

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **October 18, 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, October 18, 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. September 20, 2023

CORRESPONDENCE

REPORTS

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

NEW BUSINESS

OLD BUSINESS

RESOLUTION

1. Consent to Proposed Tri-County Water Quality Management Plan Amendment
2. Adopting Policies and Procedures Manual
3. Authorizing Membership in Tips Cooperative
4. Water Billing Adjustments
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, Mrs. Burke, Mr. Hassett, Mr. Ford, Mr. Harris.

Absent: Mr. Green

Also in attendance was Mr. John Toal, Operations Manager, Mr. Sean Raday, 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. Ford. Motion carried.

No one was present from the public.

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

Minutes:

Mr. Knott made a motion to approve the minutes of the September 20, 2023 meeting, seconded by Mr. Odenath.

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

Nays: None

Abstain: Mr. Hassett

Correspondence:

1. From Pennoni re: PH Warehouse Development Will Serve Berlin-Cross Keys Rd
2. From Pennoni re: NJDOT Trust Fund Improvements- Country Club Non-Vibratory Rollers
3. From NJ DEP re: Water Meter Replacement Project No. S340274-06
4. From NJ DEP re: Water Storage Tank Rehabilitation

5. From NJ DEP re: Water Allocation Permit Modification

Mr. Knott made a motion to approve the correspondence, seconded by Mr. Ford. 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.
 - e. Yearly Tank Inspections.
 - 1) Clement Avenue Tank Inspection provided.
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. Shop Drawings submitted.
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. DEP approved Environmental Planning Report; Design ongoing.
9. Turnerville Tank
 - a. Preliminary Approval for I-Bank Loan.
 - b. DEP approved Environmental Planning Report.
 - c. Design ongoing; MBA Inspection report provided to MUA.
10. Water Meter Replacement
 - a. I-Bank application project information submitted.
 - b. DEP approved Environmental Planning Report; 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. Recapture agreement discussion with new property owner.
 - c. As-builts sent to new property owner.

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 Watsonstown New Freedom Road.
6. Issued Treatment Works Approvals
 - a. Fairway Pines.
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. Raday provided brief comments on the Engineer report.

Solicitor's Report:

Mr. Long stated that he reviewed and prepared resolutions for the Policies & Procedures Manual and the TIPS Cooperative. The Policies & Procedures Manual is now compliant with MEL JIF requirements, qualifying the Authority for Insurance Rebates/Discounts.

Operation Manager's Report:

1. The following work was completed this month:

210 Assorted work orders completed

36 Utility mark outs serviced

13 Faulty Meter Registers and 9 Remote Touch Pads were replaced. All registers were out of warranty.

2. We replaced the broken/deteriorated water meter boxes at 213 E 11th Ave, 42 Terrace Ave and 72 Club Ct.
3. We winterized the office irrigation system and cleaned and re-installed the heater filters.
4. We repaired meter leaks at 216 Erial Rd, 2202 Tall Pines and at 15 Signal Hill Rd.
5. We received an on-site D.E.P water allocation inspection. We are in compliance.
6. We inspected all the grease traps within our collection system. One was out of compliance. We will re-inspect at a later date.
7. We inspected all our backflow devices in our distribution system. All are operational.
8. We trimmed and cut back the vines and tree branches of our fences at Mt. Clement station and behind the Turnerville Rd standpipe.
9. The third quarter water meter readings have been completed.
10. We had one sewer main blockage on Blackwood-Clementon Rd. We also routinely jetted a few of our problem areas.

Mrs. Burke made a motion to approve the Operation Manager's Report, seconded by Mr. Ford..

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

Nays: None

Executive Director's Report:

We received confirmation back from the I-Bank and NJ DEP confirming that we will not need an environmental study for the two projects that we have out for financing. The next step is for our engineers to have the design specifications completed and submitted. I had a meeting with Tom Lisse, and we are near completion for both projects and will be able to send them off for final review by I-Bank. I have a meeting scheduled with Tim Breslin from Rio Supply to get our order in place once interim financing has been approved.

We have continued the process of getting on the State Health Benefits. All active employees have made their choices and received their insurance cards. Mike Grogan's son was finally approved on 10/10 and he will be on the insurance back dated to 10/01. We resolved some minor issues with our four retirees, and all have or will receive their insurance card within the week.

We placed an order with Nielson Ford to purchase a new 2023 Ford F250 Pickup truck for John Toal. I followed up to see when we will take delivery of his vehicle. They believe that his vehicle should arrive to us within the 7 to

10 days. We have cut a check for the cost of his vehicle for approval this meeting. We will issue the check once delivery is made to our facility.

We issued a PO to Municipal Maintenance to complete the Madison Ave P/S Controller replacement. The controller we were quoted on has a long lead time. We are exploring other controller options with the help of Municipal Maintenance.

I have a resolution on the agenda for tonight's meeting to join The Interlocal Purchasing System (TIPS). This would enable us to change IT companies from Omega Systems to Rivell Technology. Rivell is a vendor in this co-op. I have obtained better pricing from them, and they will be able to service our IT needs going forward and have us compliant with both the JIF and the WQAA Cybersecurity requirements.

I have a resolution on the agenda tonight for a Letter of Consent for the Fairway Pines Development. This is needed for the developer to send into NJ DEP for this project.

I have another resolution on the agenda for the approval of our updated Policies and Procedures manual that is required by the JIF. This will make us compliant with the current employment practices and is required to be completed by November 1st. Chris Long will sign off on Employment Practices Best Practices Checklist. This will qualify us for the Employment Practices Liability standard policy deductible. This will stay in effect for the next two years.

We received our new loader bucket for the backhoe on 10/12. They made the exchange, and we are still waiting on the smaller bucket for the back. There was a recall for the Hydraulic Tank, and they will be here on 10/16 to complete the repair.

I contacted Hailey Wolfe from William Penn Bank to discuss our interest income we receive on our accounts monthly. She indicated that she could raise our interest rate from 0.07 percent to 3.93 percent. This will provide us with additional interest income on our accounts.

We have a meeting scheduled next week with RFP Solutions to get set up for installation of our new phone system. Their engineer will be here to go over the features of the new phones.

We have a meeting scheduled for next week with WJ Gross Inc. They will be replacing the roof on the maintenance garage. We will make sure that the new shingles and downspouts match the rest of the building. They have obtained their permits and we should be on the schedule in two weeks.

Mr. Hassett made a motion to approve the Executive Director's report, seconded by Mrs. Burke.

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

Nays: None

Board Members:

Board Members all congratulated Julie Reehle for her promotion to Office Manager. All members welcomed Chris Harris as the newest member of the Board.

Mr. Hassett informed the Board that Joe Donohue passed another exam and qualifies for an additional pay increase.

New Business:

None

Old Business:

None

RESOLUTIONS:

**RESOLUTION #23-104
A RESOLUTION CONSENTING TO THE PROPOSED TRI-COUNTY WATER
QUALITY MANAGEMENT (WQM) PLAN AMENDMENT**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority desires to provide for the orderly development of wastewater facilities within Pine Hill Borough, Camden County; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects conform with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP Rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM Plan Amendment publicly noticed in the New Jersey Register on April 17, 2023 for Pine Valley Developers, LLC has been prepared by Land Dimensions Engineering.

NOW, THEREFORE, BE IT RESOLVED, on this 18th day of October, 2023, by the governing unit above identified, that:

1. The Pine Hill Borough Municipal Utilities Authority hereby consents to Pine Valley Developers, LLC Amendment, and publicly noticed in the New Jersey Register on April 17, 2023, prepared by Land Dimensions Engineering, for the purpose of its incorporation into the applicable WQM Plan(s).
2. This Consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

RESOLUTION #23-105

**RESOLUTION OF THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
ADOPTING A POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) has determined that there is a need for a Policies and Procedures Manual to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations and to provide guidelines covering public services by Authority employees, while not being intended to serve as a contract, a copy of which is attached hereto and made apart hereof; and

WHEREAS, in the event that a provision contained within a collective bargaining agreement with the Authority conflicts with any provision in either the Policies and Procedures Manual or Employee Handbook, the provision contained within the collective bargaining agreement shall control.

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 Authority Policies and Procedures Manual attached hereto and made apart hereof, is hereby adopted by the Pine Hill Borough Municipal Utilities Authority.
3. The Executive Director and/or his designees are hereby authorized and directed to take any and all steps necessary to implement the Policies and Procedures Manual.

**RESOLUTION #23-106
PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING THE PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY
TO ENTER INTO THE INTERLOCAL PURCHASING SYSTEM (TIPS) COOPERATIVE
PURCHASING SYSTEM**

WHEREAS, N.J.S.A. 52:34-6.2(b)(3) allows contracting units to join national cooperative purchasing agreements; and

WHEREAS, the Pine Hill borough Municipal Utilities Authority desires to participate in The Interlocal Purchasing System (TIPS) for the purchase of goods and services (Contract #230105); and

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Board Members of the Gloucester Township Municipal Utilities Authority:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. Pursuant to the provisions of N.J.S.A. 52:34-6.2(b)(3), the Pine Hill Borough Municipal Utilities Authority is hereby authorized to enter into The Interlocal Purchasing System Cooperative Pricing Agreement.
2. The Authority’s Executive Director and/or his designee is hereby authorized and directed to take any and all actions necessary to effectuate the intent of this resolution.

**WATER
RESOLUTION #23-107**

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

3932000-0	7 MILLSTREAM RD	RET OP TO DCA	\$396.50
715000-0	725 W BRANCH AVE	BILLING ERR	\$ 35.00 TO FEE
1552000-0	164 E 10 TH AVE	LEAKY GASKET	\$ 109.25 (19T)
1572000-0	111 E 10 TH AVE	LEAKY GASKET	\$17.25 (3T)
2157000-0	39 W 3 RD AVE	LEAKY GASKET	\$103.50 (18T)
2744000-0	1205 WEBER DR	BILLING ERROR	\$25.00 (WFR)
1420000-11	MANSIONS BLDG #9	BAD READING	\$5,175.00 (900T)

**Water Operating
Revenue Resolution #23-108**

MC10792	396.50		Treasurer, New Jersey State	Miscellaneous - Office
MC10794	931.11		BMEU Clerk, Deptford USPS	Supplies - Office
MC10796	556.67		NJ State PWT	State Water Tax
10797	9,237.97		Atlantic City Electric	Utilities - Operating
10798	69.35		Acme Uniforms	Supplies - Operating
10798	18.50		Acme Uniforms	Supplies - Office
10799	90.00	DB	American Water Works Assoc	Training/Educ - Admin
10799	266.00	JD	American Water Works Assoc	Training/Educ -Operating
10800	2,372.98		Bank of NY-Melon	Trustee
10801	6,600.00		Bowman & Company LP	Audit & Accounting Fees
10802	182.50		Casa Payroll Services LLC	Supplies - Office
10804	206.21		Comcast Inc	Supplies - Office
10805	1,408.00		Core & Main LP	Supplies - Operating
10806	229.00		Coverall of Philadelphia Inc	Supplies - Office
10807	100.00		Dominic Buirch	Miscellaneous - Office
10807	68.99		Dominic Buirch	Health Insurance
10808	2,739.00		Eurofins Environment Testing	Laboratory Testing
10809	437.74		Gloucester Township	Autmotive Expense
10810	69.19		Thomas Hassett	Health Insurance
10811	169.16		Matthew Hufner	Supplies - Operating
10811	38.43		Matthew Hufner	Health Insurance
10812	44.17		John Toal (Petty Cash)	Supplies - Operating
10813	185.00		NJ League of Municipalities	Training/Educ - Admin
10813	175.00		NJ League of Municipalities	Training/Educ - Operating
10814	80.67		Live Message America Acqu	Repair/Maintenance - Office
10815	1,293.00		Wade, Long, Wood & Long	Legal Fees
10816	37.00		Lethal Pest Solutions Inc	Repair/Maintenance - Office
10817	336.25		Met Life Small Business Ctr	Health Insurance
10818	1,423.75		Miracle Chemical Co Inc	Chemicals
10819	4,500.00		Mumford-Bjorkman Assoc	Repair/Maintenance -System
10820	88.11		Nextel/Sprint Inc	Telephone - Operating
10822	22,594.37		NJ American Water Inc	Water Agreements
10823	950.68		Omega Systems Consultants	Supplies - Office
10824	26.10		One Call Concepts Inc	Repair/Maintenance - System
10825	17.50		Paul's Trophies Inc	Miscellaneous - Office
10826	38.75		Pennoni Associates Inc	Engineer Fees
10827	46.38		Pat Garvey (Petty Cash)	Supplies - Office
10828	69.16		Pine Hill Hardware Inc	Supplies - Operating
10829	571.40		Joseph G. Pollard Co Inc	Supplies - Operating
10830	3,288.00		Rio Supply Inc	Meters/Connections
10831	37.80		SJ Gas Co Inc	Utilities - Office
10831	37.80		SJ Gas Co Inc	Utilities - Operating
10832	34.28		George Smith	Health Insurance
10833	24.57		John Toal	Automotive Expense
10834	113.14		Verizon Inc	Repair/Maintenance - System
10835	61.42		Deborah Warrington	Health Insurance
10836	154.47		WB Mason Co	Supplies Office
EC10838	9,872.68		NJ State Health Benefits Prog	Health Insurance

**Water Renewal & Replacement
Revenue Resolutn #23-109**

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.

10821	24,873.50	Nielsen Ford of Morristown	2023 Ford F250 Truck
10826	2,153.73	Pennoni Associates Inc	Branch Ave PRV - Engin
10826	7,310.00	Pennoni Associates Inc	Rehab Water Tanks - Engineering
10826	8,617.55	Pennoni Associates Inc	PRM Backup/Capping 6&7-Eng

**Sewer Operating
Revenue Resolution #23-110**

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.

MC10794	931.10	BMEU Clerk, Deptford USPS	Supplies - Office
10797	3,108.86	Atlantic City Electric	Utilities - Operating
10797	255.18	Atlantic City Electric	Utilities - Office
10798	69.35	Acme Uniforms	Supplies - Operating
10798	18.50	Acme Uniforms	Supplies - Office
10801	6,600.00	Bowman & Company LLP	Audit & Accounting Fees
10802	182.50	Casa Payroll Services LLC	Supplies - Office
10803	88.00	Camden County MUA	Supplies - Office
10803	88.00	Camden County MUA	Supplies - Operating
10807	46.00	Dominic Buirch	Health Insurance
10809	437.74	Gloucester Township	Automotive Expense
10810	58.18	Thomas Hassett	Health Insurance
10811	169.16	Matthew Hufner	Supplies - Operating
10811	25.62	Matthew Hufner	Health Insurance
10812	44.17	John Toal (Petty Cash)	Supplies - Operating
10813	185.00	NJ League of Municipalities	Training/Educ - Admin
10813	175.00	NJ League of Municipalities	Training/Educ - Operating
10814	80.67	Live Message America Acqua	Repair/Maintenance - Office
10815	717.00	Wade, Long, Wood & Long	Legal Fees
10817	224.16	Met Life Small Busines Ctr	Health Insurance
10820	88.10	Nextel/Sprint Inc	Telephone - Operating
10823	950.67	Omega Systems Consultants	Supplies - Office
10824	26.09	One Call Concepts Inc	Repair/Maintenance -System
10825	17.50	Paul's Trophies Inc	Miscellaneous - Office
10826	507.50	Pennoni Associates Inc	Engineer Fees
10827	46.38	Pat Garvey (Petty Cash)	Supplies - Office
10828	\$69.15	Pine Hill Hardware Inc	Supplies - Operating
10831	41.85	SJ Gas Co Inc	Utilities - Operating
10832	22.85	George Smith	Health Insurance
10833	24.57	John Toal	Automotive Expense
10834	211.06	Verizon Inc	Repair/Maintenance - System
10835	40.94	Deborah Warrington	Health Insurance
10836	154.46	WB Mason Co	Supplies - Office
10837	331.18	Xtel Communications Inc	Telephone - Office
10837	326.98	Xtel Communications Inc	Telephone - Operating
EC10838	6,581.78	NJ State Health Benefits	Health Insurance

**Sewer General
Revenue Resolution #23-111**

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.

10821	24,873.50	Nielsen Ford of Morristown Inc	2023 Ford F250 Truck
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Mr. Knott made a motion to approve all above resolutions #23-104 through #23-111, seconded by Mrs. Burke.
Ayes: Mr. Odenath, Mr. Knott, Mrs. Burke, Mr. Ford, Mr. Hassett, Mr. Harris.

Nayes: None

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

Meeting adjourned 7:19pm.

Respectfully submitted,

Patricia Garvey