

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom II, at 7:00 p.m. on Thursday, December 14, 2017 in the Municipal Building, 90 North Broadway, Pennsville, New Jersey. Chairman Sennstrom read the Open Public Meetings Act Statement and led all present with the Pledge to the flag.

Authority members present in addition to Chairman Bernard Sennstrom II, were Mary Lou Chollis, Robert McDade, and William Masten. Other attendees included Alternate member John Smith, Authority Solicitor Walter J. Ray, William Mesogianes of Sickels and Associates, Superintendent Ronald E. Cooksey, Authority Engineer David Palgutta, resident Dan Neu, and Authority Clerk Diane Ford. Member Scott Hourigan was absent.

Chairman Sennstrom asked the Board if they had reviewed the monthly budget report.

RESOLUTION NO. 17-89-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 17-89-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-89-SA is approved.

RESOLUTION NO. 17-90-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON NOVEMBER 9, 2017

Member McDade moved for adoption of Resolution No. 17-90-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-90-SA is approved.

RESOLUTION NO. 17-91-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 McDade moved for adoption of Resolution No. 17-91-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-91-SA is approved.

RESOLUTION NO. 17-92-SA AUTHORIZING A 2% SALARY INCREASE TO NON-CONTRACTURAL ADMINISTRATIVE EMPLOYEES

Member McDade moved for adoption of Resolution No. 17-92-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-92-SA is approved.

RESOLUTION NO. 17-93-SA AUTHORIZING THE AUTHORITY CLERK TO ADJUST THE GRACE ORTHODOX PRESBYTERIAN CHURCH'S ACCOUNT NO. 1900561-0 IN ITS FAVOR IN THE AMOUNT OF \$28.91 AS A RESULT OF A WATER LEAK (CHURCHES ARE BILLED BASED ON WATER CONSUMPTION)

Member Masten asked if they have done a resolution previously that would allow corrections under fifty dollars or less such as this one. Clerk Ford explained the previous resolution was to adjust interest to accounts, but another resolution to make minor adjustments to billed amounts could be drawn up early next year for the next meeting. There was then a brief discussion regarding the meter at Grace Orthodox Church.

Member McDade moved for adoption of Resolution No. 17-93-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-93-SA is approved.

RESOLUTION NO. 17-94-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE AN AUTOMATED CLEARING HOUSE ORIGINATION AGREEMENT WITH THE PENNSVILLE NATIONAL BANK

Member Smith asked what the origination meant. Member Masten explained it was a yearly contract with Pennsville National Bank to communicate with the billing office regarding account transfers that stated the bank would not be responsible for any viruses or anything misleading that comes from the communications.

Member McDade moved for adoption of Resolution No. 17-94-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – abstain; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-94-SA is approved.

RESOLUTION NO. 17-95-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH A&M PRODUCTS OF CINNAMINSON, NJ FOR 4 55 GALLON DRUMS OF LIFT STATION DEGREASER

Member McDade moved for adoption of Resolution No. 17-95-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-95-SA is approved.

RESOLUTION NO. 17-96-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH THE SALEM COUNTY IMPROVEMENT AUTHORITY FOR SOLID WASTE DISPOSAL

Member Masten questioned how many tons were disposed of in 2017. Superintendent Cooksey said he believed somewhere between 10 or 20 at most.

Member McDade moved for adoption of Resolution No. 17-96-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-96-SA is approved.

The first item for discussion is the delinquency collection. Clerk Ford explained all members were provided with print outs of the goals and actual amounts collected in the process this past November. She went on to say this past collection was the most difficult to date. Clerk Ford described an incident that occurred in the office with an irate resident during the process. Member Smith pointed out he had noticed the number of delinquencies has grown

by at least 20 properties since the previous collection. Clerk Ford explained some of the properties are those which have been abandoned by their owners, some are residents who choose to continue to live at the property without water service, and some have since been to the office to pay and have their services reinstated.

The next item for discussion is the property at 102 North Hook Road. Member McDade mentioned that Mr. Rafine had called the Water Department in regards to his property. The Water Superintendent, Jack Lynch, offered an adjustment but it seemed it wasn't what Mr. Rafine was looking for. Member Chollis pointed out that currently there are no resolutions in place regarding an over charge.

The last item for discussion is building security of the billing office. Clerk Ford expressed concerns regarding safety in the office in relation to the handicap ramp and the backdoor. Member McDade asked if installing a lock system that could be operated from inside would solve the issue. Clerk Ford explained there were still concerns because of the use of the backdoor. Chairman Sennstrom went on to explain opening the backdoor for any customer is a breach of security because it allows people access to a part of the building that is supposed to be secured at all time. He went on to say the ideal fix for this concern would be building a ramp in the front of the building so that everyone must enter that way and the office doors all remain locked and secure. Member Smith commented on the fact that the way the office is currently set up, there would be no easy escape for employees in the event of an attack or possible threat through the back. He went on to say these concerns were brought up over the summer and a ramp to the front door was suggested then. Member Chollis mentioned they were not currently aware of the requirements for building a handicap ramp, and she expressed her concern that the tree would have to be removed and the steps would also have to be redone in the process. She went on to question how the construction would be handled and how it would affect the office during that time. Chairman Sennstrom explained that they could gather all the information they would need about requirements and tree removal, and that they could plan it in such a way that customers would still have access to the building during the process. Member Smith also made a comment that it would be a smoother process if it were done between billing periods because of the lack of foot traffic in the office during that time. Member Masten suggested a half door to the office. Clerk Ford explained the employees would still need to leave the office to unlock the door, and if the person needed to get to the tax office they would then have to unlock the door to the vestibule as well. After some discussion it was concluded the Board would look into the various options and come up with a solution at a later date.

The next item on the agenda is the Engineer's Report. Engineer Palgutta reported:

- Met with the contractor to discuss submittals for the East Pittsfield Street project. Have not received the test bit schedule as of yet but expected by Christmas. On track to mobilize in January. Member McDade questioned the late start. Engineer Palgutta explained the contractor had a project they needed to

finish, but that won't affect the project at East Pittsfield being completed before the end of the contract period.

- Met with the Chairman and Superintendent Cooksey regarding a general service contract for slip lining various pipes around town. Prepared proposal based on previous discussion. In addition to pipes, wanted to include manholes. Discussed with various suppliers and contractors, found several different methods to explore. Suggest meeting to discuss further how to approach project in the Authority's best interest. Member McDade asked what dollar value was going to be put on this contract. Superintendent Cooksey said he would budget for \$200,000, as he has in the past for restoration and repairs. Superintendent Cooksey explained what they were looking to potentially include in the contract would be cleaning lines, videoing lines, grouting lines, and lining altogether. He also mentioned other things that may need to be considered would be bypass lining and traffic. Engineer Palgutta is still working on the proposal. There was some discussion regarding the technical aspects of the project, and what would be the best way to structure the bid contract to cover all the necessary expenses in the best interest of the Authority. The following resolution was read.

RESOLUTION NO. 17-97-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO EXECUTE THE AUTHORITY ENGINEER'S ACCEPTANCE AND NOTICE TO PROCEED DEALING WITH ENGINEERING SERVICES WITH THE DEVELOPMENT OF PLANS AND SPECIFICATIONS TO BE USED TO SOLICIT BIDS DEALING WITH THE INSTALLATION OF CURED IN PLACE PIPE

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined preliminarily, that the most cost effective method of contracting for cured in-place pipe services is to solicit bids which will provide for various sized piping diameters and types (ACP, VCP, ARC) of piping, manhole lining using a variety of material such as (brick, block, pre-cast) of manholes of various depths and sizes. In addition to the bid solicitation will also establish a typical project for inclusion within the documents in an effort to compare, as was stated above, the cost of bidders; and

WHEREAS, the Authority Engineer has submitted a proposal for the work in question, a copy of which is attached hereto and marked as schedule A; and

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

1. They hereby adopt the facts and determinations as set forth in the preamble of this resolution as if the same were more fully set forth at length, and the facts and determinations shall have the same binding effect as the paragraph set forth herein below.

2. The Authority Chairman is hereby authorized to execute the proposal acceptance and notice to proceed which is part of the bid proposal at a cost not to exceed \$14,645.00.

Member McDade moved for adoption of Resolution No. 17-97-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; Masten – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 17-97-SA is approved.

The next item on the agenda is the Superintendent’s report. Superintendent Cooksey reported:

- Everything at the plant is going as it should.
- OSHA re-inspection went well.
- Employees took a hearing test.
- Shared services dump truck should be delivered next Friday.
- DRBC mandated a nutrient study for the next two years, April 2018 through April 2020.

The meeting was opened to the public. No public comment.

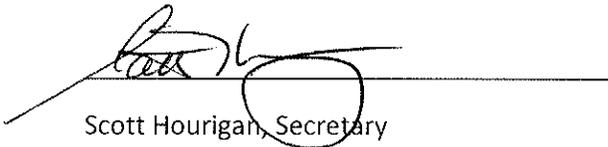
Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All “aye”, motion approved. Meeting adjourned at 8:10 p.m.

Taped by Diane L. Ford

Transcribed by Stevie-Nicole R. Tinklepaugh

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

PENNSVILLE SEWERAGE AUTHORITY



Scott Hourigan, Secretary