MAINTENANCE FOREMAN

**WHEREAS,** the Pine Hill Borough Municipal Utilities Authority ("PHBMUA") posted an opening for the position of Maintenance Foreman due to the retirement of the current foreman, and

**WHEREAS,** Michael Grogan submitted a resume for the open position and is fully qualified to perform the duties; and

WHEREAS, the Chairman and Board Members of the PHMUA desire to promote Michael Grogan to the position of Maintenance Foreman effective November 1, 2024; and

**WHEREAS**, the Chairman and Board Members of the PHMUA have designated the starting salary to be \$31.00 per hour; and

**NOW, THEREFORE, BE IT RESOLVED,** by the Pine Hill Borough Municipal Authority, a body corporate and politic as follows:

The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made part hereof.

- 1. There was a need to fill an open position Maintenance Foreman due to the retirement of the current foreman
- 2. Michael Grogan submitted a resume and is fully qualified for the position
- 3. The Chairman and Board Members of the PHMUA are promoting Michael Grogan to the position of Maintenance Foreman effective November 1, 2024.
- 4. The Chairman and Board Members have decided that the position of Maintenance Foreman will start at \$31.00 per hour. This pay rate will apply to this opening only.
- 5. The Chairman, Executive Director and/or their designee are hereby authorized and directed to take any and all steps necessary to effectuate the intent of this resolution.

#### SEWER RESOLUTION #24- 097

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

1474000-0 Pine Hill Middle School Res for sewer \$50.00

I hereby certify that the following is a true and exact copy of the resolution passed at a meeting held October 16, 2024..

#### **RESOLUTION # 24-098**

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

1867000-0	8 E. 9 <sup>th</sup> Ave	Leaky Meter	res do	ne for 7T (44.31)
1382000-0	134 E. Clearview Ave	e Service Line Leak	res do	ne for 52T (329.16)
1358000-0	56 E. Clearview Ave	Leaky Meter	res do	ne for 6T (37.98)
2781000-0	206 Franklin Ave	Leaky Met	er	res done for 6T (37.98)
1885000-0	86 E. 10 <sup>th</sup> Ave	Leaky Meter	res do	ne for 12T (75.96)
58000-0	115 Mason Ru	un Lea	aky Meter	res done for 5T (31.65)
1484000-0	110 E. 13 <sup>th</sup> Ave.	Service Li	ne Leak	res done for 172T 24/3
(1,088.76)				
1484000-0	110 E. 13 <sup>th</sup> Ave	Service Li	ne Leak	res done for 297T 24/4
(1,880.01)				
2454000-0	18 Highland Ave	Bad Readin	ng	res done for 174T (1,101.42)

I hereby certify that the following is a true and exact copy of the resolution passed at a meeting held October 16, 2024.

# PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY COUNTY OF CAMDEN STATE OF NEW JERSEY Resolution #24-099

### AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILILTIES 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.SA.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; \_\_\_\_X\_\_ 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 \_\_\_\_\_\_ 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.

\$46,174.50
\$2,597.63
\$19,844.33
\$30,132.75

Mr. Hassett made a motion to approve all above resolutions and reports, seconded by Mr. Ford

\$98,749.21

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

Nayes: None

Motion to adjourn meeting by Mr. Hassett, second by Mr. Ford. All voted in favor.

Adjournment: 8:58 pm

Total Funds Approved