

The reorganization meeting of the Pennsville Sewerage Authority was called to order at 7:00 p.m. on Thursday, February 8, 2018 in the Municipal Building, 90 North Broadway, Pennsville, New Jersey.

Clerk Ford read the Open Public Meetings Act and led all those present in the Pledge of Allegiance.

Clerk Ford read the following Pennsville Township Resolutions:

Township Resolution No. 57-2018 A RESOLUTION OF THE MAYOR AND MEMBERS OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF PENNSVILLE AUTHORIZING THE TOWNSHIP'S MAYOR TO APPOINT ROBERT E. MCDADE AS A MEMBER OF THE PENNSVILLE SEWERAE AUTHORITY FOR A FIVE YEAR TERM BEGINNING FEBRUARY 1, 2018 AND ENDING JANUARY 31, 2023

WHEREAS, the term of a member of the Pennsville Sewerage Authority ends on January 31, 2018; and

WHEREAS, the Committee has also determined that Robert E. McDade is qualified to fill the position in question.

NOW THEREFORE BE IT RESOLVED, by the Mayor and members of the Township Committee of the Township of Pennsville that Robert E. McDade is hereby appointed as a member of the Pennsville Sewerage Authority for a five year term beginning February 1, 2018 and ending January 31, 2023.

Township Resolution No. 51-2018 A RESOLUTION OF THE MAYOR AND MEMBERS OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF PENNSVILLE APPOINTING JOHN SMITH AS ALTERNATE #1, PENNSVILLE SEWERAGE AUTHORITY, FOR THE PERIOD FEBRUARY 1, 2018 THROUGH JANUARY 31, 2022

WHEREAS, the position of Alternate #1, Pennsville Sewerage Authority, is currently vacant; and

WHEREAS, the Mayor and members of the Township Committee of the Township of Pennsville (hereinafter referred to as Committee) have determined that it is both necessary and proper to fill the above mentioned position; and

WHEREAS, the Committee is determined that John Smith is qualified to fill the position in question.

NOW THEREFORE BE IT RESOLVED, by the Mayor and members of the Township Committee of the Township of Pennsville 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 herein, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.

2. In accordance with the provisions of Chapter 2, Article 12-1 et seq of the Revised Ordinances of the Township of Pennsville, John Smith is hereby appointed as Alternate #1 to the Pennsville Sewerage Authority for the period of February 1, 2018 through January 31, 2022.

Township Resolution No. 52-2018 A RESOLUTION OF THE MAYOR AND MEMBERS OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF PENNSVILLE APPOINTING DANIEL NEU AS ALTERNATE #2, TO THE PENNSVILLE SEWERAGE AUTHORITY, FOR THE UNEXPIRED TERM EFFECTIVE ON FEBRUARY 1, 2018 AND CONTINUING UNTIL THE END OF THE TERM IN QUESTION TO WIT JANUARY 31, 2021

WHEREAS, the position of Alternate #2, Pennsville Sewerage Authority, is currently vacant; and

WHEREAS, the Mayor and members of the Township Committee of the Township of Pennsville (hereinafter referred to as Committee) have determined that it is both necessary and proper to fill the above mentioned position; and

WHEREAS, the Committee is determined that Daniel Neu is qualified to fill the position in question.

NOW THEREFORE BE IT RESOLVED, by the Mayor and members of the Township Committee of the Township of Pennsville 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 herein, and the facts and determinations shall have the same binding effect as the paragraphs set forth herein below.

2. In accordance with the provisions of Chapter 2, Article 12-1 et seq of the Revised Ordinances of the Township of Pennsville, Daniel Neu is hereby appointed as Alternate #2 to the Pennsville Sewerage Authority for unexpired term effective on February 1, 2018 and continuing until the end of the term in question to wit January 31, 2021.

Clerk Ford calls upon Solicitor Ray to administer the oath of office to Mr. McDade, Mr. Smith, and Mr. Neu.

Authority members present were Mary Lou Chollis, Scott Hourigan, Robert McDade, Bernard Sennstrom, II, William Masten, First Alternate Member John Smith, and Second

Alternate Member Daniel Neu. Other attendees included Authority Solicitor, Walter J. Ray, Authority Engineer David Palgutta, Authority Assistant Superintendent Mark A. Kuhns, William Mesogianes of Sickels and Authority Clerk Diane L. Ford.

Clerk Ford read the following resolution aloud in its entirety.

Resolution No. 18-06-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE READING OF AUTHORITY RESOLUTIONS BY TITLE ONLY

BE IT RESOLVED by the members of the Pennsville Sewerage Authority that:

1. All resolutions presented to them for consideration and possible adoption shall be read by title only.
2. No member of the Authority shall vote on any resolution unless they have read the body of each resolution in its entirety.
3. A copy of each resolution which is read by title only shall be kept on file in the office of the Authority Clerk and shall be available for public inspection during normal working hours.

Member McDade moved for adoption of Resolution No. 18-06-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-06-SA is approved.

Clerk Ford read a list of positions to be filled and the name she had for each position. She called for additional nominations from the table. There were none.

Resolution No. 18-07-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY MEMORIALIZING THE ELECTION OF BERNARD SENNSTROM, II AS THE PENNSVILLE SEWERAGE AUTHORITY'S CHAIRMAN

Member McDade moved for adoption of Resolution No. 18-07-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-07-SA is approved.

Resolution No. 18-08-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPOINTING WALTER J. RAY, ESQUIRE, AS SOLICITOR

Member McDade moved for adoption of Resolution No. 18-08-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-08-SA is approved.

Resolution No. 18-09-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
MEMORIALIZING THE ELECTION OF MARY LOU CHOLLIS AS THE PENNSVILLE SEWERAGE
AUTHORITY'S FIRST VICE-CHAIRMAN

Member McDade moved for adoption of Resolution No. 18-09-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-09-SA is approved.

Resolution No. 18-10-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
MEMORIALIZING THE ELECTION OF ROBERT E. MCDADE AS SECOND VICE-CHAIRMAN

Member McDade moved for adoption of Resolution No. 18-10-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-10-SA is approved.

Resolution No. 18-11-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
MEMORIALIZING THE ELECTION OF SCOTT HOURIGAN AS SECRETARY

Member McDade moved for adoption of Resolution No. 18-11-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-11-SA is approved.

Resolution No. 18-12-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
MEMORIALIZING THE ELECTION OF WILLIAM MASTEN AS TREASURER

Member McDade moved for adoption of Resolution No. 18-12-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-12-SA is approved.

Resolution No. 18-13-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
APPOINTING BOWMAN & COMPANY AS AUDITOR

Member McDade moved for adoption of Resolution No. 18-13-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-13-SA is approved.

Resolution No. 18-14-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY
APPOINTING SICKELS & ASSOCIATES AS AUTHORITY ENGINEER

Member McDade moved for adoption of Resolution No. 18-14-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-14-SA is approved.

Resolution No. 18-15-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPOINTING HARDENBERGH INSURANCE GROUP AS AUTHORITY RISK MANAGEMENT CONSULTANT

Member McDade moved for adoption of Resolution No. 18-15-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-15-SA is approved.

Resolution No. 18-16-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY DESIGNATING PENNSVILLE NATIONAL BANK AS DEPOSITORY OF ALL AUTHORITY FUNDS FOR THE PERIOD FEBRUARY 8, 2018 THROUGH REORGANIZATION DAY 2019.

Member McDade moved for adoption of Resolution No. 18-16-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-abstain; McDade-yes; Sennstrom-yes. Resolution No. 18-16-SA is approved.

Resolution No. 18-17-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPOINTING JOHN WILLADSEN TO THE POSITION OF MUNICIPAL JOINT INSURANCE FUND COMMISSIONER

Member McDade moved for adoption of Resolution No. 18-17-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-17-SA is approved.

Resolution No. 18-18-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPOINTING RONALD E. COOKSEY AS AN ALTERNATE MUNICIPAL JOINT INSURANCE FUND COMMISSIONER

Member McDade moved for adoption of Resolution No. 18-18-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-18-SA is approved.

Resolution No. 18-19-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF PENNSVILLE WHICH AGREEMENT WILL PROVIDE FINANCIAL SERVICES TO BE RENDERED TO THE AUTHORITY BY THE TOWNSHIP FINANCE OFFICE

Member McDade moved for adoption of Resolution No. 18-19-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-19-SA is approved.

Resolution No. 18-20-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY DIRECTING THAT AUTHORITY PURCHASES BE IN COMPLIANCE WITH NEW JERSEY LOCAL PUBLIC CONTRACTS LAW

Member McDade moved for adoption of Resolution No. 18-20-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-20-SA is approved.

Resolution No. 18-21-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY SETTING ANNUAL MEETING SCHEDULE

Member McDade moved for adoption of Resolution No. 18-21-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-21-SA is approved.

Resolution No. 18-22-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY ADOPTING ROBERTS RULES OF ORDER, REVISED

Member McDade moved for adoption of Resolution No. 18-22-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-22-SA is approved.

Resolution No. 18-23-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY PERMITTING PUBLIC PARTICIPATION AT PUBLIC MEETINGS AND LIMITING PARTICIPATION TO FIVE MINUTES PER PERSON

Member McDade moved for adoption of Resolution No. 18-23-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-23-SA is approved.

Resolution No. 18-24-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY DESIGNATING SOUTH JERSEY TIMES AS THE OFFICIAL AUTHORITY NEWSPAPER

Member McDade moved for adoption of Resolution No. 18-24-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-24-SA is approved.

Resolution No. 18-25-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY DESIGNATING THE AUTHORITY CLERK AS THE RESPONSIBLE PARTY FOR FILING NOTICES PURSUANT TO OPEN PUBLIC MEETINGS ACT

Member McDade moved for adoption of Resolution No. 18-25-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-25-SA is approved.

Resolution No. 17-26-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY ESTABLISHING PROCEDURES FOR THE ADOPTION OF RESOLUTIONS BY THE AUTHORITY

Member McDade moved for adoption of Resolution No. 18-26-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-26-SA is approved.

Resolution No. 18-27-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CHAIRMAN TO ESTABLISH COMMITTEES AND TO APPOINT COMMITTEE MEMBERS AND COMMITTEE CHAIRMEN, AND TO DELINEATE COMMITTEE FUNCTIONS

Member McDade moved for adoption of Resolution No. 18-27-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-27-SA is approved.

The Chairman asked the members if they have reviewed the monthly budget report.

The Chairman read the assignment of committee chairmanship and members as follows:

A. Administration	Bernard Sennstrom, II
B. Finance	William L. Masten
C. Connections to System	Robert E. McDade
D. Treatment Plant & System	Robert E. McDade
	Bernard Sennstrom, II
E. Labor Relations	Mary Lou Chollis/ Scott Hourigan

Resolution No. 18-28-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 18-28-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-28-SA is approved.

Resolution No. 18-29-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON JANUARY 11, 2018

Member McDade moved for adoption of Resolution No. 18-29-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-29-SA is approved.

Resolution No. 18-30-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO AN AGREEMENT WITH SIGNATURE INFORMATION SOLUTIONS- ELECTRONIC ACCESS TO AUTHORITY BILLING RECORDS

Member McDade moved for adoption of Resolution No. 18-30-SA and Member Chollis seconded. Roll call vote as follows: Chollis-yes; Hourigan-yes; Masten-yes; McDade-yes; Sennstrom-yes. Resolution No. 18-30-SA is approved.

The first item for discussion is the property located at 7 White Street in Pennsville. Chairman Sennstrom explained this property has been an ongoing issue with the Authority. Assistant Superintendent Kuhns went over the details of the technical issues involved for the benefit of Alternate Member Neu. Member McDade asked if it had been confirmed the resident was responsible for the overflow into the sewerage system. Assistant Superintendent Kuhns explained he has not been able to verify the information yet, he has sent guys out to survey the area but it was flooded at the time. He went on to say that there are only so many ways for the water to enter the system in that area as there are only two houses that flood. McDade asked if the water meter at this location had been pulled again. Clerk Ford confirmed the meter has been locked out and the Water Department has checked to make sure it remains so. Clerk Ford then goes on to explain the issues with the billing history at this property for Alternate Member Neu's benefit. The board discussed the technical operations of the pump station and its location in order to come up with a solution to the overflow issue. Solicitor Ray questioned how so much water was flooding the system. Assistant Superintendent Kuhns explained when the tide rises, it floods the house and it could be coming in through the toilet or any other drain that the flood rises high enough to reach. The Board briefly explained the current policies and procedures in place regarding collections and service terminations to Alternate Member Neu. Solicitor Ray suggested having a resolution drawn up to allow them to fix the current issue with this property. After a lengthy discussion the Board decided a resolution would be written out and presented at the next Sewerage Authority meeting.

Chairman Sennstrom noted discussion item number two on the meeting agenda would be postponed until the next meeting per suggestion of Solicitor Ray.

The next item for discussion is the Engineer's report. Engineer Palgutta thanked the Board for re-appointment, and then went on to report:

- The East Pittsfield Street project is moving forward. Piping is done up to the pump station site. Cored into William Penn manhole. Planning to test

the line sometime in the next week. Will provide current profile information so they can source manholes. There are a few to be delivered, need to identify where to place them. Process is moving along nicely.

Chairman Sennstrom asked if they would be providing as-built sketches to show the location of the lateral. Engineer Palgutta said they are providing down measurements every 15ft as well as measurements from the curd in the same interval. Chairman Sennstrom requested copies of those measurements to be able to revise system maps accordingly.

- Met with CIP Pipelining regarding general service agreement arrangement that has been considered to go to bid. Intending to meet with Solicitor Ray to discuss some of the language necessary to determine the basis of award and how to bid so that they are getting the best values, as well as possibly including available back up contractors. Will meet with Solicitor Ray in the next week or so to further the process.

McDade asked how things would be proceeding in regard to paving. Engineer Palgutta explained the paving done on the project currently is temporary as per the contract, the top would be restored with base until such a time the Board could decide how to proceed. McDade asked if the Sewerage Authority is going to develop a scope of work for the paving of would the Township be responsible. William Mesogianes said a scope of work had already been developed by the Authority the last time they went to bid for paving. He goes on to explain they can go to bid when the time frame closes with the same scope of work and just get the pavement pricing. Member McDade asked when they process would begin. Mesogianes said sometime around the end of the month they could get it together. Member McDade asked if the Township would spilt the cost for paving with the Authority. Engineer Palgutta said initially there was discussion about whether to pave only where the piping was replaced or to pave the whole road, they had decided at that time they would pave the full length. He continued to say that at the time of that discussion they hadn't yet decided where the funds were coming from. Member McDade said the Township is just now going over their budget and he isn't sure what they were allotting for paving this year. He went on to say that it wouldn't make sense for the Sewerage Authority to pay to have the full length of the road paved so at the next Township meeting he will make sure they discuss payment for their portion of this paving project.

Member Chollis mentioned she had been in the area of Pittsfield and Sparks Street recently and there was a lot of flooding. Mesogianes said that the flooding was caused by leaves accumulating around the silt bag that was being used to keep dirt out of the system. He added that they have since been out and cleaned out the bag, removed it, and replaced it with stone to allow the water to flow through quicker. Mesogianes assured that they are keeping an eye on it.

The next item for discussion is the Superintendent's report. Assistant Superintendent Kuhns reported:

- Men had safety training. CDL Safety and Confined Space Awareness, both mandatory training processes which are completed every year.
- Repaired grinder at the main pumping station. Easy fix but it did require a full day of work. Everything is back online now.
- Broken lateral on 7 Chester Avenue. Originally thought to be the storm drain, turned out to be a separated lateral underneath. The guys took care of it. Once the weather clears they are going to fix the paving.

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

Chairman Sennstrom asked if there was any further questions from the Board.

Alternate Member Neu questioned the voting process of the Authority. Solicitor Ray explained the procedures and voting requirements.

Member Chollis made a comment regarding the collection process, she pointed out that if Alternate Member Neu had any further questions he should feel free to stop in the office and ask.

Member McDade said he spoke to Jack Lynch in regards to the revamping of the entrance to the billing office and Jack assured him that he and Chairman Sennstrom would go out to take necessary measurements to get the process going.

Solicitor Ray thanked the Board for his re-appointment.

Chairman Sennstrom entertained a motion to adjourn. Member McDade so moved and Member Chollis seconded. All "aye", motion approved. Meeting adjourned at 7:50 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