

A regular meeting of the Pennsville Sewerage Authority was called to order by Chairman McDade at 7:00 p.m., on Thursday, September 12, 2013 in the Municipal Building, 90 North Broadway, Pennsville, New Jersey. Chairman McDade read the Open Public Meetings Act Statement and led all present with the Pledge to the flag.

Authority members present in addition to Chairman McDade were David Birchmire, Scott Hourigan, Bernard Sennstrom, II and alternate member Mary Lou Chollis. Other attendees included Authority Solicitor Walter J. Ray, CFO John Willadsen, Authority Engineer David Palgutta, Auditor Shawn Glynn, William Mesogianes, Authority Superintendent Ronald E. Cooksey, and Clerk Diane Ford.

Chairman McDade asked the Board to review the monthly budget report.

#### Resolution No. 13-86-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member Sennstrom moved for adoption of Resolution No. 13-86-SA and Member Hourigan seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-86-SA is approved.

#### Resolution No. 13-87-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON AUGUST 8, 2013

Member Sennstrom moved for adoption of Resolution No. 13-87-SA and Member Birchmire seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-87-SA is approved.

#### Resolution No. 13-88-SA INTRODUCING THE 2014 AUTHORITY BUDGET

Auditor Glynn commented that other than the total appropriations being \$250,000 more, the 2014 budget was similar to the 2013 budget. CFO Willadsen commented that the Authority should consider doing a rate study to determine if there should be a rate increase. He then added, after verifying with Clerk Ford, that there had not been an increase in 12 years, and that, within the past few years, the Authority has had fewer funds at their disposal. Member Sennstrom agreed with his comment and stated that it would be better to have small incremental increases over 3 to 5 years rather than waiting and having a larger increase. Mr. Willadsen further stated that the Authority has done very well without having an increase for this long of a period. Chairman McDade stated that a rate study should be given serious consideration, and Solicitor Ray added that it might not be warranted, but was worth investigating.

Member Sennstrom moved for adoption of Resolution No. 13-88-SA and Member Birchmire seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-88-SA is approved.

Resolution No. 13-89-SA AUTHORIZING A \$.50/HOUR PAY INCREASE FOR HARTLEY C. TURNER WHO HAS OBTAINED HIS NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION C-1 COLLECTION LICENSE

Chairman McDade commented that Hartley Turner was an outstanding and versatile employee.

Member Sennstrom moved for adoption of Resolution No. 13-89-SA and Member Birchmire seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-89-SA is approved.

Resolution No. 13-90-SA AUTHORIZING THE CHIEF FINANCIAL OFFICER TO MAKE FINAL PAYMENT #5 TO SUB-LEVEL INSTALLATIONS, INC., FOR THE CONSTRUCTION OF THE AUTHORITY'S ODOR CONTROL SYSTEM IN THE AMOUNT OF \$5,189.50

Chairman McDade inquired about the status of the odor control system project. Superintendent Cooksey stated that the pulleys were outstanding items, but that they had been received yesterday. Engineer Palgutta added that they were satisfied with the work that had been completed and recommended that the final payment be issued. He also stated that he looked through the recommendation given on September 4, 2013, and stated that it was noted that the one year maintenance bond should be submitted prior to releasing the payment. Solicitor Ray stated that this bond had not been received. Mr. Palgutta recommended processing the payment and then issuing it once the maintenance bond was received. Clerk Ford confirmed that the bond would be received by the Sickels' Office and then forwarded to the Authority. She then added that the payment would be held until that time.

Member Sennstrom moved for adoption of Resolution No. 13-90-SA and Member Birchmire seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-90-SA is approved.

Resolution No. 13-91-SA AMENDING AUTHORITY RESOLUTION NO. 12-83-SA, WHICH WILL INCREASE THE COST OF THE ENGINEERING WORK ASSOCIATED WITH THE AUTHORITY'S GIS MASTER PLAN IN THE AMOUNT OF \$12,330 TO THE SUM OF \$156,700

Engineer Palgutta stated that they had originally anticipated about 1140 manholes and this was what the original proposal stated. He added that there were over 1200 manholes that had been defined. Mr. Palgutta further added that Sickels was unable to complete the

additional manholes within the original budget. He then affirmed that there were also manholes that had to be revisited. Chairman McDade commented that he was amazed at the amount of manholes that had been covered. Mr. Palgutta confirmed that they had all been located. Alternate Member Chollis inquired about why the work had not been done by the township, and Mr. Cooksey responded by stating that the township did not have the right equipment for this project. Chairman McDade added that the township did not have the manpower either.

Member Sennstrom moved for adoption of Resolution No. 13-91-SA and Member Birchmire seconded. Roll call vote as follows: Birchmire-yes; Chastain-absent; Hourigan-yes; McDade-yes; Sennstrom-yes; Chollis-yes. Resolution No. 13-91-SA is approved.

The first discussion item was the regional sewer system correspondence. Solicitor Ray stated that he wrote a letter on August 15, 2013 to Samuel Previterra from Bach Associates asking him to explain why the Authority had received the letter from him dated July 11, 2013 which stated that Salem County was going to replace the Authorities sewerage system. He added that he had not received a response to the letter at this time, but there were other communications received by freeholder Dale Cross that offered an explanation. He further stated that apparently there was a mail merge that caused this letter to be mailed to the Authority in error. Chairman McDade then stated that he had spoken to the freeholders also regarding this matter, and the freeholders, at the time, knew nothing about it. He further added that Mr. Cross inquired to the Bach Associates and received a response from them. Mr. McDade stated that the Authority also received a response from Deborah Turner-Fox, Executive Director of the Salem County Improvement Authority. He added that her response talked about different agreements that had been entered into between the Improvement Authority and Gloucester County. Mr. McDade further stated that they had not seen these documents but that he had asked Mr. Cross for copies of them, one of which spoke about Salem County. He added that there was no explanation as to what these documents say or mean. Mr. McDade then stated that Mr. Cross was still investigating this matter for the Authority to try to answer some of these questions. Mr. Ray advised the Board that the Authority should follow up with Mr. Cross after he has done more investigating and definitely obtain copies of these documents for their review. He further stated that this effort by the county was an on-going study which was obvious by looking at the plans that Superintendent Cooksey originally received. Chairman McDade agreed and stated that there was a lot of money and effort put into this process, and that he did not anticipate it stopping because the Authority didn't agree with it. Mr. McDade then added that they would continue to share all the information with the Board as they received it. Solicitor Ray then asked Chairman McDade if he would like him to write a letter to Mr. Cross and ask if he would provide these copies for him and the members, and Mr. McDade stated that he thought that was a good idea. After a brief discussion regarding the responses

and the plans, Engineer Palgutta stated that he believed that the intent of the plans were to have an open discussion with the DEP about the potential problems with this effort.

The next discussion item was CDL Licenses. Superintendent Cooksey stated that he had spoken with the business agent of the union, Tom Lyon, and he had also spoken with Chairman McDade regarding the protocol for his directive of mandating CDL licensing from the union plant employees. He added that he wanted to make sure that the Authority was in favor of this protocol especially if there was any resistance. Mr. Cooksey affirmed that this directive would state that if the employee wanted to continue to be employed by the Authority, they would have to obtain a CDL license within so many days. He then stated that he felt that none of his employees would have a problem with this directive. Mr. Cooksey responded to Chairman McDade's question regarding the response of Tom Lyon by stating that he and Mr. Ray spoke with him and that he didn't see a problem with it. Solicitor Ray stated that Mr. Lyon was in agreement with this mandate and that it did fall under the managerial prerogative section. Mr. Ray added that he explained to Mr. Lyon that obtaining a CDL was in the union contract, but it had not been mandatory. Mr. Ray informed the Board that Mr. Lyon was going to inform the union members that the Authority does have the right to mandate this requirement. He then added that this doesn't mean the Authority's plant employees won't disapprove, but the Authority did have Tom Lyon's support. After a brief discussion regarding the time frame in which the plant employees had to obtain this license, Member Hourigan stated that a realistic time frame was 90 days from the time they obtain the permit to the testing part of the process. Superintendent added that failure to pass the test also needed to be factored into this process. Mr. Ray stated that he felt that 90 days sounded like a good time frame and that he felt that Tom Lyon would be amenable to this. Mr. Cooksey closed this discussion by stating that he would post the directive on Monday, September 16, 2013.

The next discussion item was 522 South Broadway. Superintendent Cooksey stated that this property owner, Mr. Robert Ehle, filed a connection application with us back in 2010. Mr. Cooksey added that he informed Mr. Ehle that he had to obtain an agreement from Laura's Glenn apartments before the Authority would approve this connection. He then informed the Board that this was due to the fact that the Authority's collection system lead into Laura's Glenn privately owned collection system. Mr. Cooksey stated that a lot of time had passed and that Mr. Ehle recently called him again and wanted to know if he had any other options. He added that Mr. Ehle wanted to know if he'd be able to tie directly into a force main that's coming out of Laura's Glenn that fronts his property on the shoulder of the road in order for his wastewater to go directly to our force main versus going through Laura's Glenn. Mr. Cooksey informed everyone that he wrote a review letter to Mr. Ehle and sent copies to the Board explaining the procedure that he would need to follow to accomplish this. He added that this was not an uncommon method to achieve this objective, but that he was hoping Mr. Ehle

would have been able to reach an agreement with Laura's Glenn because it would have been less complicated. Mr. Cooksey stated that Mr. Ehle would have to have Mr. Palgutta evaluate the pump station and the feasibility which would be more costly for him. He stated that Mr. Ehle was supposed to pick up a memo from him, and once he did, we could see how this situation would proceed. Chairman McDade commented that Mr. Ehle was in a difficult situation because his septic system was failing and to replace it would also be expensive. After a brief discussion regarding Mr. Ehle being unable to establish an agreement with Laura's Glenn, Member Sennstrom stated that there was no action to be taken at this time other than to wait and see what would happen. Mr. Cooksey concluded this discussion by stating that once Mr. Ehle goes through this procedure, the Authority would have to formally approve his connection.

The next discussion item was the channel grinders. Superintendent Cooksey stated that back in '04/'05, we purchased channel grinders for our Fifth Street pumping station because we used to have to manually rake bar screens and make confined space entries on a daily basis. He added that when he discovered this new technology, the channel grinders, the Board approved the purchase of them. Mr. Cooksey stated that the channel grinders were a very complicated, industrial piece of equipment and that they had been in service for 9 years. Mr. Cooksey affirmed that he felt that it was time to rebuild the cutters on the channel grinders and that he had received a price of about \$26,000. He added that he did not need to do a public bid for this service because the Authority's mechanical contractor, KRS, would be able to handle this type of work. Mr. Cooksey further stated that he wanted to make sure the Board approved this and understood what he was trying to accomplish. Chairman McDade reaffirmed that it was better for the Authority to stay ahead of any maintenance to prevent equipment from failing. After Mr. Cooksey briefly described the manual operation of the work that the channel grinders accomplish, Mr. McDade stated that the channel grinders were also a much safer option. Mr. Cooksey then responded to Member Birchmire's question regarding the turnaround time for rebuilding the grinders by stating that it was about a week, and that KRS would service one at a time. He then added that once KRS received the new parts, they would dismantle it, clean it, and rebuild it. After a brief discussion regarding how all the cutters in the grinder would have to be replaced, Mr. Cooksey stated that the channel grinders serviced the Authority for 9 years which he felt was a good span of time.

The next discussion item was the Pittsfield Street and William Penn Avenue overlay. Chairman McDade informed everyone that all asphalt contractors were behind in their schedules for about 3 to 4 weeks this summer due to the weather which prevented this intersection from being completed. He added that he believed that the intersection was in good condition and that it could withstand the winter months. Mr. McDade stated that the overlay could be completed in the spring which would also give the area more time to compact.

Mr. McDade additionally stated that the township had applied for a grant to have the entire area of William Penn Avenue paved from Broadway to Pittsfield Street, and, if we get the grant, the Authority could possibly have this area completed also. He added that this could save approximately \$8,000 or \$9,000.

The next discussion item was 24 North Broadway. Clerk Ford stated that she had provided for all members a memo in regards to what transpired with this property. She then explained to the Board that the office received a legal search for this property owned by John Wilson of Patriot Properties. She added that this property had been disconnected, and that she had verified with Superintendent Cooksey that it had not been reconnected. Ms. Ford stated that she also contacted the code office to inquire if the permits for this location had been closed out for whatever work that had been done. She stated that she spoke with Mr. Tony Dariano from the code office who stated that he would locate the paperwork. Ms. Ford affirmed to everyone that Mr. Dariano also went to the property the next day and verified that there was a sink with running water and a bathroom that was installed. Ms. Ford also informed the Board that on Mr. Wilson's disconnect application, he had not signed the section that stated there would be a \$2,500 fee charged for not reconnecting within a year. Ms. Ford explained to everyone that the Authority had a resolution in place that stated that if a dual unit structure had only been billed for one unit, the Authority can back bill up to three years. Mr. Cooksey added that he had spoke with Mr. Wilson who said that he had remodeled a few months prior, but that he was willing to pay for the back billing for the entire year. Solicitor Ray stated that, after reviewing the resolution, it did not apply to this situation, and that Mr. Wilson's suggestion of paying back bills for the year might be a compromise that the Board would consider to be fair to both sides. He also verified to Ms. Ford that the \$50 reconnection fee should also be billed in addition to the year. Ms. Ford commented that she would bill Mr. Wilson for the first and second quarters of 2013 in addition to the current third quarter bill and the \$50 reconnection fee, and that she would include this information in a letter to Mr. Wilson. Chairman McDade stated that he was in favor of this recommendation by Mr. Ray, and after a brief discussion regarding the details of the disconnection form, Chairman McDade entertained a motion to approve the billing of Mr. Wilson for first, second, and third quarters of 2013 and the reconnection fee. All in favor, All "Aye", motion carried.

The last discussion item was the delinquency. Clerk Ford stated that she had provided the members with the dollar amounts collected for both water and sewer. She added that there was approximately \$400,000 delinquent and the billing office collected about \$278,000 for both water and sewer. Ms. Ford affirmed to the Board that the actual amounts for the Authority were \$214,140 delinquent and \$146,445 collected, and the amount still outstanding were due to houses being vacant, bankruptcies and residents who were less than \$200 past due for one quarter. Chairman McDade verified with Ms. Ford the process of the delinquency was

that two notices were sent to residents before they were physically shut off. He then commented that he was surprised at the number of residents who wait until the last day or after and then were upset and wanted the \$200 fee waived. He stated that the residents did not realize the work involved with the entire process. Ms. Ford added that the fee was to deter people from getting their water shut off, but that it also provided the township and the Authority with quite a bit of revenue. She also stated that the 2 delinquency notices that the residents received were in addition to the original bill, and that she was not sure what else her office could do to make the process better. Mr. McDade added that out of 6000 bills that were mailed only 67 were shut off, and that the procedure Ms. Ford had in place did not need to be changed. Ms. Ford then responded to Member Birchmire's question regarding if residents turned their water back on after it had been shut off by stating that they had, and that Mr. Lynch had a procedure in place when this occurred. She explained the procedure to the Board and stated that after a second occurrence of a resident turning their water back on, the meter gets pulled. Chairman McDade then inquired to Ms. Ford about the occurrence of a family staying in a residence after their water was turned off. Ms. Ford stated that their office cannot do anything, and that the statute stated that we cannot do anything until the Board can convene and make a decision whether to turn it back on. She then asked if the Board would like her office to generate a memo to the code office after a certain period had passed. Mr. McDade stated that he did not want to add additional work to the billing office and that word of mouth was acceptable. Mr. McDade commented to Ms. Ford that her office did a great job on the delinquency and then asked how the offices were making out with the police escort to the bank. Ms. Ford stated that there had been no problems recently.

Next on the agenda was the Engineer's report. Engineer Palgutta stated that the Odor Control System work had been completed and that the administrative consent order close out request had been submitted to the DEP. He added that he was hopeful the DEP would review it and hopefully visit the site then close the consent order out. Mr. Palgutta added that Sickels was continuing to work with Mr. Cooksey in the Deepwater area to complete the GIS mapping and then hopefully would be able to submit it prior to the next meeting. Mr. Palgutta ended his report by stating that the environmental assessment had been initiated for the East Pittsfield Street Pumping Station. He added that the footprint out of disturbances was staked out and the wetland flagging would be completed sometime this week so that Sickels could survey the following week. Superintendent Cooksey then responded to Member Sennstrom's question regarding GIS mapping in the Mahoneyville/Valley Park area by stating that he went over the locations of the manholes with surveyor Dave Pierce and that it would be completed. Mr. Palgutta added that section 4 was not the completion of the entire map, and that as they revisit certain areas, they would be submitted as well.

The Superintendent's report was next on the agenda. Superintendent Cooksey reported that the plant was doing fine and that the average flow was 1.8 mgd's. Superintendent also reported that:

- Worked on videoing sewer lines whenever possible.
- Reported an issue with a sink hole in Deepwater off the shoulder of the road at the corner of Monroe Street and VanBuren Street. Mr. Cooksey stated that it was a broken bell on a pipe and that it had been repaired.
- Completed PPE training

Mr. Cooksey stated that he wanted to inform the Board that it was approaching the time to start negotiating the union contract for the plant employees. He added that the Authority was supposed to be notified 90 days prior to the contract expiring. He stated that Tom Lyon mentioned it to him, but that he had not received anything formally regarding this negotiation. Clerk Ford verified to Member Hourigan that this contract expired December 31, 2013. Mr. Cooksey affirmed that he would like to be involved with the subcommittee selected to explain the specifics of this contract. Chairman McDade stated that would not be a problem.

Chairman McDade stated that on the subject of Clerk Diane Ford's and Assistant Clerk Kim Lockwood's different proposals for wages, he asked to have this subject taken off the agenda. He stated that he had some questions, and because the subcommittee Member, Mr. Chastain wasn't present, he did not feel comfortable moving forward with it. He added that they were going to take a look at the proposal during the month and come back with some recommendations for the next month's meeting.

The meeting was opened to the public.

Chairman McDade entertained a motion to adjourn. Member Sennstrom so moved. Member Birchmire seconded the motion. All "aye", motion approved. Meeting adjourned at 7:48pm.

Taped by Diane Ford

Transcribed by Phyllis Wyshinski

Official tape and approved resolutions on file in the Sewerage Authority Office.

PENNSVILLE SEWERAGE AUTHORITY

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Scott Hourigan, Secretary