

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **February 15, 2023** 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, February 15, 2023
7:00 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

ROLL CALL

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING

1. January 18, 2023
2. Closed Session January 18, 2023
3. Reorganization February 6, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Appropriate R&R Funds – Mt Clement Motor and Pump
2. Payment of Bills

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, Mr. Knott, Mr. Green, Mrs. Burke, Mr. Hassett

Absent: Mr. Ford

Also in attendance was Mr. Buirch, Executive Director, Mr. Toal, Operations Manager, Mr. Joe Raday, Engineer, and Mr. Chris Long, Solicitor.

Mrs. Burke made a motion to open the floor to the public, seconded by Mr. Knott. Motion carried. No one from the public was present.

Mrs. Burke made a motion to close the floor to the public, seconded by Mr. Knott. Motion carried.

Minutes:

Mrs. Burke made a motion to approve the minutes of the January 18, 2023, Closed Session January 18, 2023, and Reorganization February 6, 2023 meetings, seconded by Mr. Odenath.

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

Nays: None

Correspondence:

1. From Atlantic City Press re: NJ American–New Surcharge to cover State Lead-Regulation Costs
2. From Water Systems Engineering re: PHMUA Well #2 Complete Well Profile
3. From Pennoni re: Well #8 – Certificate for Payment No.5

The Board reviewed the Correspondence.

Discussion regarding NJ American new surcharge to cover State lead regulation costs.

Chris Long would like to know if charge appears on new bill.

Mr. Raday will speak with his contacts at NJ American.

Mr. Knott made a motion to approve the correspondence, seconded by Mrs. Burke. All were in favor.

Engineers Report:

I. Active Projects

1. Various Water Projects
 - a. New Well "Well 8" and Well 6 & 7 Decommissioning
 - 1) Abandon Wells.
 - 2) Must construct new well to maintain Firm Capacity.
 - 3) Opened Bids 7/7, Awarded to AC Schultes for \$1,554,150.00.
 - 4) Drilling complete; Interlock new well controls with the existing tank controls. Well testing underway at target flow rate with potential for increase in flow. Testing to be completed to verify operation at Turnerville Plant if Well #4 runs simultaneously with Well #8.
 - 5) Pennoni preparing draft BWSE Application.
 - b. Asset Management Plan (PHMUX 18007)
 - 1) Plan provided to MUA; Implemented April, 2019.
 - 2) Update/Develop a 5-year capital plan for all assets. Review all assets including buildings.
 - 3) Pennoni met with MUA to review potential I-Bank application for painting of the water tanks and miscellaneous water projects.
 - 4) I-Bank application project information submitted. Requested Pre-Planning meeting with I-Bank.
 - c. Backflow Prevention Assembly at NJ American Water Interconnection
 - 1) MUA inspection program.
 - d. Erial Road Waterman Rehab
 - 1) Maintenance Bond expires 7/2/2023.
 - e. Investigate existing Branch Avenue PRV to increase flow capacity.
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 complete; John Toal submitted through E2 electronic filing. (Deadline Jan 31).
 - c. Pennoni working on 2022 DRBC Audit (Deadline March 31st).
4. Map and Regulation Updates
 - a. Awaiting MUA markups.
 - b. Pennoni incorporated MUA CAD data into GIS (NJDEP requirement). MUA provided GIS login information.
 - c. Solicitor to draft rule change for "Change in Use" connection fees.
 - d. Updated Rules, Regulations and Technical Specifications posted on MUA website.
5. Plant Roof
 - a. Maintenance bond expires 10/31/2024.
6. Bromley Estates Pump Station Generator
 - a. Advertised 11/17/21; Bids Opened 12/8/2021; Awarded to Maguire Electrical Construction, LLC.
 - b. Generator delivered, install February.
7. Annual Water Bond Trustee Report
 - a. Pennoni working on 2022 report.
8. Country Club Tank
 - a. Inspection completed.
 - b. Rehab tank interior and exterior within 2 years.
 - c. Potential I-Bank Loan. Estimated budget: \$782,000.
9. Country Club Roof
 - a. Awarded to Jottan Roofing Contractors & Consultants for \$9,833.00.
 - b. Authority to select roof color.

II. Other Projects

1. Pine Valley Developers (Fairway Pines) Use Variance
 - a. Use variance approval for 85 units.
 - b. NJDEP permits submitted.
 - c. Branch Avenue/3rd Avenue PRV design and installation to provide redundancy.
2. Carl Pursell- 121 Berlin-Cross Keys Road

- a. 20-year Recapture Agreement for Amboy Bank.
3. Amboy Bank/Foxmoor (Townhomes) (PHMU 1202)
 - a. Amboy Bank approved to construct 85 Townhomes.
 - b. TWA Application revisions required.
4. "Pine Hill Partners" (Lakes at Pine Hill) (PHMU 0612) (Property purchased by Carl Pursell)
 - a. Pennoni issued bond release recommendation (release not recommended).
5. 1734 Erial Road, Gloucester Township
 - a. Sewer and water connection conditionally approved.
 - b. Revised plan submitted 3/9.
6. 251 Cross Keys Road Truck Facility
 - a. Denied connection to Winslow System.
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. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Joe Raday highlighted status of various water projects including Well #8 – testing to be completed to verify simultaneous operation with Well #4; Map and Regulation Updates- MUA CAD data is now incorporated into GIS and is up and running; Country Club Roof awarded to Jottan Roofing; 251 Cross Keys Road truck facility denied connection to Winslow System- Recommend waiver – Board discussion to allow them to put in a well until which time water becomes available.

Mr. Hassett made a motion to send a letter to owner of proposed truck facility. The Board was in agreement. Board requested letter to be sent by Pennoni Associates.

Mrs. Burke made a motion to accept the Engineer's Report, seconded by Mr. Green. On voice vote, motion carried.

Solicitor's Report:

Mr. Long had no report for this meeting.

Operation Manager's Report:

1. The following work was completed this month:
 - 83 Assorted work orders serviced
 - 53 utility mark outs completed
2. We replaced the broken water meter box at 16 Cross Rd and repaired broken sewer curb vent at 28 E 3rd Ave.
3. We changed the oil & oil filters on the 2018 and 2020 F-250 service vehicles. We also had new tires installed on our service vehicles. Some vehicles had two tires replace, some had all four replaced. 14 tires in all were replaced.
4. We cut off and replaced the deteriorated bolts on the two 8" flanges in our Well #4 pump control room.
5. We replaced all the broken and stained dropped ceiling tiles in the Well #4 control room and in the maintenance garage. We touched up all of the 8" water main in the Well #4 control room.
6. We had a sewer main blockage at the intersection of Diamond & Poplar Ave. We also jetted Cross Road to our Branch Ave sewer station, Wilson Rd to Cross Rd and Short Drive into Ramblewood Drive.
7. We took down and cut up the old storage shed adjacent to Well #4 standpipe. We prepared a hard base for the installation of our new shed. All the debri from the old shed was taken away by waste disposal service.
8. We were having a problem at our water booster station on W. Branch Ave. We called ABS Electric to evaluate. They replaced a bad timer relay to correct the problem.

Board reviewed Mr. Toal's report.

Mr. Green made a motion to accept the Operation Manager's Report, seconded by Mr. Odenath.

Executive Director's Report:

Update from Anthony on Well #8 - Regarding Well #8, the well has been developed and step rate tested – this is the method by which the well is pumped at increasing rates to evaluate specific capacity over a range of pumping, and to gather data to be able to assess the well's relative efficiency. As we talked about in our meeting, the step test showed the following:

Well 8 Step Test Summary

Step	Rate (gpm)	Actual Drawdown	Specific Capacity (gpm/ft)	Well Efficiency (Ew)
#1	725	18.2	39.8	91.9%
#2	867	22.2	39.1	90.4%
#3	1012	27.6	36.7	89.0%
#4	1145	32.0	35.8	87.7%
#5	1305	34.8	37.5	86.2%

The well is effectively 90% efficient at the design target rate of 900 gpm. As we talked about, we are looking into permitting the instantaneous rate at higher than our original plan of 900 gpm, since the well can easily handle 1,200 + gpm. The only issue is we need to understand the impacts to the previously proposed chlorine contact time and pressure/TDH issues, which we will be doing in the next couple of weeks. Also, the short-term testing conducted to date appears to show that there is relatively limited interference between Well 4 and Well 8 and this preliminary data suggests we can likely run the wells together at full rates for several weeks without issues. This is something we will be further evaluating during the longer term (72 hour) testing.

Well #8 is ready to be constant rate tested once we are able to keep Well 4 offline for a period of nine (9) days. We need to collect 72 hours of background data on Wells 4 and 8 (i.e., keep transducers on those wells with no pumping), then pump Well 8 for 72 hours straight overboard, then measure recovery for another 72 hours. During the 72-hour testing we will be collecting water quality samples. All this information gets submitted to NJDEP in the form of a construct permit to the Bureau of Water Systems Engineering. The yield testing information gets submitted to the Bureau of Water Allocation for their review.

Jottan Inc was tentatively scheduled to start work on replacing the roof on the building at Country Club site during the week of January 16th. This has been delayed due to the new hatch being delivered for the project. We are scheduled to select roof color next week.

I received an email from Beth Beaumont from Peterman Maxy Assoc in reference to 251 Berlin Cross Keys Road. The site is to be proposed as an empty truck facility with some truck repair. It is possible that a U-Haul rental facility could be on site also. Joseph Gallagher from Winslow Twp sent an email to them indicating that they will not be letting them connect into their water system. The engineer is asking us to reconsider allowing them to place a well on the site. I spoke with Hugh, and we can do this with an understanding that if water is ran down Cross Keys Road in future, they would have to tie into our system.

On January 26th we had a meeting to discuss a Water Rate Study for the upcoming budget year. I am collaborating with our auditors to get the required information needed to get the study started. We also met to discuss the steps of going out for bond financing on the two storage tank rehabs and additional water projects. I collaborated with our engineers to get the original I-Bank loan submitted. We submitted our loan request on February 8th and we received a tentative ranking of 173 the following day.

On January 30th I had a zoom meeting with Parker McKay and our auditors to start preliminary discussions on the next steps for the authority to go out for bond financing. I will schedule another meeting now that we have received our ranking from I-Bank.

On Friday February 3rd, Hugh and I had a meeting with representatives from NJ American Water Company to discuss a reduction in the amount of water we purchase monthly from them. The meeting went well, and we are waiting on a response back from them if they are willing to renegotiate the terms of the contract. Once that information has been relayed back to us, we can get the necessary information gathered and given to them by our engineers.

Pennoni finished work on our 2022 Well Status Report that was due to the NJ DEP by January 31st of this year. We were able to submit the report on Monday the 30th.

On February 3rd AC Schultes chlorinated the Mt. Clement well and let it sit over the weekend. On February 6th they began over boarding it and the odor has gone away. We are getting a bacteria test done this week so we can have the well back online before month end. We have continued to overboard the well each morning to make sure the odor does not come back.

The Board reviewed the Director's Report. Mr. Buirch emphasized a few items in his report:

Water Rate Study was discussed with our auditors; Collaborated with engineers and submitted loan request with I-Bank; Met with NJ American Water to discuss reduction in purchased water with intention to renegotiate contract.

Mr. Hassett made a motion to accept the Executive Director's report, seconded by Mr. Knott.

On voice vote, motion carried.

Board Members:
No additional comments.

New Business:
None

Old Business:
None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-033**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined that Mt. Clement Well needs emergency repair for a new motor and pump; and

WHEREAS, it will be necessary to appropriate the funds from the Water Renewal and Replacement Fund in order to complete this work.

NOW, THEREFORE BE IT RESOLVED by the Chairman and Commissioners of the Pine Hill Borough Municipal Utilities Authority that the appropriation of \$4,800.00 from the Water Renewal and Replacement Fund, which is required for the additional chlorination to the well is hereby authorized; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and that certified copies of this resolution be forwarded without delay to the Authority Trustee, Secretary/Treasurer and Financial Clerk.

**Water Operating
Revenue Resolution#23-034**

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

10419	8,938.40	Atlantic City Electric	Utilities - Operating
10420	68.10	Acme Uniforms	Supplies - Operating
10420	18.50	Acme Uniforms	Supplies - Office
10421	139.10	All Industrial Safety Prod Inc	Supplies - Operating
10422	16,526.59	Amerihealth Ins Co of NJ	Health Insurance
10423	27.01	Barton Supply Inc	Supplies - Operating
10424	63.79	Mabel Borovkoff	Health Insurance
10425	169.50	Casa Payroll Service LLC	Supplies - Office
10426	206.21	Comcast Inc	Supplies - Office
10427	229.00	Coverall of Phila Inc	Supplies - Office
10428	100.00	Dominic Buirch	Miscellaneous - Office
10428	5.98	Dominic Buirch	Health Insurance
10429	985.00	Eurofins Environ Testing	Laboratory Testing
10430	18.00	Patricia Garvey	Health Insurance
10431	48.63	General Chemical & Supply	Supplies - Operating
10432	7.87	Michael Grogan	Health Insurance
10433	42.12	Thomas Hassett	Health Insurance
10434	187.10	Home Depot Inc	Supplies - Operating
10434	3.49	Home Depot Inc	Supplies - Office
10435	138.23	Independent Alarm Inc	Repair/Maintenance - Building
10436	25.00	Institute of Professional Dev	Training/Educ - Admin
10437	8.68	Intercounty Newspaper Grp	Supplies - Office
10438	36.20	John Toal (petty cash)	Supplies - Operating
10439	71.77	Live Message American Acqua	Repair/Maintenance - Office
10440	1,017.50	Wade, Long Wood & Long	Legal Fees
10441	37.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
10442	308.48	Met Life Small Business Ctr	Health Insurance
10443	1,714.68	Miracle Chemical Co Inc	Chemicals
10444	19.37	Ryan Muckley	Health Insurance
10445	30.10	Auto & Truck Parts Deptford	Automotive Expense
10446	88.16	Nextel/Sprint Inc	Telephone - Operating
10447	23.60	One Call Concepts Inc	Repair/Maintenance - System
10448	3,804.88	Pennoni Associates Inc	Engineer Fees

10449	302.39	Pine Hill Hardware Inc	Supplies - Operating
10450	864.73	PICS	Supplies - Office
10451	145.93	Joseph Pollard Co Inc	Supplies - Operating
10452	217.50	Robinson Waste Disposal	Repair/Maintenace - Building
10453	164.93	Sam's Club	Supplies - Office
10453	9.34	Sam's Club	Supplies - Operating
10454	1,870.00	American Sheds of NJ	Supplies - Operating
10455	191.14	SJ Gas Co	Utilities - Office
10455	44.21	SJ Gas Co	Utilities - Operating
10457	170.00	John Toal	Health Insurance
10458	114.54	Verizon Inc	Repair/Maintenance - System
10459	30	Deborah Warrington	Health Insurance
10460	213.57	WB Mason Inc	Supplies - Office

Water Renewal & Replacement

Revenue Resolution#23-035

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

MC14026	5,309.00	Atlantic City Electric	Well #8 Construction
10418	4,800.00	AC Schultes Inc	Mt Clement Well Repair
10418	157,094.00	AC Schultes Inc	Well #8 Construction
10448	1,132.25	Pennoni Associates Inc	PRM Backup/Capping 6&7 - Eng
10448	1,032.88	Pennoni Associates Inc	CAD to GIS Convers - Eng
10448	38.75	Pennoni Associates Inc	Maint Garage Roof Replc - Eng

Sewer Operating

Revenue Resolution #23-036

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

10417	1,465.00	ABS Electric Inc	Repair/Maintenance - System
10419	3,376.60	Atlantic City Electric	Utilities - Operating
10419	230.59	Atlantic City Electric	Utilities - Office
10420	68.10	Acme Uniforms	Supplies - Operating
10420	18.50	Acme Uniforms	Supplies - Office
10421	139.10	All Industrial Safety Prod Inc	Supplies - Operating
10422	11,017.72	Amerihealth Ins co of NJ	Health Insurance
10424	42.53	Mabel Borovkoff	Health Insurance
10425	169.50	Casa Payrol Service LLC	Supplies - Office
10428	3.98	Dominic Buirch	Health Insurance
10430	12.00	Patricia Garvey	Health Insurance
10431	48.63	General Chemical & Supply Inc	Supples - Operating
10432	5.25	Michael Grogan	Health Insurance
10433	28.08	Thomas Hassett	Health Insurance
10434	187.09	Home Depot Inc	Supplies - Operating
10434	3.48	Home Depot Inc	Supplies - Office
10435	138.23	Independent Alarm Inc	Repair/Maintenance -Building
10436	25.00	Institute Professional Develop	Training/Educ - Admin
10437	8.67	Intercounty Newspaper Grp Inc	Supplies - Office
10438	36.19	John Toal (Petty Cash)	Supplies - Operating
10439	71.77	Live Message American Acqua	Repair/Maintenance - Office
10440	507.50	Wade, Long, Wood & Long	Legal Fees
10442	205.66	Met Life Small Business Ctr	Health Insurance
10444	12.91	Ryan Muckley	Health Insurance
10445	30.10	Auto & Truck Parts of Deptford	Automotive Expense
10446	88.15	Nextel/Sprint Inc	Telephone - Operating
10447	\$23.59	One Call Concepts Inc	Repair/Mainenance - System

10448	1,408.62	Pennoni Associates Inc	Engineer Fees
10449	302.39	Pine Hill Hardware Inc	Supplies - Operating
10450	864.72	PICS	Supplies - Office
10451	145.93	Joseph G. Pollard Inc	Supplies - Operating
10452	217.50	Robinson Waste Disposal	Repair/Maintenance - Building
10453	164.93	Sam's Club	Supplies - Office
10453	9.34	Sam's Club	Supplies - Operating
10454	1,870.00	American Sheds of NJ	Supplies - Operating
10455	39.14	SJ Gas Co	Utilities - Operating
10456	885.00	Treasurer, New Jersey State	Supplies - Operating
10457	113.33	John Toal	Health Insurance
10458	204.09	Verizon Inc	Repair/Maintenance - System
10459	20.00	Deborah Warrington	Health Insurance
10460	213.56	WB Mason Co	Supplies - Office
10461	296.27	Xtel Communications	Telephone - Office
10461	302.46	Xtel Communications	Telephone - Operating

**Sewer General
Revenue Resolution #23-037**

BE IT RESOLVED by the PINE HILL BORO MUNICIPAL UTILITIES AUTHORITY, that the following requisitions are hereby approved and authorized for payment out of the Revenue Fund.

10448	1,032.87	Pennoni Associates Inc	CAD to GIS Conv - Eng
10448	38.75	Pennoni Associates Inc	Maint Garage Roof Replc - Eng

Mr. Knott made a motion to approve all above resolutions #23-033 through #23-037, seconded by Mrs. Burke.
Ayes: Mr. Odenath, Mr. Knott, Mr. Green, Mrs. Burke, Mr. Hassett.
Nays: None

Mrs. Burke made a motion to adjourn the meeting, seconded by Mr. Knott.
All were in favor.

Meeting adjourned 7:24 pm.
Respectfully submitted,

Patricia Garvey

