

A regular meeting of the Pennsville Sewerage Authority was called to order by Chairman McDade at 7:00 p.m., on Thursday, December 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, Marc Chastain, Scott Hourigan, Bernard Sennstrom, II and alternate member Mary Lou Chollis. Other attendees included Authority Solicitor Walter J. Ray, Authority Engineer David Palgutta, Authority Superintendent Ronald E. Cooksey, and Clerk Diane Ford.

Chairman McDade asked the Board to review the monthly budget report. Clerk Ford informed the Board that the monthly budget report looked different due to the fiscal year ending on November 30, 2013. She added that Assistant Clerk Kim Lockwood had both prior and current budgets open due to payables that have not been received for fiscal year 2013. Ms. Ford then stated that the 2013 budget would remain open until all payables through November 30, 2013 are received and the budget year is rolled, possibly until February. Ms. Ford stated that Mrs. Lockwood is able to provide a current budget report, but that it won't show expenditures for 2013. Ms. Ford responded to Chairman McDade's question regarding manually tracking the year end expenditures by stating that with the current accounting system, Mrs. Lockwood no longer has to track these expenditures manually because both fiscal budget years, prior and current, can be open simultaneously. Ms. Ford then responded to Member Chastain's question regarding closing the budget for 2013 by stating that it would not be closed until after the audit.

Resolution No. 13-108-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member Chastain moved for adoption of Resolution No. 13-108-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-108-SA is approved.

Resolution No. 13-109-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON NOVEMBER 14, 2013

Member Chastain moved for adoption of Resolution No. 13-109-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-109-SA is approved.

Resolution No. 13-110-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A MAINTENANCE AGREEMENT WITH QUALITY FIRST FOR THE AUTHORITY'S CANON IMAGE RUNNER 2525 COPIER (TOTAL COST \$455.00)

Member Chastain moved for adoption of Resolution No. 13-110-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-110-SA is approved.

Resolution No. 13-111-SA AUTHORIZING LINE ITEM BUDGET TRANSFERS

Member Chastain moved for adoption of Resolution No. 13-111-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-111-SA is approved.

Resolution No. 13-112-SA AUTHORIZING THE AUTHORITY CLERK TO REFUND \$158.03 FOR SEWERAGE AUTHORITY ACCOUNT NO. 1100107-0 TO CONNIE THOMPSON, PAID BY MS. THOMPSON PERSONALLY AND BY THE TITLE COMPANY AFTER SALE OF HER 269 E. PITTSFIELD STREET PROPERTY

Member Chastain moved for adoption of Resolution No. 13-112-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-112-SA is approved.

Resolution No. 13-113-SA AUTHORIZING THE PROMOTION OF HARTLEY TURNER TO THE POSITION OF FIRST CLASS UNLICENSED OPERATOR TO BE PAID AT THE RATE OF \$23.29 PER HOUR

Member Chastain moved for adoption of Resolution No. 13-113-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-113-SA is approved.

Resolution No. 13-114-SA AUTHORIZING A \$.50/HOUR PAY INCREASE FOR CHRIS MCCLINCY WHO HAS OBTAINED HIS COMMERCIAL DRIVER'S LICENSE

Member Chastain moved for adoption of Resolution No. 13-114-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-114-SA is approved.

Resolution No. 13-115-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE AN AUTOMATED CLEARING HOUSE ORIGINATION AGREEMENT WITH THE PENNSVILLE NATIONAL BANK

Member Chastain moved for adoption of Resolution No. 13-115-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-115-SA is approved.

Resolution No. 13-117-SA RATIFYING THE CONTRACT ENTERED INTO BY THE CHAIRMAN WITH MOUNT CONSTRUCTION, INC., BERLIN, NJ, ON AN EMERGENCY BASIS FOR EMERGENCY REPAIRS TO THE AUTHORITY'S FORCE MAIN LOCATED AT ROUTE 49 AND CARROLL AVENUE AT A COST NOT TO EXCEED \$26,952.78

Member Chastain moved for adoption of Resolution No. 13-117-SA and Member Sennstrom seconded. Superintendent Cooksey stated that this was the force main on Route 49 repaired by Mount Construction back in late October. He added that he was pleased with the price, and that it could have been worse. Mr. Cooksey then referred to the letter sent by Sickels to Mount Construction regarding striping, and Engineer Palgutta confirmed this by stating that there were a few unfinished items for this repair. He added that Mount Construction would have to stripe the area and seal the trench, but that this would not be an additional charge. However, he added that if the state required anything additional it would be a separate charge. Mr. Palgutta responded to Chairman McDade's question regarding the price by stating that Mount Construction came prepared and performed the repair well. Mr. McDade stated that he was pleasantly surprised at the price, and Mr. Palgutta added that the job went smooth and that everyone involved worked well together. Mr. Palgutta responded to Member Birchmire's question regarding the completion of the striping and sealing by stating that it would probably be completed when the weather breaks. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-117-SA is approved.

The first discussion item was back billing of single units. Clerk Ford stated that the Authority had a resolution in place that stated if a second unit is discovered within a structure, the Authority can back bill for that additional unit for up to 3 years. Ms. Ford stated that the situation with Patriot Property Management, the commercial property owned by John Wilson, Jr., which was disconnected and then reconnected without the Authority being aware, there was no resolution in place that would allow the Authority to back bill. Member Sennstrom stated that it would be helpful to have an established procedure in place. Solicitor Ray recommended and read the resolution.

Resolution No. 13-118-SA AUTHORIZING THE AUTHORITY CLERK TO "BACK BILL" THE OWNERS OF PRIVATE RESIDENCES WHEN IT IS DISCOVERED THAT THEIR PREMISES IS CONNECTED TO THE AUTHORITY'S SYSTEM

WHEREAS, the Authority Clerk (hereinafter referred to as Clerk) has advised the members of Pennsville Sewerage Authority (hereinafter referred to as Authority) that from time to time she discovers that unbeknownst to the Authority a residence is connected to the Authority's system; and

WHEREAS, the Clerk has recommended that she be authorized to place such account holders on notice and to “back bill” said individuals for a period of up to three years; and

WHEREAS, the Authority Solicitor has determined that it is in the best interest of the citizens of the Township who are connected to the Authority’s system for back billing under the circumstances as set forth above to take place,

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Pennsville Sewerage Authority that:

1. The Authority hereby adopts the facts and determinations as set forth in the preamble of this resolution as if the same were more fully set forth herein at length.

2. The Authority Clerk is hereby authorized to “back bill” accounts when it is discovered that the premises is connected to the Authority’s system without the Authority’s knowledge, which back billing may occur for a period of up to three years. If the Clerk is able to determine the duration of the recently discovered connection, then she shall bill the rate payer for that amount. If the Clerk is unable to determine the duration of the connection, then she, in her sole discretion, may bill up to three years as set forth above.

The next discussion item was the disconnect process and quarterly billing. Ms. Ford stated that past practices regarding the charging of the quarterly sewer fee was when someone disconnected from sewer midway through the quarter, they were charged the quarterly fee. If they disconnected prior to this, they were not charged. Ms. Ford questioned the Board as to whether this procedure should continue in this manner, and recommended to the Board that there be a written policy if someone were to challenge this charge. After some brief discussion, Solicitor Ray recommended to the Board that the quarterly sewer fee for disconnection be prorated and the Board agreed. Solicitor Ray read the resolution.

Resolution No. 13-119-SA AMENDING AUTHORITY RESOLUTION NO. 05-55-SA ENTITLED “A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY ESTABLISHING SERVICE DISCONNECT PROCEDURES AND PROVIDING FOR A DISCONNECT FEE”, WHICH AMENDMENT WILL PROVIDE FOR PRO RATA BILLING FOR THE QUARTER IN WHICH THE DISCONNECT IS REQUESTED

WHEREAS, by Resolution No. 05-55-SA the Pennsville Sewerage Authority (hereinafter referred to as Authority) established a service disconnect procedure; and

WHEREAS, the Authority Clerk (hereinafter referred to as Clerk) has now advised the members of the Authority that the aforesaid procedure did not provide for a date with any

given quarter when billing is to cease after an application for a disconnect has been received; and

WHEREAS, the Authority has determined that in fairness to Authority rate payers it would be appropriate to adopt a procedure which permits the clerk to bill up to the date of a requested disconnect,

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Pennsville Sewerage Authority that:

1. The Authority hereby adopts the facts and determinations as set forth in the preamble of this resolution as if the same were more fully set forth herein at length.

2. When the Authority Clerk receives a request from an Authority rate payer to disconnect service consistent with the provisions of Pennsville Sewerage Authority Resolution No. 05-55-SA, as amended, she shall calculate the amount due as of the date of the disconnect, which is the amount that the rate payer shall be billed. In other words, the Authority Clerk will bill on a pro rata basis during any given quarter when a disconnect is requested.

The next discussion item was the update on the cancelled JIF meeting. Ms. Ford stated that she provided the Board members who were going to attend the meeting with the date of when the next JIF meeting would take place. She added that she had contacted Trico JIF and was told that they were trying to reschedule the meeting at Nicholosi's. Ms. Ford affirmed that there was a meeting in Hammonton on January 30, 2014 which was approximately an hour away. After brief discussion, the Board was in agreement to wait and see if the meeting is rescheduled at Nicholosi's until approximately January 18, 2014 in time to register for the Hammonton meeting.

Next on the agenda was the Engineer's report. Engineer Palgutta stated that the land use application for the ELI was reviewed with the environmental consultants and, based on their review of the plans and applications, it will be submitted. He affirmed that he does not see any major reason why the project would not be approved. Mr. Palgutta added that the next step was the design phase, and at that point, if there were any DEP comments, they would be handled during that phase. He responded to Superintendent Cooksey's question regarding the duration of when the Authority should hear back from the consultants by stating there was a 20 day administration period. He affirmed that the consultant stated that if they had a lighter load and because the application was so simplified, there was the potential for them to proceed faster. Mr. Palgutta added that the consultant could not guarantee that would happen.

Chairman McDade informed the Board that he had received a letter for the DEP stating that the Authority has complied with everything on the consent order for the Odor Control Project. Superintendent Cooksey confirmed that this letter signified the end of this project.

The Superintendent's report was next on the agenda. Superintendent Cooksey reported that the plant was doing well and that it was in compliance with our limitations.

Superintendent Cooksey also reported that:

- They refreshed woodchips in all odor control bio-filters.
- They installed the new auto lift and all plant employees have been trained to use it.
- They jetted trouble spots and did some back flow testing.
- They took care of a stoppage on Canterbury Drive in Valley Park.
- The job on Ferry Road that was completed last week by Patriot Property Management went well with no issues. The bill will be \$6,000.
- They installed stainless steel guide rails at some of our submersible pumping stations. The rails are used to guide the pumps in and out of the wet well.
- There was a minor force main break at the #9 pumping station at White and Reed Streets off of Beaver Avenue. It was a crack in a PVC force main tee. They repaired it.
- All plant employees had a hearing test, and they all did well.
- He purchased a used transmission for \$460 from Holladay's Used Auto Parts and Hartley Turner installed it in our 2003 F150.
- He worked on the fixed asset updates with John Willadsen in order to provide a more accurate 5 year capital plan for the auditor.

Mr. Cooksey responded to Chairman McDade's question regarding complications at Enlow Place with the tie-ins by stating that everything went well. He added that the contractor needed 6 to 4 clay to PVC fittings that the Authority was able to provide for them. Mr. Cooksey affirmed that the contractor will reimburse them for those fittings.

The meeting was opened to the public.

Resolution No. 13-116-SA AUTHORIZING A CLOSED SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT – A MATTER INVOLVING THE TERMS AND CONDITIONS OF A COLLECTIVE BARGAINING AGREEMENT

Member Chastain moved for adoption of Resolution No. 13-116-SA and Member Sennstrom seconded. Roll call vote as follows: Birchmire-yes; Chastain-yes; Hourigan-yes; McDade-yes; Sennstrom-yes. Resolution No. 13-116-SA is approved.

Closed session recorded on separate document.

Chairman McDade entertained a motion to adjourn. Member Chastain so moved. Member Sennstrom seconded the motion. All "aye", motion approved. Meeting adjourned at 8:28pm.

Taped by Diane Ford

Transcribed by Phyllis Wyshinski

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

PENNSVILLE SEWERAGE AUTHORITY

Scott Hourigan, Secretary