

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 15, 2025**, 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 January15, 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
January15, 2024

CORRESPONDENCE:

- 1. Compliance Review – Pennoni
- 2. Letter to Board – Debie Warrington
- 3. RFQ 2025 Results

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION:

- 1. Budget Transfer Water/Sewer
- 2. Water Resolution
- 3. Payment of bills
- 4. Closed Session (Not Needed)

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. Hassett, Mr. Knott, Mr. Ford, Mr. Harris.

Absent:

Also, in attendance was. John Campanella, Executive Director, John Toal – Operations Manage, Mr. Hugh Dougherty, Engineer,

Mr. Green made motion made to seat Mr. Ford, second by Mr. Hassett, All in favor

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. Green made a motion to close the floor to the public, seconded by Mr. Harris, Motion carried.

Minutes:

All in favor to approve the minutes for January 15, 2024, meeting,

Ayes: Mr. Odenath, Mr. Green, Mr. Hassett, Mr. Ford, Mr. Knott

Nayes: None

Correspondence: None

ENGINEER'S REPORT
FOR

PHMUX 24003

PINE HILL BOROUGH MUA
January 15, 2025 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) Well pump installed. Awaiting electrical long lead items.
- b. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA April 2019.
 - 2) Update/Develop a 5-year capital plan for assets. Review all assets/buildings.
 - 3) Flood Plain determination for Plant Assets.
- 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 submitted design details and cost estimate for MUA review.
 - 2) Pennoni issued report on options for hydrants.
- e. Yearly Tank Inspections.
 - 1) Mt. Clement Avenue Tank Inspection provided.
- f. Water Infrastructure Funding.
 - 1) Meet to discuss NJ First Funding opportunities.
2. Federal Law America's Water Infrastructure Act of 2018
 - a. Compliant with Risk and Resilience provisions.
3. Water Allocation Permit
 - a. Permit Renewal issued February 22, 2018. Permit expires February 29, 2028.
 - b. Well status update; John Toal to submit report through E2 electronic filing. (Deadline Jan 31).
 - c. Pennoni preparing 2024 DRBC Audit (Deadline March 31st).
 - d. Pennoni submitted Synthetic Organic Compound (SOC) testing waiver.
 - e. MUA submitted Storage Capacity form PA-11B. (Deadline June 18).
 - f. PHBMUA to submit water loss and interconnection testing info to NJDEP. (Deadline Feb. 6)
 - g. Pennoni submitted 2024 Annual WQAA Certification. (Deadline December 31)
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 to prepare 2024 report
7. Country Club and Turnerville Tank
 - a. Estimated budget: \$1.82 Million.
 - b. DEP Approval for I-Bank Loan.
 - c. 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 submitted revised specifications to include installation and procurement through public bidding. Awaiting DEP approval.
 - d. Specs require contractor notices and provisions for weekend appointments.
 - e. Authority 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. Maintenance Bond expires 10/4/2026.
13. Xylem Pumps, Parts and Service
 - a. Awarded to Xylem.

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/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. 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 Watsontown 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.

Hugh Dougherty gave a brief description of various projects: Proceeding with well # 8, would be worth looking into NJ First Funding. Water Allocation working with John Toal to complete reports. Working on the Wate Boind Trustee Report. And a brief update on the Self-storage.

Mr. Hassett made a motion to approve the Engineers Report, second by Mr. Knott

Solicitor : None

OPERATIONS MANAGER

Report January 2025

The Following work was completed this month

154 Assorted work orders serviced

37 Utility mark outs

We repaired meter leaks at 22 South Club Rd, 4007 Tall Pines and 22 Franklin Ave. We replaced the deteriorated meter box at 75 E5th Ave and repaired the sewer curb vent at 64 W 2nd Ave. Mt Clement well #2 is now functional and in service.

We had to call in ABS Electric on New Year's Day due to well #2 & #4 Myriad Controller due to not turning well on or off at the predetermined set points. Problem is now resolved.

The Gen Serve Company inspected our emergency generators. They sent us a price quote to replace six outdated batteries. We purchased the batteries ourselves and Mike Grogan installed them into the units. We did it for half their price quote.

We jetted all of Madsion Ave, Terrace Ave. Osborne Ave to Kirk Lane, Millstream and Gristmill Lane to Bromley sewer pump station.

We repaired the walls and floors inside the Mt Clement well house and chlorine room.

We are trying to set up interconnection inspection and flow test with Aqua Water and Winslow Water for our DEP requested water Audit. These are our emergency interconnections.

I have completed and submitted the 2023 4th quarter

Disinfection Residual forms B & C

Water Utilization RPR

Water Division RPR

TT/HAAS LRAD.

PINE HILL MUNICIPAL UTILITIES AUTHORITY

EXECUTIVE DIRECTOR'S REPORT

January 16, 2025

There is a resolution on the agenda to transfer funds from the healthcare budget account to the sick/vacation buyback account in both water and sewer. The reason is to cover the sick time buyout for a retiring employee.

John Toal asked that the MUA order pumps for three pumping stations to be used as spares.

John said that each station should have a spare pump. The total cost of the three pumps is \$60,100 based on an old quote. We currently have \$50,000 in the capital budget to purchase these pumps. We may have to transfer some funds to cover the cost or purchase two pumps now and the third in the next budget cycle.

We ordered and received two AED defibrillators. The maintenance crew hung one in the admin office and one in the maintenance shop. I will check with Fire Chief Joseph Hunter to arrange training for the employees.

We had the CCTV system fixed on one computer. The technician still needs to get the program working on three other computers. He will be back in a week or so. We are considering including the CCTV system in our new IT proposal.

We are looking to switch IT vendors in 2025. We are not satisfied with the services provided by the current IT provider. Our contract expires on June 1, 2025. We need to provide 60 days advance

notice of cancellation. Our plan is to put this out for bid since we have not found an IT vendor under a State contract.

The office is back to full staff as of 1/8/25. Everyone pitched in while we were short staffed for the last eight weeks. I appreciate everyone’s efforts.

The USDA conducted a compliance audit on December 20th. The audit is required every three years since we have two loans financed under the USDA. Solicitor Chris Long, Julie, Mike, Joe and I met with the USDA representative. We answered all administrative and operational questions. We provided the documents requested and the compliance audit went well. I will keep the Board posted on the results.

A maintenance worker wants to join the fire department and would like permission to respond to active fires and emergencies while on duty. He does not want to lose any pay if called away from work. I would like to discuss with the Board before issuing a decision.

Our generators were serviced by Genserve and problems were found that need repairs. Our maintenance staff is going to do the majority of the repairs in-house which will result in a savings of a minimum of \$2,200.

I requested a quote for flood insurance from Hardenbergh Insurance Group. I will advise the Board of the quote when received.

Julie and I sat in on the energy auction to lock in our electricity costs for the next two years. The lowest bidder was Freepoint Energy, who we currently use. We locked in a few cents cheaper than we are currently paying.

Mr. Campanella gave on overview of monthly activity, talked about getting the ok if an Employee is a firefighter can that person responed to in town conformed working fire, and must return to work once it is under control.

Board Members: None

New Business: None

Ayes:

Nayes:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION #25 – 001

Water/Sewer

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 funds were needed to pay accumulated sick leave for retiree; 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.

APPROPRIATIONS TITLE	FROM:	TO:
HEALTH INSURANCE – FRINGE BENEFIT (WATER) ACCOUNT #02-00-110-064	\$9,000.00	
SICKTIME/VACATION BUYBACK - OPERATING (WATER) ACCOUNT # 02-00-120-018		\$9,000.00
HEALTH INSURANCE – FRINGE BENEFIT (SEWER) ACCOUNT #11-00-110-064	\$6,000.00	
SICKTIME/VACATION BUYBACK – OPERATING (SEWER) ACCOUNT #11-00-120-018		\$6,000.00
TOTALS:	\$15,000.00	\$15,000.00

WATER

RESOLUTION # 25-002

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

1382000-0	134 E Clearview Ave	Service Line Leak	res done for 57T (\$396.72)
2455000-0	19 Kirk Lane	Ave Leaky Meter	res done for 82T (570.72)
719000-0	19 Woodrow Rd	Leaky Meter	res done for 46T (320.16)
3503000-0	12 Country Club Rd	Leaky Meter	res done for 9T (56.97)

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	\$77,373.35
Renewal & Replacement	\$1,909.24
Sewer Fund	\$40,307.35
Sewer General	\$1,792.99

Total Funds Approved	\$121,382.93
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Mr. Green made a motion to approve all above resolutions and reports, seconded by Mr. Ford
Ayes: Mr. Odenath, Mr. Green, Mr. Ford Mr. Knott, and Mr. Hassett
Nays: None
Motion to adjourn meeting by Mr. Green, seconded by Mr. Ford. All in favor.
Adjournment: 7:23 pm