

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **August 16, 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, August 16, 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. July 19, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

CLOSED SESSION

RESOLUTION

1. Resolution Hiring Office Manager Position
2. Appropriate Sewer General Funds – Purchase/ Installation New Controller Madison Pump Station
3. Payment of Bills
4. 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, Mrs. Burke, Mr. Hassett, Mr. Ford.

Absent: Mr. Green

Also in attendance was Mr. Buirch, Executive Director, Mr. John Toal, Operations Manager, Mr. Hugh Dougherty, Engineer, Mr. Chris Long, Solicitor.

Mrs. Burke made a motion to seat Mr. Ford, seconded by Mr. Hassett. Motion carried.

Mr. Hassett made a motion to open the floor to the public, seconded by Mr. Odenath. Motion carried.

Mrs. Deborah Warrington was present in the public audience and addressed the Board regarding MUA office personnel changes due to Ms. Garvey's pending retirement.

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

#### **Minutes:**

Mrs. Burke made a motion to approve the minutes of the July 19, 2023 meeting, seconded by Mr. Knott.

Ayes: Mr. Odenath, Mr. Knott, Mrs. Burke, Mr. Ford

Nays: None

Abstain: Mr. Hassett

#### **Correspondence:**

1. From Pine Hill Resident Ronald McHugh re: Thank you for a job well done

Mr. Odenath made a motion to approve the correspondence, seconded by Mr. Knott. Motion carried.

## Engineers Report:

### I. Active Projects

1. Various Water Projects
  - a. New Well "Well 8" and Well 6 & 7 Decommissioning
    - 1) Well abandonment complete.
    - 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 to 672 LF; Interlock new well controls with the existing tank controls. Testing completed. Chlorine contact tank installed. Original estimate 900 gpm, potential increase to 1,180 gpm.
    - 5) Bureau of Water System Engineering "BWSE" Application submitted.
  - 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.
  - 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. Maintenance bond repair complete.
  - e. Investigate existing Branch Avenue PRV to increase flow capacity for fire safety.
    - 1) Pennoni Running Water Model to determine pressure drops.
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 submitted 2022 DRBC Audit (Deadline March 31<sup>st</sup>).
  - d. MUA submitted request to reduce water purchase contract to NJAW Co.
  - e. Pennoni submitted Synthetic Organic Compound (SOC) testing waiver.
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.
5. Plant Roof
  - a. Maintenance bond expires 10/31/2024.
  - b. PO issued for middle roof through co-op. Pennoni to prepare permit plans.
6. Bromley Estates Pump Station Generator
  - a. Construction complete. Testing and commissioning complete. Training to be scheduled.
7. Annual Water Bond Trustee Report
  - a. Pennoni submitted 2022 report.
8. Country Club Tank
  - a. Preliminary Approval for I-Bank Loan. Estimated budget: \$782,000.
  - b. Design ongoing.
  - c. Pennoni submitting LOI and Environmental Planning Report.
9. Turnerville Tank
  - a. Preliminary Approval for I-Bank Loan.
  - b. Design ongoing; MBA Inspection scheduled 8/24/2023.
10. Water Meter Replacement
  - a. I-Bank application project information submitted.
  - b. Pennoni submitting LOI and Environmental Planning Report.
  - c. Design ongoing.

### 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/3<sup>rd</sup> 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.

6. 251 Cross Keys Road Truck Facility
  - a. Denied connection to Winslow System.
  - b. Waiver to install well on property.
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. Dougherty briefly highlighted status of various water projects from his report.

Mrs. Burke made a motion to accept the Engineer's Report, seconded by Mr. Knott.  
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 since last report:
  - 43 Assorted work orders completed
  - 31 utility mark outs serviced
2. The AC Schulties Company were on site and sealed our Cohansey Aquifer wells #6 & #7.
3. The sewer laterals located at 75 E 5<sup>th</sup> Ave, 11 S. Club Rd, 405 Erial Rd and 76 Estates Rd were all videod, jetted and treated with Root X for slight root intrusion.
4. We dug up and replaced the broken sewer curb vent at 15 W 2<sup>nd</sup> Ave.
5. We dug up and replaced the deteriorated meter box on 3 Franklin Ave.
6. We shut down, cut and installed a tee and isolation valve on the 6" water main on E Clearview Ave adjacent to the back lot of the Fire Company. We then installed approximately 55 ft of C-900 water main across the road and installed a new Mueller fire hydrant in the back lot per request of Fire Chief Joe Hunter. We would like to thank our Public Works Dept for saw cutting the asphalt and hauling the cut asphalt away.
7. We routinely sewer jetted the following areas:
  - Kirk Lane and Highland Ave to Terrace Ave
  - Terrace Ave to Greenwood Ave
  - Valley Court to Valley Drive
  - Club Court to Country Club Rd

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

**Executive Director's Report:**

I had a meeting on July 28<sup>th</sup> to sign Well #8 well permit application. I met with Tom Leisse, Anthony Bonasera and Tim Daily. The paperwork was signed by John Toal and I and it was sent off to NJ DEP for approval. We are expecting the construction permit to be approved hopefully by fall of this year. The second permit will take more time for review at the DEP level. Hope to have approval by spring of 2024.

We had a zoom meeting with representatives of SHBP on August 1<sup>st</sup>. They discussed the different insurance options with the employee's along with a general overview of the prescription drug plan offered through Optum RX. Employees were able to ask questions and we were told that we would be receiving paperwork in the mail detailing open enrollment.

We have an issue with John Toal's diesel truck. His truck is currently not running. We took it to Echelon Ford for them to look at. They quoted us repair work of \$7,629.75. This is to replace the diesel particulate filter and reset the sensors. Mike is looking to see if we can do this with aftermarket parts and do it internally to get the truck hopefully running. I have researched state contract for the possibility of purchasing a new vehicle. I got a quote for a 2023 Ford F250 from Winner Ford. The total cost would be \$48,408. I am also looking into purchasing a SUV or a car from Gentilini Ford in Woodbine. They have 2 different SUV in stock. I am waiting on a quote for pricing for these three vehicles.

We received back the final signed contract from NJAW for the water purchase reduction to take place in June of 2024.

I continued to work on the required reports for Board of Public Utilities in response to Covid 19. I have completed the 1<sup>st</sup> quarter 2023 and the 3<sup>rd</sup> and 4<sup>th</sup> quarter 2022. They have been downloaded to BPU for their review. I completed the 2<sup>nd</sup> quarter 2023 at the end of July. We are currently compliant with BPU on these reports.

We have a resolution tonight for the appointment of Julie Reehle for Interim Office Manager. She will remain in this position until February 1<sup>st</sup> of next year. Once Pat Garvey retires, she will assume the position of Office Manager going forward. We will begin the process of hiring Julie's replacement starting August 17<sup>th</sup>. We hope to have her position filled by the end of September.

I have a resolution to replace and install a new controller at the Madison Ave Pump Station. We will be using the North Jersey Wastewater Co-op for this purchase. The total cost is \$28,100. We will use Sewer General Fund money to complete this project.

We issued a purchase order for the new backhoe/loader from GT Mid Atlantic. I am waiting on the lead time for this purchase.

We issued a purchase order for the inspection of the Mt. Clement Storage Tank. This is an annual requirement per NJ DEP. The cost of this inspection is \$4,500. The other two storage tanks inspections will be included in the project money we are getting from NJ I Bank.

We issued a purchase order to W.J. Gross Inc for the removal and replacement of the maintenance garage roof. This was the final piece of the roof that was not included in the project from last year.

We issued a purchase order to RFP Solutions Inc for the purchase of new phones. We are waiting on them to schedule us for this work.

I am currently working with Omega Systems IT(PICS) on our NJ Cyber JIF Certification Checklist. We have a meeting scheduled for Tuesday to go over any deficiencies with our IT security. This checklist must be completed, and the authority must be compliant by 1/1/24. This affects our deductible in case our system gets hacked.

Mr. Hassett made a motion to accept the Executive Director's report, seconded by Mrs. Burke. On voice vote, motion carried.

**Board Members:**

No comments.

**New Business:**

None

**Old Business:**

None

**RESOLUTIONS:**

**RESOLUTION HIRING  
JULIE REEHLE TO THE POSITION OF OFFICE MANAGER  
RESOLUTION #23-090**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") has conducted an exhaustive search for the position of Office Manager; and

**WHEREAS**, following the search, the Chairman and Members of the PHMUA desire to hire Julie Reehle to the position of Assistant Office Manager with immediate effect before becoming Office Manager effective February 1, 2024; 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 Pine Hill Borough Municipal Utilities Authority appoints Julie Reehle to the position of Assistant Office Manager with immediate effect. Julie Reehle shall become the Office Manager effective February 1, 2024.
3. 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 #23-091**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority had determined the need to replace and install a new controller at the Madison Ave Pump Station; and

**WHEREAS**, it will be necessary to appropriate the funds from the Sewer General 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 \$28,100.00 from the Sewer General Fund, which is required for the Purchase and Installation 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 #23-092**

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.

MC10700	1,299.00	Parker McCay	Legal Fees
MC10702	18,014.01	Amerihealth Ins Co of NJ	Health Insurance
MC10703	308.48	Met Life Small Business Ctr	Health Insurance
10705	8,899.73	Atlantic City Electric	Utilities - Operating
10706	68.10	Acme Uniforms	Supplies - Operating
10706	14.75	Acme Uniforms	Supplies - Office
10707	85.00	Albion Auto Parts	Automotive Expense
10708	18,014.01	Amerihealth Ins Co of NJ	Health Insurance
10709	149.50	Casa Payroll Service Inc	Supplies - Office
10710	206.21	Comcast Inc	Supplies - Office
10712	16.00	Core & Main Inc	Supplies - Operating
10713	229.00	Coverall of Philadelphia	Supplies - Office
10714	114.40	Dominic Buirch	Miscellaneous - Office
10714	9.00	Dominic Buirch	Health Insurance
10715	159.34	Joseph Donohue	Supplies - Operating
10715	22.36	Joseph Donohue	Health Insurance
10716	79.98	Echelon Ford Inc	Automotive Expense
10717	42.33	Eds Rental Inc	Supplies - Operating
10719	1,005.00	Eurofins Environmental Testing	Laboratory Testing
10720	9.65	Patricia Garvey	Health Insurance
10721	554.70	Gloucester Township	Automotive Expense
10723	96.00	Hilltop Block & Supply Co Inc	Supplies - Operating
10724	97.50	Independent Alarm Inc	Repair/Maintenance - Building
10724	121.75	Independent Alarm Inc	Repair/Maintenance - Office
10725	15.00	NJ League of Municipalities	Supplies - Office
10726	75.07	Live Message American Acqu	Repair/Maintenance - Office
10727	1,589.00	Wade, Long, Wood & Long	Legal Fees
10728	39.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
10729	336.25	Met Life Small Business Ctr	Health Insurance
10730	1,466.25	Miracle Chemical Inc	Chemicals
10731	115.66	Auto & Truck Parts Deptford	Automotive Expense

10732	435.00	New England Water Works	Training/Education - Operating
10733	88.11	Nextel/Sprint Inc	Telephone - Operating
10734	22,833.79	NJ American Water Inc	Water Agreements
10735	335.00	NJ Water Association Inc	Training/Education - Admin
10736	866.93	Omega Systems Consultants	Supplies - Office
10737	40.58	One Call Concepts Inc	Repair/Maintenance - System
10738	698.25	Parker McCay	Legal Fees
10739	1,489.75	Pennoni Associates	Engineer Fees
10740	32.68	Pat Garvey (Petty Cash)	Supplies - Office
10741	108.03	Pine Hill Hardware Inc	Supplies - Operating
10743	40.50	SJ Gas Co	Utilities - Office
10743	37.80	SJ Gas Co	Utilities - Operating
10744	1,580.00	Treasurer, New Jersey State	State Water Tax
10745	149.50	Terminix Inc	Repair/Maintenance - Building
10746	113.05	Verizon Inc	Repair/Maintenance - System
10747	694.93	WB Mason Co	Supplies - Office

### **Water Renewal & Replacement**

#### **Revenue Resolutin #23-093**

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.

MC10704	8,983.00	Jottan Roof Inc	Country Club Roof
10722	62,556.50	GT Mid Atlantic NJ LLC	2023 Case Backhoe/Loader
10739	155.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng
10749	308,700.00	AC Schultes Inc	Well #8 Construction

### **Sewer Operating**

#### **Revenue Resolution #23-094**

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.

MC10700	1,299.00	Parker McCay	Legal Fees
MC10702	12,009.34	Amerihealth Ins Co of NJ	Health Insurance
MC10703	205.66	Met Life Small Business Ctr	Health Insurance
10705	3,183.62	Atlantic City Electric	Utilities - Operating
10705	367.74	Atlantic City Electric	Utilities - Office
10706	68.10	Acme Uniforms	Supplies - Operating
10706	14.75	Acme Uniforms	Supplies - Office
10707	85.00	Albion Auto Parts Inc	Automotive Expense
10708	12,009.34	Amerihealth Ins Co of NJ	Health Insurance
10709	149.50	Casa Payroll Service Inc	Supplies - Office
10714	14.39	Dominic Buirch	Miscellaneous - Office
10714	6.00	Dominic Buirch	Health Insurance
10715	159.33	Joseph Donohue	Supplies - Operating
10715	14.91	Joseph Donohue	Health Insurance
10716	79.97	Echelon Ford Inc	Automotive Expense
10717	42.32	Eds Rental Inc	Supplies - Operating
10718	167.44	Engineered Hydraulics	Supplies - Operating
10720	6.44	Patricia Garvey	Health Insurance
10721	554.70	Gloucester Township	Automotive Expense
10724	97.50	Independent Alarm Inc	Repair/Maintenance - Building
10724	121.75	Independent Alarm Inc	Repair/Maintenance -Office
10725	15.00	NJ League of Municipalities	Supplies - Office
10726	75.06	Live Message America Acqua	Repair/Maintenance - Office
10727	1,589.00	Wade, Long, Wood & Long	Legal Fees
10729	224.16	Met Life Small Business Ctr	Health Insurance
10731	115.65	Auto & Truck Parts of Deptford	Automotive Expense
10733	\$88.10	Nextel/Sprint Inc	Telephone - Operating

10736	866.92	Omega System Consultants Inc	Supplies - Office
10737	40.57	One Call Concepts Inc	Repair/Maintenance - System
10738	2,341.75	Parker McCay	Legal Fees
10739	507.50	Pennoni Associates Inc	Engineer Fees
10740	32.68	Patricia Garvey (Petty Cash)	Supplies - Office
10741	108.03	Pine Hill Hardware Inc	Supplies - Operating
10742	722.93	Joseph G Pollard Co Inc	Supplies - Operating
10743	56.71	SJ Gas Co	Utilities - Operating
10745	149.50	Terminix Inc	Repair/Maintenance -Building
10746	209.78	Verizon Inc	Repair/Maintenance - System
10747	694.92	WB Mason Inc	Supplies - Office
10748	326.27	Xtel Communications Inc	Telephone - Office
10748	327.50	Xtel Communications Inc	Telephone - Operating

**Sewer General  
Revenue Resolution #23-095**

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.

10711	8,695.63	Contractor Service Inc	Contractor Service - Sea Snake
10722	62,556.50	GT Mid Atlantic NJ LLC	2023 Case Backhoe/Loader
10739	155.00	Pennoni Associates Inc	Maint Garage Roof Replc - Eng
10739	232.50	Pennoni Associates Inc	Bromley Estates Emer Gen - Eng

Mrs. Burke made a motion to approve all above resolutions #23-090 through #23-095, seconded by Mr. Hassett.  
Ayes: Mr. Odenath, Mrs. Burke, Mr. Ford.

Nays: None

Abstain: Mr. Knott

Mr. Hassett made a motion to adjourn the meeting, seconded by Mr. Ford.  
All were in favor.

Meeting adjourned 7:50 pm.

Respectfully submitted,

Patricia Garvey