

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **September 20, 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, September 20, 2023
7:00 PM

PLEDGE OF ALLEGIANCE TO THE FLAG

OPEN PUBLIC MEETING ACT

ROLL CALL

OATH OF OFFICE:

1. Christopher Harris – 2nd Alternate Member

OPEN THE FLOOR TO THE PUBLIC

MINUTES OF THE FOLLOWING MEETING

1. August 16, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Appropriate Sewer General Funds – Purchase Ford F-250 4WD Truck
2. Appropriate Renewal & Replacement Funds – Purchase Ford F-250 4WD Truck
3. Approve Hiring Beth Fidanza – Accounts Receivable Position
4. Appointment – 2nd Alternate – Christopher Harris
5. 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. Green, Mrs. Burke, Mr. Ford.

Absent: Mr. Hassett

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

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

Mr. Long stated that he administered the Oath of Office virtually to Mr. Harris due to Covid. Mr. Harris will sign the Oath upon his return at next month's meeting.

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

No one was present from the public.

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

Minutes:

Mr. Knott made a motion to approve the minutes of the August 16, 2023 meeting, seconded by Mr. Odenath.

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

Nays: None

Abstain: Mr. Green

Correspondence:

1. From Pennoni re: Water Waiver- 166 Watsonstown/New Freedom Rd

Mr. Ford made a motion to approve the correspondence, seconded by Mr. Burke. 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. Investigate existing Branch Avenue PRV to increase flow capacity for fire safety.
 - 1) Site meeting held 8/29. Pennoni preparing details to address flow needs.
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 31st).
 - d. Request to reduce water purchase contract to NJAW Co approved effective June 2024.
 - 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 finalizing permit plans.
6. Bromley Estates Pump Station Generator
 - a. Construction complete. Testing and commissioning complete.
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. Pennoni submitted LOI and Environmental Planning Report.
 - c. Design ongoing.
9. Turnerville Tank
 - a. Preliminary Approval for I-Bank Loan.
 - b. Pennoni submitted LOI and Environmental Planning Report.
 - c. Design ongoing; MBA Inspection completed 8/24.
10. Water Meter Replacement
 - a. I-Bank application project information submitted.
 - b. Pennoni submitted 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/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 sold property.
 - b. Research recapture agreement.
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. Waiver for Water Connection
 - a. 251 Cross Keys Road Truck Facility.
 - b. 166 Watsontown New Freedom Road.
- 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. Sprint: Mt. Clement.
 - g. Ham Radio Operator Antenna: Turnerville.

Mr. Raday provided brief comments on the Engineer report.

Solicitor's Report:

Mr. Long had no report for this meeting.

Operation Manager's Report:

1. The following work was completed this month:
 - 109 Assorted work orders completed
 - 37 Utility mark outs serviced
2. We have just started the 3rd quarter meter readings.
3. We repaired water meter leaks at 18 W Woodburn Ave, 111 E 10th Ave, 1024 Crest Rd, 109 Franklin Ave, 39 W 3rd Ave, 203 Cross keys Rd, 3903/3904 Tall Pines.
4. We repaired sewer vents at 1228 Forrester, 200 Erial Rd, 115 E 8th Ave.
5. We removed the old existing fire hydrant at the intersection of Cross and Wilson Rds. Old hydrant was cracked. We replaced with new Mueller hydrant with Storz connection. We also repaired the hard to operate non-draining fire hydrants located at 155 E 10th Ave, Country Club Rd & 1th Ave, and at 1000 Forrester Ave.
6. We routinely sewer jetted the following locations: Entire Daniels Ave to Estates Rd, Gristmill Lane and Millstream Rd to our Bromley Pump station, Ramblewood Ave and Terrace Ave to Greenwood Ave.
7. We had a D.E.P. on-site sewer collection system inspection. Inspector stated that our system and paperwork were compliant at this time.
8. We removed, inspected and re-installed all of the grinders at our sewer stations.

Executive Director's Report:

We began the interview process for Julie's Accounts Receivable position. We had 7 individuals apply for the position. We began interviews on 9/6 to 9/8. We were able to narrow the field down to 3 people. On Monday September 11th John Odenath, Tom Hassett and I interviewed the three individuals, and we had a unanimous approval to offer the position to Beth Fidanza. I spoke with Beth on September 12th to offer her the position and she gladly accepted. She will start on October 2nd. There is a resolution tonight to hire Beth Fidanza.

We have continued the process of getting on the State Health Benefits. All active employees have made their choices and sent in required documentation. We are just waiting on final approval for Mike Grogan's son. I spoke with Paul Sarti from the State of NJ, and it should be approved by month end. We are continuing to work with the retirees to get them completed in Benefit Solver. We have just two left that need to pick their insurance and we will be completed. I would like to thank Pat for all her hard work in helping get this process completed.

We placed an order with Nielson Ford to purchase a new 2023 Ford F250 Pickup truck for John Toal. Mike and Matt were able to get John old truck up and running. They were able to pull off the old exhaust system and power wash out the carbon that had built up. We will sell John's old truck on GovDeals later this month. The arrival time on the new truck is in the middle to end of October. We have two resolutions for both Sewer General and Water Renewal and Replacement to cover the total cost of \$49,747.00.

We issued a PO to Municipal Maintenance to complete the Madison Ave P/S Controller replacement. We are looking at month lead time to get in the part and complete the installation.

We had tree work completed behind our maintenance garage to remove three dead trees and to remove any branches that were hanging over top the roof we will be replacing this fall. We used Tree and Land Masters to complete the job. Total cost was \$1,400.00.

We received in our new backhoe/loader from GT Mid Atlantic. The guys have been practicing on it to get use to the new joy handle system. We will put the old backhoe/loader on GovDeals at the end of this month.

MBA Tanks completed the inspection of the Mt. Clement Storage Tank. We received reports from the inspector that day that the tank is in exceptionally good condition both inside and out. This is an annual requirement per NJ DEP. They also completed the inspection of the Turnerville Road Storage tank, and it also received a good report from the inspectors. This was a requirement for the Tank Rehab Project that we are receiving funding from the NJ I-Bank.

We received correspondence back from H2Loans that both of our project has been determined not to need a cultural resource survey. This moves us to the next step which is the Engineering design specification. This will show the cost breakdown of each project. Once this step is completed and approved, we should move on to the disbursement of funds part of the project.

I am currently working with Omega Systems IT(PICS) on our NJ Cyber JIF Certification Checklist. We had several meetings scheduled in August to go over any deficiencies with our IT security. When Craig retired, we went out for quotes and PICS took over our IT security. They were bought out by Omega Systems IT earlier this year. We were compliant for the year 2023 and this certification was signed off by PICS in January of 2023. This next JIF certification is for 2024 and is due by January 1, 2024. After several meeting with the individual who signed off that we were good and his counterpart from Omega, we are now supposedly not compliant, and they need to make several changes that will increase our monthly cost significantly going forward. I have reached out to Rivell Technology to give us another quote and to verify that we are compliant with the JIF. I would like to discuss this further during the meeting with the board.

Board Members:

Mr. Green thanked the Board for its expression of sympathy for his brother-in-law.

New Business:

None

Old Business:

None

RESOLUTIONS:

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-096**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a Ford F-250 4WD Truck from Nielson Ford through State Contract #23-FLEET-34922; 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 \$24,873.50 from the Water Renewal and Replacement Fund, which is required for the purchase of a Ford F-250 4WD Truck from Nielson Ford through State Contract #23-FLEET-34922 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.

**PINE HILL BOROUGH
MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-097**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority had determined the need to purchase a Ford F-250 4WD Truck from Nielson Ford through State Contract #23-FLEET-34922; 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 \$24,873.50 from the Sewer General Fund, which is required for the purchase of a Ford F-250 4WD Truck from Nielson Ford through State Contract #23-FLEET-34922 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.

**RESOLUTION HIRING BETH FIDANZA TO THE POSITION OF
ACCOUNTS RECEIVABLE
RESOLUTION #23-098**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) has conducted an exhaustive search for the position of Accounts Receivable; and

WHEREAS, following the search, the Chairman and Members of the PHMUA desire to hire Beth Fidanza to the position of Accounts Receivable with a start date of October 2, 2023; 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 Beth Fidanza to the position of Accounts Receivable with a start date of October 2, 2023.
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 APPOINTING CHRISTOPHER HARRIS AS ALTERNATE #2 OF THE PINE HILL
BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION #23-099**

WHEREAS, the Borough of Pine Hill adopted Resolution No. 2023-130 which appointed Christopher Harris to a two year term as Alternate #2 of the Pine Hill Borough Municipal Utilities Authority ("PHMUA" and/or "Authority") from February 1, 2023 through January 31, 2025; and

WHEREAS, the Authority desires to confirm the appointment of Christopher Harris.

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. Christopher Harris is hereby confirmed as Alternate #2 of the PHMUA with a term from February 1, 2023 through January 31, 2025. .
3. The Authority's Executive Director, and/or his designee, is hereby authorized and directed to take any and all steps necessary to effectuate the intent of this resolution.

**Water Operating
Revenue Resolution #23-100**

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.

MC10750	230.26	BMEU Clerk, Deptford USPS	Supplies - Office
MC10751	46.73	Treasurer, New Jersey State	Unemployment Compensation
MC10752	95.50	Treasurer, New Jersey State	Supplies - Operating
10753	8,658.67	Atlantic City Electric	Utilities - Operating
10753	366.05	Atlantic City Electric	Utilities - Office
10754	87.63	Acme Uniforms	Supplies - Operating
10754	18.50	Acme Uniforms	Supplies - Office
10755	156.00	Casa Payroll Service LLC	Supplies - Office
10759	68.99	Dominic Buirch	Health Insurance
10760	1,710.00	Edmunds GovTech	Supplies - Office
		Eurofins Environmental	
10761	1,077.00	Testing	Laboratory Testing
10762	27.50	Flowers & Gifts	Supplies - Office
10763	1,133.76	Gloucester Township	Automotive Expense
10764	78.65	Michael Grogan	Health Insurance
10765	45.27	Home Depot Inc	Supplies - Operating
10766	57.30	Independent Alarm Inc	Repair/Maintenance - Office
10766	63.66	Independent Alarm Inc	Repair/Maintenance -Building
10767	39.38	John Toal (Petty Cash)	Supplies - Operating
10768	92.99	Kennedy Marketing Co Inc	Supplies - Operating
10769	45.00	NJ League of Municipalities	Training/Educ - Admin
10771	70.22	Live Message American Acqua	Repair/Maintenance - Office
10772	1,397.00	Wade, Long, Wood & Long	Legal Fees
10774	336.25	Met Life Small Business Ctr	Health Insurance
10775	2,783.75	Miracle Chemical Co Inc	Chemicals
10776	93.85	Auto & Truck Parts Deptford	Automotive Expense
10777	88.11	Nextel/Sprint Inc	Telephone - Operating
10778	22,834.38	NJ American Water Inc	Water Agreements

10779	811.11	Omega Systems Consultants	Supplies - Operating
10779	1,626.40	Omega Systems Consultants	Supplies - Office
10780	30.92	One Call Concepts Inc	Repair/Maintenance - System
10781	5,175.00	Pennoni Associates Inc	Engineer Fees
10782	197.78	Pine Hill Hardware Inc	Supplies - Operating
10783	1,292.69	Joseph G. Pollard Co Inc	Supplies - Operating
10784	45.89	South Jersey Gas Co	Utilities - Operating
10785	150.00	Treasurer, New Jersey State	Training/Educ - Operating
10786	45.00	Stewart Business Systems LLC	Supplies - Office
10787	9.00	John Toal	Health Insurance
10787	7.20	John Toal	Training/Educ - Operating
10787	7.90	John Toal	Automotive Expense
10787	154.65	John Toal	Supplies - Operating
10788	700.00	AJR Tree & Land Masters	Repair/Maintenance -Building
10789	113.08	Verizon Inc	Repair/Maintenance - System
10790	28.76	Deborah Warrington	Health Insurance
10791	329.99	Xtel Communications Inc	Telephone - Office
10791	329.89	Xtel Communications Inc	Telephone - Operating

Water Renewal & Replacement

Revenue Resolution #23-101

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.

10781	3,252.50	Pennoni Associates Inc	Rehab of Water Tanks - Eng
10781	1,997.50	Pennoni Associates Inc	Branch Ave PRV - Eng
10781	155.00	Pennoni Associates Inc	Maintenance Garage Roof - Eng

Sewer Operating

Revenue Resolution #23-102

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.

MC10750	230.26	BMEU Clerk, Deptford USPS	Supplies - Office
MC10751	46.73	Treasurer, New Jersey State	Unemployment Compensation Ins
MC10752	95.50	Treasurer, New Jersey State	Supplies - Operating
10753	2,920.70	Atlantic City Electric	Utilities - Operating
10754	87.62	Acme Uniforms	Supplies - Operating
10754	18.50	Acme Uniforms	Supplies- Office
10755	156.00	Casa Payroll Service LLC	Supplies - Office
10756	2,365.00	Clementon Sewerage Authority	Transmittal Agreement
10757	206.21	Comcast Inc	Supplies- Office
10758	229.00	Coverall of Philadelphia Inc	Supplies - Office
10759	100.00	Dominic Buirch	Miscellaneous - Office
10759	46.00	Dominic Buirch	Health Insurance
10760	1,710.00	Edmunds GovTech	Supplies- Office
10762	27.50	Flowers & Gift	Supplies - Office
10763	388.88	Gloucester Township	Automotive Expense
10764	52.44	Michael Grogan	Health Insurance
10765	45.26	Home Depot Inc	Supplies - Operating
10766	57.30	Independent Alarm Inc	Repair/Maintenance - Office
10766	63.66	Independent Alarm Inc	Repair/Maintenance - Building
10767	39.37	John Toal (Petty Cash)	Supplies - Operating
10769	45.00	NJ League of Municipalities	Training/Educ - Admin
10770	13,851.00	Lindenwold Sewer Utility	Transmittal Agreement
10771	70.22	Live Message America Acqua	Repair/Maintenance - Office
10772	453.00	Wade, Long, Wood & Long	Legal Fees
10773	39.00	Lethal Pest Solutions Inc	Repair/Maintenance - Office
10774	224.16	Met Life Small Business Ctr	Health Insurance
10776	\$93.85	Auto & Truck Parts of Deptford	Automotive Expense
10777	88.10	Nextel/Sprint Inc	Telephone - Operating

10779	811.11	Omega Systems Consultants Inc	Supplies - Operating
10779	1,626.39	Omega Systems Consultants Inc	Supplies - Office
10780	30.92	One Call Concepts Inc	Repair/Maintenance - System
10781	77.50	Pennoni Associates Inc	Engineer Fees
10782	197.78	Pine Hill Hardware Inc	Supplies - Operating
10783	143.73	Joseph G. Pollard Co Inc	Supplies - Operating
10784	43.19	South Jersey Gas Co	Utilities - Office
10784	41.85	South Jersey Gas Co	Utilities - Operating
10785	100.00	Treasurer, New Jersey State	Training/Educ - Operating
10786	45.00	Stewart Business Systems	Supplies - Office
10787	6.00	John Toal	Health Insurance
10787	7.19	John Toal	Training/Educ - Operating
10787	7.90	John Toal	Automotive Expense
10787	154.65	John Toal	Supplies - Operating
10788	700.00	AJR Tree & Land Masters	Repair/Maintenance - Building
10789	208.71	Verizon Inc	Repair/Maintenance - System
10790	19.18	Deborah Warrington	Health Insurance

**Sewer General
Revenue Resolution #23-103**

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.

10781	77.50	Pennoni Associates Inc	Bromley Estatse Emerg Gen - Eng
10781	155.00	Pennoni Associates Inc	Maint Garage Roof Repl - Eng

Mr. Knott made a motion to approve all above resolutions #23-096 through #23-103, seconded by Mr. Ford..
Ayes: Mr. Odenath, Mr. Knott, Mr. Green, Mrs. Burke, Mr. Ford.
Nays: None

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

Meeting adjourned 7:11pm.

Respectfully submitted,

Patricia Garvey