

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **November 26, 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

OPEN THE FLOOR TO THE PUBLIC-

Mrs. Charlene Taylor may want to speak - 20 North Dr

MINUTES OF THE FOLLOWING MEETING

November 26, 2024

CORRESPONDENCE:

Mrs. Burke submitted her resignation Thanked everyone for being on the Board. Good luck with future policies. Thinks highly of John Campanella. It was a privilege of the last 8yrs.

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION:

1. Resolution to Hire Anthony Nolasco
2. Resolution to update Signers with TD Bank
3. Authorizing Approval water Budget – Parking Lot & Well
4. Resolution Change of Order – Well #8
5. Authorizing Advertisement Painting of Country Club & Turnerville standpipes
6. Authorizing Advertisement of Bid for Water Meters
7. 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, Mrs. Burke, Mr. Hassett, Mr. Knott, Mr. Ford, Mr. Harris.

Absent Mr.

Also, in attendance was. John Campanella, Executive Director, , Mr. Tom Leisse, Engineer,

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:**

All in favor to approve the minutes for November 26, 2024, meeting,

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

Nays: None

**Correspondence: None**

ENGINEER'S REPORT  
FOR

**I. Active Projects**

1. Various Water Projects
  - 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.
  - 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.
  - a. Backflow Prevention Assembly at NJ American Water Interconnection
    - 1) MUA inspection program.
  - b. Investigate existing Branch Avenue PRV to increase flow capacity for fire safety.
    - 1) Pennoni submitted design details and cost estimate for MUA review.
  - c. Yearly Tank Inspections.
    - 1) Mt. 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.
  - f. MUA submitted 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).
  - c. Solicitor to draft rule change for "Change in Use" connection fees.
5. Maintenance Bonds
  - a. Bromley Estates PS Generator Maintenance Bond expires July 2025.
6. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2023 report.
7. Country Club and Turnerville Tank
  - a. Estimated budget: \$1.82 Million.
  - b. DEP Approval for I-Bank Loan.
  - c. Request Authorization to Advertise; Fall 2025/Spring 2026 Construction.
8. Water Meter Replacement
  - a. DEP approved Environmental Planning Report; Installation Specifications.
  - b. DEP denied Requested SED waiver for procurement.
  - c. Pennoni modifying installation specifications to include procurement through public bidding.
  - d. Specs require contractor notices and provisions for weekend appointments.
  - e. Request authorization to advertise.
9. Tall Pines Sewer Pump Station
  - a. Cost estimate provided to MUA for installation of permanent generator.
10. Vibratory Rollers
  - a. Meeting held 2/13 with Borough to discuss use of nonvibratory rollers on paving projects.
11. Emergency Repair Contract
  - a. Awarded to RD Zeuli Inc.
12. Parking Lot Paving
  - a. Awarded to Bogey's Trucking and Paving. Complete. Pennoni recommended final payment.
13. Xylem Pumps, Parts and Service
  - a. Awarded to Xylem.
14. Mount Clement Well Emergency Repair
  - a. Repair Complete.

**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 resubmitted.
- c. Branch Avenue/3<sup>rd</sup> 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. Possible warehouse development.
  - b. Recapture agreement applies 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. Ham Radio Operator Antenna: Turnerville.

**Tom Leisse gave a brief description of various projects: Need approval to advertise painting of tanks and water meter project. Parking lot is completed. Mt. Clement well is completed, waiting on testing to be completed. Will get quotes for Hydrant repairs at the Mansions. Upgrade pressure reducing valve.**

Solicitor : None

### Operations Manager Report November 2024

88 Assorted work orders and 21 utility mark outs serviced

1. Mt Clement Ave well #2 submersible pump/ motor replacement is completed. However, we cannot place back into service until we receive the Lab results of the Coliform & Nitrate taken on 11/18/24. We should receive the results in about 10 days.
2. I have completed the new mandatory Lead spread sheet and inventory list for submittal to the DEP in December. To the best of our knowledge, we have about 68 service lines to identify and replace if necessary.
3. We installed heater tapes on all our Back Flow devices and also on all vulnerable transducer water sampling lines.
4. We ordered parts and rebuilt the Fire Hydrant at the corner of Cross Keys Rd and Madison Ave. We also repainted the protective balusters around the Fire Hydrant.
5. We received out annual Fire Inspection at the maintenance garage. Everything was good.
6. We removed and replaced the pump throttle control valve on our Jetter truck, due to failure of the existing valve.
7. We excavated and retaped the water main to correct the water pressure/volume problem for 113 Lakeview Ave.
8. We cleared a sewer main blockage on 7<sup>th</sup> & Erial Rd. We jetted from E 5<sup>th</sup> Ave to E 9<sup>th</sup> Ave along Erial Rd for routine maintenance.
9. We trimmed all trees hanging over our stations at Country Club well #3, Madison Ave, Bromley Est, and Tall Pines sewer pump stations.
10. We changed the oil and filters on our 2020 and 2023 F-250 service vehicles.
11. We repaired a meter leak at 1506 Mason Run.
12. We pumped down Bromley sewer wet well to remove solids. We also Jetted the sill well, cleaned & reset the transducer.

### PINE HILL MUNICIPAL UTILITIES AUTHORITY EXECUTIVE DIRECTOR'S REPORT

November 26, 2024

The emergency repairs to the Mt. Clement Well have been completed. AC Schultes installed a new electrical cable, and the new pump still did not work. They removed the cable and pump again, made some adjustments and reinstalled. The well is now operational. Operations Manager John Toal scheduled for the water to be tested before putting the well back online.

Interviews for a new Maintenance Worker II were conducted by Commissioner Hassett and myself. We conducted seven interviews and offered the position to Anthony Nolasco Jr. There is a resolution on tonight's agenda to hire Anthony Nolasco Jr. for the position of Maintenance Worker II with the starting salary of \$20.00 per hour.

A capital budget transfer was necessary because of an unforeseen added cost to the emergency repair of Mt. Clement Well. Funds were transferred from the parking lot project to the emergency repairs to Mt. Clement Well. The parking lot was completed for less than the budgeted amount. I have had multiple conversations with John Toal regarding his employment contract extension request. Talks have been productive, but nothing has been finalized. I will keep the Chairman posted.

Our Water Meter project has been rejected by the NJ Department of Environmental Protection. The administrators for the NJDEP objected to our plan to buy the water meters from a Co-op. Their claim is that our plan does not provide socially and economically disadvantaged businesses with the opportunity to participate in all phases of the project. Therefore, we cannot purchase the water meters from the Co-op if we plan to finance the project through the Infrastructure Bank. Therefore, we need to pass a resolution to advertise the entire project from bid.

A representative from the US Department of Agriculture is conducting a compliance review to make sure we are adhering to Civil Rights laws covering their program. It appears to be quite an extensive review process. Evidently, we have a loan through the Department of Agriculture and a loan specialist is conducting the review. They are requesting that all employees and Board members fill out their questionnaire. An in-person meeting is scheduled for December 20<sup>th</sup>.

I have set up an account with Amazon Business to purchase supplies. I have received the necessary documents to establish Amazon as an approved vendor. We will pay all invoices through purchase orders in the same manner as other vendors. The Borough of Pine Hill and the Fire District also have Amazon Business accounts. I checked with our auditor, and she has no objections to opening an Amazon account. If there are no objections from the Board, I will finalize the account, and we can begin purchasing.

At last month's meeting, I mentioned purchasing a defibrillator for the office. It was recommended by the safety committee and the fire chief that we have a defibrillator on the premises. The fire department will also arrange for training for the employees. However, I did not get a motion to permit this purchase. I will ask for authorization at the meeting.

The new State Healthcare rates have been finalized. Most plans are increasing by 16% to 18%. I will notify each employee of the cost of their plan which begins on January 1<sup>st</sup> and what their contribution amount will be for the plan.

Our Hardenbergh insurance representative is asking the MUA to have an appraisal done for our main office building and the maintenance building. They are asking this in order to determine the amount of coverage needed for flood insurance. The cost of the appraisal will be borne by the MUA. I will mention this topic at the meeting.

Our project to paint and repair the standpipes located on Country Club Rd. and Turnerville Rd. has been approved by the I-Bank. There is a resolution on the agenda to advertise this project.

A contract change order has been submitted regarding Well #8. Due to a change in plans, there will be an added cost of \$127,964 for the additional work. Tom Lisse will discuss this issue at the meeting. We will need a resolution to approve the change.

Patricia Garvey was discussed at the last meeting. When Ms. Garvey retired, she was not offered company paid benefits. It has been determined by the Board, solicitor and myself that she was entitled to company paid retirement benefits. I believe that she was overlooked due to the confusing wording of the State's plan. It was not intentional. There were other employees who thought that they were not entitled to retirement benefits as well. I have been trying to rectify this situation. However, the State is requesting that Ms. Garvey provide proof that her medical coverage has been terminated. Ms. Garvey is concerned that this transition will not go smoothly, and she may be without insurance coverage. She does not want to cancel her coverage unless she has a guarantee from the State that she will be enrolled. I would like to discuss this issue with the Board. I do have a suggestion for an alternate plan until this issue is resolved.

The MUA received a letter from TD Bank stating that per FDIC requirements, the MUA must update signatures for authorized signers for our bank accounts. When Julie checked the records, all the signers listed on our bank accounts are no longer involved with the MUA. There is a resolution on the agenda to update the signers for our TD Bank accounts.

There was a major fire at the Mansion Apartments recently. The fire department and police department did a wonderful job handling this emergency. Fire Chief Joseph Hunter said that there was a glitch in the communications system and the MUA was not notified. Chief Hunter said that he could have used assistance from MUA personnel at the fire scene. Chief Hunter is asking if the MUA will authorize the "on-call" person to automatically respond to active fires (after hours) in Pine Hill in the event that the communications center does not notify the MUA. I told Chief Hunter that we should be able to accommodate his request. I have discussed this issue with John Toal.

Two of our security cameras are not functioning. An appointment has been scheduled to have the cameras repaired. It is important that they function properly. The Pine Hill Police Department has stopped in three times in the last few months to obtain videos for their investigations. Recently, the PD is investigating a hit and run that occurred in front of the ball field.

The fire marshal came in to conduct the annual inspection of all our MUA properties. We passed the inspection. However, the fire marshal said that he inspects a lot of properties in a lot of different towns and has never seen a maintenance building as clean and organized as the MUA's. Kudos to John Toal and his staff.

**Board Members:**

**Mr. Green – reminder Christmas Parade is December 8, 2024, 6pm**

**Mr. Hassett- Crab Trap Dinner December 11, 2024, anyone interested contact him.**

**Mrs. Burke-Thank you to everyone and Happy Thanksgiving.**

**Mr. Ford and Mr. Harris wished Christine well and Happy Thanksgiving.**

**New Business:**

**Mrs. Burke made a motion to go into Closed Session, seconded by Mr. Harris**

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

**Nays: None**

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

**RESOLUTION HIRING ANTHONY J. NOLASCO JR. TO THE POSITION OF MAINTENANCE MAN II**

**RESOLUTION # 24-0101**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) has conducted an exhaustive search for the position of Maintenance Man II; and

**WHEREAS**, following the search, the Chairman and Members of the PHMUA desire to hire Anthony J. Nolasco Jr. to the position of Maintenance Man II with an effective start date of Monday, December 2, 2024; and

**WHEREAS**, Anthony Nolasco Jr. shall begin at the starting rate of \$20.00 per hour, however after six months (180 days) probationary period and a satisfactory evaluation conducted by the Authority’s Licensed Operations Manager, said rate shall increase to \$22.00 per hour.

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

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

1. The Pine Hill Borough Municipal Utilities Authority appoints Anthony J. Nolasco Jr. to the position of Maintenance Man II with a start date of Monday, December 2, 2024 at the rate of \$20.00 per hour. Following a six month (180 days) probationary period and a satisfactory evaluation conducted by the Authority’s Licensed Operations Manager, said rate shall increase to \$22.00 per hour.
2. 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.

**RESOLUTION TO UPDATE AUTHORIZED REPRESENTATIVES AND SIGNERS FOR ALL BANK ACCOUNTS HELD WITH TD BANK**

**RESOLUTION #24-0102**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) wishes to update PHMUA accounts with authorized representatives and signers with TD Bank for the following bank accounts:

- **ESCROW MASTER ACCOUNT – 10776**
- **ESCROW DISBURSEMENT ACCOUNT – 5022231**

and;

**WHEREAS**, the Pine Hill Municipal Utilities Authority wishes to authorize the following individuals as authorized representatives and authorized signers regarding the bank accounts listed in this resolution:

Secretary-Treasury Christopher Green \_\_\_\_\_

Chairman John Odenath \_\_\_\_\_

Executive Director John Campanella \_\_\_\_\_

Office Manager Julie Reehle \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** by the Pine Hill Borough Municipal Utilities Authority, a body corporate and politic, hereby authorizes Mayor Christopher Green, Chairman John Odenath, Executive

Director John Campanella and Office Manager Julie Reehle as authorized representatives to conduct business with TD Bank on behalf of the Authority.

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.

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #24-0103**

Water

**WHEREAS**, the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority have determined that certain budget appropriations, in the 2024/2025 Authority Water Budget are not sufficient to meet anticipated expenses; and

**WHEREAS**, additional costs were incurred in the emergency repairs to Mt. Clement Well #2; 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 are effected and that a certified copy of this resolution be forwarded to the Secretary/Treasurer and Financial Clerk.

<b>APPROPRIATIONS TITLE</b>	<b>FROM:</b>	<b>TO:</b>
PARKING LOT PAVING (SEWER) ACCOUNT # 14-00-192-102	\$13,060.00	
PARKING LOT PAVING (WATER) ACCOUNT # 06-00-192-102	\$13,060.00	
MT. CLEMENT WELL EMERGENCY REPAIR (WATER) ACCOUNT # 06-00-189-02		\$26,120.00
<b>TOTALS:</b>	<b>\$26,120.00</b>	<b>\$26,120.00</b>

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE  
WELL #8 PROJECT  
RESOLUTION # 24-0104**

**WHEREAS** the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) received a request from Pennoni Associates, Inc. (“Pennoni”) dated October 31, 2024, to approve Change Order No. 1, to increase the contract amount for piping and electrical changes and installing a 48” pipe for detention time, which would result in a increase in the amount of \$127,964.00 for Project No. PHMUX 19011, Well #8 Project; and

**WHEREAS**, the Change Order request submitted by Pennoni has been reviewed by staff and the Chairman and Board Members of the PHMUA.

**NOW, THEREFORE, BE IT RESOLVED** by the Chairman and Board Members of the Pine Hill Borough Municipal Utilities Authority as follows:

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made a part hereof.
2. Change Order No. 1 for Project No PHMUX 19011, Well #8 Project, to increase the contract amount for piping and electrical changes and installing a 48” pipe for detention time, which would result in a increase in the amount of \$127,964.00 is hereby approved by the Authority.
3. The Authority's Executive Director, or her assignee, is hereby authorized and directed to execute any and all documents necessary to effectuate the Change Order.

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION AUTHORIZING ADVERTISEMENT OF BID SPECIFICATIONS FOR PAINTING  
OF SANDPIPES ON COUNTRY CLUB ROAD AND TURNERVILLE ROAD**

**RESOLUTION # 24-0105**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) desires a vendor to paint the standpipes on Country Club Road and Turnerville Road; and

**WHEREAS**, Pennoni Associates, Inc. (“Pennoni”) has prepared a detailed project manual for the above referenced project; and

**WHEREAS**, the aforementioned project was approved by the New Jersey I-Bank; and

**WHEREAS**, the Authority desires to advertise for the receipt of bids for the above referenced project; 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 advertise for bids for a vendor to provide painting of standpipes on Country Club Road and Turnerville Road.
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  
RESOLUTION AUTHORIZING ADVERTISEMENT OF BID SPECIFICATIONS FOR PURCHASE  
OF WATER METERS**

**RESOLUTION #24-0106**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desires a vendor to provide certain water meters to the Authority; and

**WHEREAS**, Pennoni Associates, Inc. ("Pennoni") has prepared a detailed project manual for the above referenced project; and

**WHEREAS**, the Authority desires to advertise for the receipt of bids for the above referenced project; 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 advertise for bids for a vendor to provide certain water meters to the Authority.
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.

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	\$55,202.53
Renewal & Replacement	\$377,772.63
Sewer Fund	\$19,448.29
Sewer General	\$27,389.37
Total Funds Approved	\$479,812.82

Mrs. Burke made a motion to end Closed session second by Mr. Harris

Open regular meeting 7:52

Mr. Hassett Motion to pay Pat Garvey Medicare Supplement RX & Dental from retirement until enrolled in State Plan. Second by Mr. Green

Ayes: All in favor

Nays: None

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

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

Nays: None

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

Adjournment: 8:58 pm















