

Minutes of the Regular Meeting of the Pine Hill Borough Municipal Utilities Authority held Wednesday, **January 17, 2024** 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, January 17, 2024  
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. December 20, 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 – Emergency Watermain Erial Hickstown Rd
2. Authorizing Payment of Health Insurance for Mabel Borovkoff
3. Water Billing Adjustments
4. 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. Ford, Mr. Harris.

Absent: Mr. Green, Mr. Hassett, Mr. Chris Long, Solicitor.

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

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

Mrs. Burke made a motion to open the floor to the public, seconded by Mr. Ford. 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 December 20, 2023 meeting, seconded by Mrs. Burke.

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

Nayes: None

### Correspondence:

1. From D.Warrington re: Response Results – RFQ for Professionals
2. From Pennoni re: PHMUA Apartment Complex Water Service Maintenance
3. From Warrington re: Thank You

Discussion on implementing policy on apartment water service maintenance. Board agrees and approves a new policy is needed. Another letter will be drafted with more detail of charges and required procedures. Mr. Toal said the entire grid needs to be upgraded within 30 days and then implement an annual inspection.

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 co
    - 5) mplete 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.
    - 6) Bureau of Water System Engineering "BWSE" Permit to Construct approved.
    - 7) Pennoni requested meeting with AC Schultes to review schedule.
  - 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 submitting design details and cost estimate for MUA review.
  - 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; John Toal to submit through E2 electronic filing. (Deadline Jan 31). Pennoni provided proposal.
  - c. Pennoni to submit 2023 DRBC Audit (Deadline March 31<sup>st</sup>).
  - 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). Meeting held 11/8 with MUA personnel to review GIS capabilities.
  - c. Solicitor to draft rule change for "Change in Use" connection fees.
5. Plant Roof
  - a. Maintenance bond expires 10/31/2024.
  - b. Middle roof replacement substantially complete. Punchlist repairs completed 1/10.
6. Bromley Estates Pump Station Generator
  - a. Maintenance Bond expires July 2025.
7. Annual Water Bond Trustee Report
  - a. Pennoni to prepare 2023 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; Specifications submitted to DEP for Review.
11. Tall Pines Sewer Pump Station
  - a. Investigating installation of permanent generator.

### 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 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; Site preconstruction meeting for decommissioning held 1/11/2024.
  - g. Ham Radio Operator Antenna: Turnerville.

Mr. Dougherty provided the status of various active water projects listed on the Engineer report: Meeting with AC Schultes to review final completion of well, design details and costs for Branch Ave PRV increased flow, Well status update deadline 1/31/24, DRBC audit deadline 3/31/24, Plant roof punch list completed & waiting maintenance bond, currently preparing Water bond trustee report, Specs sent to DEP for Environmental Planning Report for review, Meeting held for Mt Clement Sprint decommissioning & awaiting schedule.

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

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

Nays: None

**Solicitor's Report:**

No report this evening.

**Operation Manager's Report:**

1. The following work was completed this month:
  - 89 Assorted work orders
  - 34 Utility mark outs serviced
2. We replaced the broken water meter boxes at 199 Erial Rd and 802 Blackwood Clementon Rd. We also repaired a water meter leak at 39 E Branch Ave.
3. We repaired a water service line leak on E 5<sup>th</sup> Ave.
4. We had a sewer main block on E Clearview Ave. We routinely jetted the following locations: W Evanson Ave, the entire Kirk Lane, Forrester Ave from Woodburn Ave to W Branch Ave, Millstream & Gristmill Rds to the Bromley pump station and Grand Ave to the Madison Ave pump station.
5. We replaced the inoperable backup control floats at the Bromley and Madison sewer pump stations. We pumped down and pressure washed the wet well at the Madison Ave station to pump the solids out for general maintenance.
6. We attended snow plow training hosted by Tom Crosby at the Public Works Dept.
7. We had Genserve Co in to inspect and service all our emergency generators 12/19/23. Air quality was checked 12/18/23 at 5 pm per Camden County protocol.
8. We collected and submitted all the December 2023 UCMR 5 samples. We have not received any results back. Next samples will be in March 2024.
9. I have completed and submitted the following reports to the DEP for the 4<sup>th</sup> quarter December 2023: Water Utilization, Water Diversion, TTHM/Haa5 LRAA's, Disinfection Report B&C.
10. I am presently working on preparing the 2024 CCR and the water conservation Drought Management Report due 3/31/24.

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. Harris..

Nays: None

## **Executive Director's Report:**

To follow up our discussion from last month's meeting concerning the Mansion and Chalet Apartment complexes. Tom Leisse reached out to Willingboro MUA and Berlin Borough on how they handle these issues. Willingboro MUA have common meters going into the apartment buildings and no inspection for those services. They do have in their Rules Applicable to Water Services a section 4 that breaks down the customers maintenance responsibilities for all connections, service lines and fixtures. This is very similar to what we have put together to go forward with our apartment complexes. Berlin Borough have an older apartment complex with individual meters on the buildings and a newer complex with a single meter for the entire complex. They have no written rules and regulations for water services. I would like to get approval to use our preliminary charges of \$75 each time for shutting the water off and on for them. I want to implement a standard charge of \$125/hour per PHMUA employee with a minimum of 2 employee's and a minimum of 4 hours each. I would like to move forward with an annual inspection of the apartments to verify that their shutoff valves are working properly. I want to put in requirements that all repair work to watermains in the complexes be done following DEP Safety Protocols to make sure there is no contamination to the water supply. I want to require the apartment complexes to use licensed contractors on all repairs and copies of all paperwork to be sent to the authority for our records.

We have a resolution on the agenda tonight for Mabel Borovkoff. This references that Mabel's health insurance will be paid by the Pine Hill Municipal Utilities Authority until death. The State of NJ Health Benefits will not recognize Mabel under the same status as the other three retirees that we pay health insurance for. According to the State of NJ, Mabel only had 13 years in the system, and she will not qualify for company paid health benefits. This resolution will guarantee that we will honor the previous agreement and continue to pay her health benefits until death. I have spoken with her daughter Mary, and we will get a copy of her monthly bill and issue a check to Mabel each month to cover the cost.

We have a resolution tonight to appropriate funds from the Water Renewal and Replacement account to cover the total cost of the Erial and Hickstown Road emergency water main break that occurred on November 13<sup>th</sup> of last year. We finally received the final estimate to complete the final restoration of the road. The total amount of \$35,000 will cover the whole project. We issued a payment in the December meeting for \$13,709.80. They have quoted us an additional amount of \$18,277.50 to complete the project. I rounded up our amount to cover any unforeseen issues that may arise during the final restoration. We performed a mark out on 1/8/24 for Pioneer Pipe. We are hoping to have this completed by month end.

Municipal Maintenance is started work on the Madison Ave P/S Controller on Tuesday December 12<sup>th</sup>. The bulk of the work is completed, and they are finishing the rest of the installation within the next week. We are cutting a check for payment on this project but will hold until final completion.

We received the new signage for the office and maintenance garage. These signs have been installed at Country Club and Mt. Clement Well sites. We have posted new signs at all pump stations also. We have posted the approved resolution and policy in our entrance way to cover ourselves for the First Amendment Audit. I would like to thank John Greer and Dave Meloni from Gloucester County for their help in getting these signs made.

WJ Gross came out on January 10<sup>th</sup> to repair the leak on the maintenance garage roof. We had a leak coming in around the ductwork for the heater in the garage. All repairs have been made and we send the final payment out this week.

Ryan Muckley has been signed up to take the Introduction to Water and Wastewater. This class goes from January to July.

I have reached out to Dennis DePuy from Pennoni to get status on converting the portable generator that the MUA has to a permanent generator onsite at the Tall Pines Pump Station.

On 1/11 we met with T-Mobile to go over the decommissioning of the antennas on the Mt. Clement storage tank. We will be receiving an updated schedule later next week giving us a detailed project timeline.

Mr. Buirch explained the Resolutions on the Agenda. He also stated that Ryan Muckley is registered for class on Intro to Water and Wastewater.

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

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

Nays: None

## **Board Members:**

Mr. Knott expressed his appreciation for the MUA maintenance men attending the class on snow plowing hosted by the Borough Public Works.

## **New Business:**

None

## **Old Business:**

None

**RESOLUTIONS:**

**PINE HILL BOROUGH  
MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION #24-001**

**WHEREAS**, the Pine Hill Borough Municipal Utilities Authority has an emergency water main break at intersection of Erial and Hickstown Road; 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 \$35,000.00 from the Water Renewal and Replacement Fund, which is required to complete the emergency water main break repair at the intersection of Erial and Hickstown Road 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  
AUTHORIZING PAYMENT OF HEALTH INSURANCE PREMIUM FOR MABEL BOROVKOFF  
RESOLUTION #24-002**

**WHEREAS**, Mabel Borovkoff (“Borovkoff”) was an employee of the Pine Hill Borough Municipal Utilities Authority (“PHMUA” and/or “Authority”) from October 31, 1983, through September 30, 2001; and

**WHEREAS**, it was the intention of the PHMUA to pay for the health insurance premium for Borovkoff for the remainder of her life; and

**WHEREAS**, the PHMUA now desires to formally approve of the payment of Borovkoff’s health insurance premium for the remainder of her life.

**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 hereby approves the payment of Mabel Borovkoff’s health insurance premium for the remainder of her life.
3. The Authority’s Executive Director, or his assignee, is hereby authorized and directed to take any and all steps necessary to effectuate the intent of this resolution.

**WATER  
RESOLUTION #24-003**

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

2999000-0	30 GRAND AVE	LEAKY MTR	RES 32T (202.56)
217000-0	3603 TALL PINES	BILLING ERROR	\$35.00

**Payment of Bills  
Revenue  
Resolution  
#24-004  
January 17, 2024**

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	\$69,583.35
Renewal & Replacement	\$4,026.88
Sewer Fund	\$26,524.93
Sewer General	\$25,674.54
Total Funds Approved	\$125,809.70

Mr. Odenath made a motion to approve all above resolutions #24-001 through #24-004, seconded by Mr. Ford.

Ayes: Mr. Odenath, Mr. Knott, Mrs. Burke, Mr. Ford, Mr. Harris.  
Nays: None

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

Meeting adjourned 7:40pm.

Respectfully submitted,

Patricia Garvey



