

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **February 19, 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 March 19, 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  
February 19, 2024

CORRESPONDENCE:

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION:

- 1. Resolution Authorizing Amendment of contract – John Toal
- 2. Sewer Resolution Feb25
- 3. Payment of Bills

ADJOURNMENT 7:40pm

Mr. Odenath called the meeting to order with the Pledge of Allegiance to the Flag and the reading of the Open Public Meeting Act.

Mr. Long sworn in Mr. Harris as 1<sup>st</sup> alternate

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. Odenath requested a moment of silence to honor Mark Buscher.

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

No one was present from the public.

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

Minutes:

All in favor to approve the minutes for February 19, 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  
February 19, 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 ACE service. Sampling being scheduled with DEP.
- 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) Plant is in the Floodplain.
- 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) Meeting held with MUA, Mansion Apartments and Fire Department. Pennoni issued report on recommendation for hydrants.
- e. Yearly Tank Inspections.
  - 1) Mt. Clement Avenue Tank Inspection provided.
- f. Water Infrastructure Funding.
  - 1) Pennoni to meet with MUA to discuss USDA/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 submitted report through E2 filing. (Deadline Jan 31).
  - c. Pennoni preparing 2024 DRBC Audit (Deadline March 31<sup>st</sup>).
  - d. Pennoni submitted Synthetic Organic Compound (SOC) testing waiver.
  - e. MUA submitted Storage Capacity form PA-11B. (Deadline June 18).
  - f. PHBMUA submitted water loss and interconnection testing info to NJDEP.
  - 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 preparing 2024 report.
7. Country Club and Turnerville Tank
  - a. Estimated budget: \$1.82 Million.
  - b. DEP Approval for I-Bank Loan.
  - c. Advertise 2/24, Open 3/27, Award 4/16; Pending DEP Authorization to Advertise.
8. Water Meter Replacement
  - a. DEP approved Environmental Planning Report; Installation Specifications.
  - b. Specifications include installation and procurement through public bidding.
  - c. Specs require contractor notices and provisions for weekend appointments.
  - d. Advertise 3/3, Open 4/3, Award 4/16; Pending DEP Authorization to Advertise.
9. Garage Equipment Demo
  - a. Pennoni obtained budgetary estimate for demo; \$90,000- \$100,000.
10. Tall Pines Sewer Pump Station
  - a. Cost estimate provided to MUA for installation of permanent generator. MUA to confirm if existing portable generator will run on liquid propane.
11. Vibratory Rollers
  - a. Meeting held 2/13 with Borough to discuss use of nonvibratory rollers on paving projects.
12. Emergency Repair Contract
  - a. Awarded to RD Zeuli Inc.
13. Parking Lot Paving
  - a. Maintenance Bond expires 10/4/2026.
14. 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/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. 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: Well #8 Atlantic City Electric waiting on them to schedule time to connect. Looking into some in projects possible for sewer in the next couple of years. Overview on Branch Ave DEP is holding up the Senior development. Bagging the hydrant at the Mansions Chief Hunter will take care of it so it will be flexible to remove if needed. We are close to approval from DEP for painting of towers and meters. Bond – Lakes of Pine Hill Hugh will meet with Julie to review details.**

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

**Solicitor : None**

#### OPERATIONS MANAGER

Report February 2025

The Following work was completed this month

67 Assorted work orders serviced

##### 1 Utility mark outs

1. We serviced frozen water meters at 1417 Oak Ave, 70 W 2<sup>nd</sup> Ave and 24, 26, 30, 32 Grant Lane. We unfroze the meters and reinsulated the meter boxes.
2. We repaired water meter leaks at 35 E 5th Ave. 106 Country Club Rd. and 1102 Bromley Est. We also replaced the leaking water meter setter at 70 Terrace Ave.
3. We repaired the sewer curb vent located at 614 Kayser Ave
4. We had all our emergency generators serviced by Gen Serv Co. We also had them replace the inoperable engine block heater on the Mt. Clement well #2 emergency generator. All coolant hoses were also replaced due their age. Mike replaced the outdated batteries on our Atlantic Ave generator and Branch Ave generator. Mike serviced our air compressor, changed oil and filter replaced spark plugs and fuel filter.
5. We have completed all of the needed painting in all of our water well houses.
6. All maintenance personnel are caught up on mandatory safety training videos.
7. We installed a shelf in the office storage room per Julie request.
8. We pulled clogged #2 pump at Madison Ave. Removed debris from the impeller and junction plate, Reinstalled back on line.
9. We serviced a sewer main blockage on Cross Rd. before Cedar Brook Apt. Complex.
10. We have completed routine maintenance jetting at the following locations, entire E 6<sup>th</sup> Ave, E 8<sup>th</sup> Ave from #58 to dead end, Kayser Ave between E 6<sup>th</sup> Ave to E 7<sup>th</sup> Ave. W Woodburn Ave from Forrester Ave to Dead end 8<sup>th</sup> Ave from Kayser Ave to King George CT. E 9<sup>th</sup> Ave from #122 to dead end. We also jetted the sewer lateral at 94 E 8<sup>th</sup> Ave due to prior blockages.

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

February 19, 2025

With input from the Chairman and Mayor, worked on an employment offer for the Operations Manager. The tentative offer was accepted by the Operations Manager; however, it is pending approval by the full Board.

A maintenance employee's grievance was affirmed by the Board. The decision was to grant a \$1.00 per hour increase retroactive to the date of hiring a new employee. The grievant was to receive another \$1.00 per hour increase when the new employee's probationary period expired.

However, the new employee resigned without completing his probationary period. The probationary period would have expired on February 26<sup>th</sup>. The issue is whether we still honor the grievance settlement or is the settlement moot. I did run this by our Solicitor and his opinion is that we should honor the grievance even though the new employee resigned. I agree as well. It is a sign of good faith on the MUA's part. We can discuss this in a closed session, if necessary.

A safety meeting was held on 2/5/25. At the meeting it was discussed that the maintenance personnel have not had a hearing test in a few years. That same day, hearing tests were scheduled. The hearing tests were conducted on 2/11/25 by Interstate Mobile. The test was offered to all maintenance personnel. Also, at the safety meeting it was discussed about training on the new defibrillators. The Pine Hill Fire Chief is arranging for two CPR courses to be held at the MUA. It will be two training sessions so that there are still employees available to cover the work while the others are training. The training will take about 2 to 3 hours.

A meeting was held on 2/6/25 with the management of the Mansion Apartments. Representing the MUA was Hugh Dougherty, Tom Leisse, John Toal, Mike Grogan and me. Pine Hill Fire Chief Joe Hunter and Battalion Chief Sal Pizzo also attended the meeting. The purpose of the meeting was to discuss the issue with the fire hydrants. The Mansion Apartments have two fire hydrants located on their property. Both hydrants cannot be used at the same time. When both hydrants are open, one hydrant fails to produce sufficient water flow. The original plan was to cap off one of the fire hydrants. However, Chief Hunter said that it would be beneficial for the fire department to have both hydrants available, understanding that only one can be used at a time. After much discussion from everyone in attendance, it was decided to bag one fire hydrant. Chief Hunter said that the fire department will be responsible for bagging one fire hydrant on the Mansion's property. Chief Hunter said that if the fire department needs that hydrant, then they will bag the second hydrant so that one hydrant is always out of service. Additionally, our engineers suggest adding another fire hydrant in front of the Mansion Apartments that feeds off the 3<sup>rd</sup> Ave water source. No promises were made to the Mansion's management about the additional hydrant. The MUA did install an additional hydrant on W. Branch Ave. opposite the Manion Apartments a few years ago specifically to aid in firefighting operations.

As you know, having a Qualified Purchasing Agent (QPA) on staff increases the bid threshold from \$17,500 to \$44,000. We have to advertise RFP's if the cost of the service or product crosses the threshold. I mentioned at the last meeting that the previous executive director has offered to be the MUA's QPA. However, he would like to be paid \$300 per month for his services. Currently the Pine Hill Fire Department pays him \$100 per month for his services. It does take a lot of time and work to become a QPA. I informed him that I need to discuss this issue with the Board.

We are still waiting for final approval from the DEP to move forward with our water meter project. Our bid schedule for the project has been approved but we have not received authorization to advertise the project from the DEP. We received a letter on the 13<sup>th</sup> requesting more information and listing additional requirements. Our engineers have been responding to every inquiry from the DEP in a timely manner.

Our project regarding the painting and rehabbing of the standpipes is moving forward as well. Again, the DEP is requesting more information, in a letter dated 2/13/25, before granting final approval.

**Mr. Campanella gave an overview of monthly activity, Spoke with Dominic about using his QPA he wants \$300.00 a month, may look into some local and a little cheaper.**

**Board Members:** Tom Hassett will also look into QPA and reminded everyone Marks service is Saturday 2/22/25. Mr. Green possible shared service for IT Co. or talk to Mr. John Greer about some insight on IT contract.

**New Business:** None

**Old Business:** None

**Resolutions:**

**RESOLUTION APPROVING AN AMENDMENT TO THE  
EMPLOYMENT AGREEMENT WITH  
JOHN TOAL  
Resolution #25-025**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority (hereinafter “Authority”) previously entered into an Employment Agreement (hereinafter referred to as the “Agreement”) with John Toal (hereinafter referred to as the “Toal”); and

**WHEREAS**, the Authority and Toal desire to amend the Agreement in a form attached to and made a part hereof.

**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. The Authority accepts and approves the aforementioned Amendment to the Employment Agreement with John Toal.
3. The Authority authorizes and directs the Chairman and/or his designee to execute any and all necessary documents in order to implement the intent of this resolution.

**EMPLOYMENT AGREEMENT**  
**Between**  
**PINE HILL MUNICIPAL UTILITIES AUTHORITY**  
**And**  
**JOHN TOAL, III**

**THIS AGREEMENT**, made by and between the PINE HILL MUNICIPAL UTILITIES AUTHORITY, a municipal corporation of the State of New Jersey having its principal office at 907 Turnerville Road, Pine Hill, New Jersey, hereinafter referred to as "Authority" and JOHN TOAL, III, residing at 118 Diamond Avenue, Pine Hill, New Jersey, hereinafter referred to as "Toal".

**WITNESSETH:**

**WHEREAS**, the Authority is engaged in the business of providing water and sewer service to the Borough of Pine Hill and is a duly organized Municipal Utilities Authority pursuant to N.J.S.A. 40:14B-1 et seq; and

**WHEREAS**, Toal is an employee of the Authority who has many years of experience in regard to the operation of public sewer and water facilities and holds Licenses issued by the State of New Jersey to operate a Municipally owned water system and sewer system; and

**WHEREAS**, the Authority and Toal have agreed upon the terms and conditions as hereinafter set forth in connection with his employment as the Licensed Operations Manager of the Authority.

**NOW, THEREFORE, IN CONSIDERATION** of the mutual covenants and terms contained herein, the parties agree as follows:

**1. EMPLOYMENT**

The Authority hereby agreed to employ Toal as the Licensed Operations Manager of the Authority. Toal hereby agreed and accepts such employment.

**Mr. Green made a motion to approve John Toal's contract, seconded by Mr. Ford**

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

**Nays: None**

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

61000-0	202 MASON RUN	\$25.00	RESOLUTION DONE FOR SEWER VENT CAP
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I hereby certify that the following is a true and exact copy of the resolution passed at a meeting held February 19, 2025.

Payment of Bills  
Revenue Resolution

# 25-027

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	\$53,767.07	
Renewal & Replacement	\$2,638.25	
Sewer Fund	\$17,745.66	note: see attached ACE po ck#11521 voided (15809.76) replaced w/check#11564 (14,742.68) (diff 1,067.08)
Sewer General		
Total Funds Approved	\$74,150.98	

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  
19th day of February 2025.

Mr. Ford made a motion to go into closed session seconded by Mr. Green  
Closed session 7:22pm

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  
Nayes: None  
Motion to adjourn meeting by Mr. Knott, seconded by Mr. Ford. All in favor.  
Adjournment: 7:40 pm

Respectfully submitted,  
  
Julie Reehle  
Recording Secretary