

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **March 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 April 16, 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
March 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 for QPA
- 2. 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. Knott, Mr. Ford,
Absent: Mr. Green, Mr. Hassett, Mr. Harris
Also, in attendance was. John Campanella, Executive Director, John Toal – Operations Manage, Mr. Thomas Leisse, Engineer,
Mr. Ford made a motion to open the floor to the public, seconded by Knott. Motion carried.
No one was present from the public.
Mr. Knott 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 March 19, 2024, meeting,
Ayes: Mr. Odenath, Mr. Ford, Mr. Knott
Nayes: None

Correspondence: None

- ENGINEER’S REPORT
FOR
- PHMUX 24003
- PINE HILL BOROUGH MUA
March 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.
- g. Country Club and Turnerville Tank
 - 1) Estimated budget: \$1.82 Million.
 - 2) DEP Approval for I-Bank Loan.
 - 3) Advertised 2/24, Prebid meeting was held 3/11; Open 3/27, Award 4/16.
- h. Water Meter Replacement
 - 1) DEP approved Specifications.
 - 2) Specifications include installation and procurement through public bidding.
 - 3) Specs require contractor notices and provisions for weekend appointments.
 - 4) Advertised 3/3, Open 4/3, Award 4/16.
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 submitted 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 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 submitted 2024 report to MUA.
7. Garage Equipment Demo
 - a. Pennoni obtained budgetary estimate for demo; \$90,000- \$100,000.
8. 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.
9. Vibratory Rollers
 - a. Meeting held 2/13 with Borough to discuss use of nonvibratory rollers on paving projects.
10. Emergency Repair Contract
 - a. Awarded to RD Zeuli Inc.
11. Parking Lot Paving
 - a. Maintenance Bond expires 10/4/2026.
12. 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. Tank Antenna
 - a. ATT: Turnerville.
 - b. Cellco/Verizon: Mt. Clement.
 - c. Cellco/Verizon: Turnerville.
 - 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: Approval to advertise the Country Club and Turnerville tank on 3/11/25 and the Meters is 4/3/25. Could be awarded at April's meeting. Mr. Knott made a motion to approve the Engineers Report, second by Mr. Ford

Solicitor : Chris Long suggested any MUA employee that is a Pine Hill firefighter will need to respond to the fire hall for a working fire and not to the scene for insurance purposes.

Operations Manager Report

March 2025

43 Utility Mark outs serviced:

This was mark outs for the Gas Company. We traced out mostly all the water and sewer lines on the west side of Erial Rd. This took over a week.

63 Assorted work orders completed:

1. We have completed the 1st quarter meter readings.
2. We exercised and repaired Distribution System Valve boxes mostly on the East side of Erial Rd. from Sitley Ave to E Branch Ave per WQAA Requirements.
3. We repaired the sewer curb vents located on 88 Diamond Ave. and 2304 Tall Pines. We also repaired water meter leaks on 86 W 1st Ave and at 44 Terrace Ave.
4. We updated and submitted the Annual Right To Know Survey per DEP requirements.
5. We collected the required Annual PFA samples from our three wells. All results were under DEP MCL's
6. We also collected our first quarter TTHM/HAAS samples. Results were all under DEP MC'S.
7. I have Mike remodeling our bathroom at the maintenance garage. He will install new fixtures.
8. We have scheduled for our Annual Water Distribution System Flushing, March 31st thru April 18th. Water will be metered and estimated. We usually are under 1.5 mg. DEP required.
9. We jetted all the dead-end manholes from W. Evanson Ave to W. Woodburn Ave and Cross Rd from W Branch Ave. to Wilson Rd. where we removed a buildup of grease.

PINE HILL MUNICIPAL UTILITIES AUTHORITY EXECUTIVE DIRECTOR'S REPORT

March 19, 2025

At our last meeting, Commissioner Hassett said that he would try to find a QPA to represent the MUA. Commissioner Hassett found Tom Cardis, who is willing to represent the MUA. Mr. Cardis is asking for \$2,000 per year (\$167 mth). I met with Mr. Cardis, and he confirmed that he is interested in the position. There is a resolution on the agenda appointing Tom Cardis as the MUA's QPA pending Board approval.

We have received a quote for flood insurance for the administrative office for \$1,956.00 per year.

We have not received a quote for flood insurance for our maintenance building. The maximum coverage is \$500,000, which is well below the replacement cost of the maintenance building.

Hardenbergh Insurance Group is still looking for insurance carriers that will insure the maintenance building for full replacement cost.

We have received approval from the DEP to advertise the painting of two of our standpipes. The advertisement was placed by Pennoni, and a pre-bid meeting was held with contractors on 3/11/2025.

We received approval from DEP to advertise for the water meter project. Pennoni placed the ad on 3/3/25. Each commissioner has an MUA email address listed as contact information on the MUA's website. My concern is that the commissioners may miss a resident sending them an email if the email accounts are not being checked on a regular basis. I am suggesting that we forward all emails sent to commissioners to the office manager or executive director or use different email addresses. I have entered all of our fixed assets (300) into Edmunds' software. We are paying for third-party software to track and depreciate our fixed assets. Edmunds' software does the same thing, and we are already paying for it. We need to utilize our Edmunds software to the fullest since we are paying over \$8,000 per year for the software, plus an additional \$3,000 for Cloud Services. Our audit is underway. The staff have provided the auditors with all the information they have requested. I have been talking with our auditor about making improvements to the way our finances are set up. These changes will make our finances easier to track and easier to find mistakes. Julie and I met with our auditor, Stefanie, to discuss some changes. The computer used by the maintenance staff had access to the MUA's network. There is a lot of important and sensitive information on the MUA's computer network. Therefore, access to the network was removed. The maintenance staff use their computer to order parts, check emails, and view some training sessions. I participated in an online seminar on updates from the department of community affairs for the new budget year. I have begun entering information for our 2025-2026 budget. A resident complained that the area around the MUA pump station on Lake Ave. was littered with trash. The area is actually owned by the HOA for the Village of Little Mill and not the responsibility of the MUA. Also, the trash is not a result of anything the MUA has done. However, we cleaned up the area around the pump station and the resident emailed us a thank you. I met with our engineers over breakfast to discuss the engineer's report and upcoming projects. A maintenance employee, who is a volunteer firefighter, responded to a house fire call on MacKnight Drive on 3/12/25. The employee was on duty at the time. He responded to the fire scene in the MUA truck and used the MUA's fire extinguisher to assist in firefighting operations. Since we do not have a written protocol in place, I want to make sure the commissioners are comfortable with taking the MUA truck to the fire scene and using MUA equipment.

Mr. Campanella gave an overview of monthly activity, Would like to thank Tom Hassett with his help finding a QPA. The purchase of flood insurance, would like to table until Aprils meeting. Would any board member object to having the MUA emails forwarded to John C. and Julie so we do not miss any important emails from residents.

Board Members: Mr. Ford wanted to express his condolences to Chris Harris

New Business: None

Old Business: None

Resolutions:

**PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING THE HIRING OF A QUALIFIED PURCHASING AGENT**

RESOLUTION # 25-029

WHEREAS, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/ or "Authority") desires hire a State of NJ Qualified Purchasing Agent to the Authority; and

WHEREAS, funds are available to support this position; and

WHEREAS, Thomas Cardis possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the State of New Jersey's Pay to Play law, codified under N.J.S.A. 19:44A-20.4 and 20.5, establishes rules governing the awarding of contracts by local government units when the value of a contract exceeds the Pay-to-Play threshold of \$17,500.00; and

WHEREAS, under P.L. 2023, c. 30, also known as the "Elections Transparency Act," municipalities are permitted to delegate authority to the Qualified Purchasing Agent to award contracts under the Pay-to-Play threshold of \$17,500.00 but below the statutory bid threshold of \$44,000.00 established under N.J.S.A. 40A:11-3; 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 hereby appoints and delegates authority to the Qualified Purchasing Agent, Thomas Cardis, to award contracts in compliance with the Pay-to-Play laws for contracts with an aggregate value exceeding \$17,500.00 but below the threshold as established under N.J.S.A. 40A:11-3.
3. The Qualified Purchasing Agent shall ensure that all contracts awarded under this resolution comply with the Pay-to-Play law and Local Public Contracts Law, including receipt of Business Entity Disclosure Certifications and compliance with all statutory requirements.
4. The Qualified Purchasing Agent receive compensation in the amount of \$2,000.00 annually and shall maintain detailed records of all contracts awarded under this authority and provide periodic reports to the Board members as requested.
5. This resolution shall take effect immediately and remain in force until amended or rescinded by further action of the Board of Commissioners.

Thomas Cardis, QPA

John Odenath, Chairman

Julie Reehle, Recording Secretary

Date

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	\$127,126.85
Renewal & Replacement	\$5,779.82
Sewer Fund	\$88,173.23
Sewer General	\$10.06
Total Funds Approved	\$221,089.96

Mr. Knott made a motion to approve all above resolutions and reports, seconded by Mr. ford
Ayes: Mr. Odenath, Mr. Ford Mr. Knott,
Nayes: None
Motion to adjourn meeting by Mr. Knott, seconded by Mr. Ford. All in favor.
Adjournment: 7:15 pm

Respectfully submitted,

Julie Reehle
Recording Secretary