

The regular meeting of the Pennsville Sewerage Authority was called to order by Chairman Bernard Sennstrom II, at 7:00 p.m. on Thursday, June 14, 2018 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, and Robert McDade. 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, Township CFO John Willadsen, Authority Clerk Diane Ford, Assistant Clerk Kimberly Lockwood and resident Avillio Rodriques. Authority Members Scott Hourigan, William Masten, and Alternate Member Dan Neu were absent.

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

RESOLUTION NO. 18-54-SA APPROVING PAYMENT OF BILLS PROPERLY AUDITED

Member McDade moved for adoption of Resolution No. 18-54-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-54-SA is approved.

RESOLUTION NO. 18-55-SA APPROVING MINUTES OF A REGULAR MEETING OF THE PENNSVILLE SEWERAGE AUTHORITY WHICH TOOK PLACE ON MAY 10, 2018

Member McDade moved for adoption of Resolution No. 18-55-SA and Member Chollis seconded.

Member McDade commented saying the minutes were very detailed and well transcribed.

Roll call vote as follows: Chollis – Abstain; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-55-SA is approved.

RESOLUTION NO. 18-56-SA AUTHORIZING THE TRANSFER OF \$918.50 FROM THE PLOW POINT ACRES ESCROW ACCOUNT TO THE AUTHORITY'S REVENUE ACCOUNT

Member McDade moved for adoption of Resolution No. 18-56-SA and Member Chollis seconded.

Member McDade asked what the Plow Point Acres escrow account was. Clerk Ford explained it was an account that was established back when Plow Point Acres was built. She went on saying a letter was sent in 2010 to those involved requesting proof of ownership to release the money from the account but they were unable to provide this information. Clerk Ford said at that time Walter Ray's office generated a letter specifying things that would need to be presented in order to have the escrow released to them. To-date nothing was ever heard back in regards to the account. Member McDade asked if the account would be closed. Clerk

Ford confirmed the escrow account would be closed and the money transferred into the Authority's revenue account.

Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-56-SA is approved.

RESOLUTION NO. 18-57-SA AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO A CONTRACT WITH STANDARD PIPE SERVICES, LLC OF NEWARK DELAWARE FOR CIPP LINING AND MANHOLE REHABILITATION

Member McDade moved for adoption of Resolution No. 18-57-SA and Member Chollis seconded.

Member McDade commented, saying the contract was very well done and easy to follow. He asked if anyone had compared the numbers to past projects to see if they got a better deal. Superintendent Cooksey said he had looked into it a little bit and he found it is slightly more expensive but there are a lot of things that were previously unknown that could reflect the extra expense.

Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-57-SA is approved.

RESOLUTION NO. 18-59-SA AUTHORIZING AN AGREEMENT BETWEEN THE AUTHORITY AND KLEINFELDER ENVIRONMENTAL CORPORATION WHICH WILL PROVIDE THE SERVICES FOR REVIEW OF THE SIEGFRIED USA SIU PERMIT ACTION AT A COST NOT TO EXCEED \$5,000.00

Member McDade moved for adoption of Resolution No. 18-59-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-59-SA is approved.

The first item for discussion is Avillio Rodriques of 319 North Hook Road. Mr. Rodriques went before the board to explain his situation and ask that they allow him to enter into a payment plan in order to restore water service at his residence. There was much discussion by the board and the Authority Clerk. Many variables had to be considered. In conclusion, the board decided to award Mr. Rodriques a payment plan of \$175 monthly and he is responsible to keep quarterly bills current as they are billed out as well.

RESOLUTION NO. 18-61-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CLERK TO ENTER INTO A PAYMENT PLAN WITH RATE PAYER AVILLIO RODRIQUES ACCOUNT NO. 400023-0 FOR THAT PREMISES COMMONLY REFERRED TO AS 319 NORTH HOOK ROAD, PENNSVILLE, NJ

WHEREAS, the Authority Clerk has advised the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) that rate payer, Avillio Rodriques, account no. 400023-0, which account services 319 N. Hook Rd., Pennsville, NJ, has an arrearage on his account of \$1,611.15 as of June 30, 2018; and

WHEREAS, the Authority was advised that the basic quarterly payment for the premises in question is \$187.73; and

WHEREAS, Mr. Rodriques appeared before the Authority on June 14, 2018 and advised the members that he was impecunious and that he would like to make payments on his account to eventually bring the balance current and to ensure that all future quarterly payments are made; and

WHEREAS, the Authority determined that Mr. Rodriques' request is meritorious and that he has established good cause for the relief which he is seeking.

NOW, THEREFORE BE IT RESOLVED, by the Chairman and members of the 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 herein at length, and the facts and determinations shall have the same binding effect as the paragraph set forth herein below.

2. Mr. Rodriques shall pay to the Authority \$175 per month commencing on not later than June 27, 2018 and \$175 per month thereafter the 4th Wednesday of each and every month, with \$75 of the payment to be applied against future quarterly payments and \$100 per month to be paid against his current unpaid balance.

BE IT FURTHER RESOLVED that any missed payment will result in a water shut off and termination of services to Mr. Rodriques.

Member McDade moved for adoption of Resolution No. 18-61-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-61-SA is approved.

The next item for discussion is the delinquency report. Clerk Ford referenced the report provided to the board members by the billing office every six months, after the collection process. Clerk Ford explained to the members that each year during the collection process it seems people get more agitated with the procedure. She described a situation that occurred in the office where a belligerent resident came in to the office and verbally attacked the clerks because their water was terminated for nonpayment. Clerk Ford explained the process of the delinquency, everyone gets a notice and is given ample time to get their bill paid before the date shut offs are to begin. Clerk Ford said she wanted the board to be aware that things seem to get more tense each year with residents during the delinquency. She said after speaking with the Chief of the Pennsville Police Department, she was advised that in any future situation where a rate payer in the office becomes aggressive the clerk is to use the panic button to notify the Police Department to intervene. Clerk Ford said as far as the numbers are concerned, it was another successful collection process. Alternate Member Smith asked if any of the properties that were part of the delinquency were in foreclosure. Clerk Ford said some of them

are, but with the foreclosure process the mortgage company is usually notified of balances on the account before charges are put in a tax lien sale, at which time the charges are typically paid by the company to avoid going to tax sale. Member McDade asked how the situation ended with the aggressive resident. Clerk Ford said they did come in and pay the fees to have their water reinstated as they yelled out the door to the operators to go back and turn on the water. Clerk Ford explained this resident always pays during the delinquency process, however this was the first time they actually had their service terminated. Clerk Ford pointed out that the office sends out multiple notices which include specific dates in regards to the termination process so that everyone is aware.

Next item for discussion is the Engineer's Report. Engineer Palgutta reported:

- Pre-construction meeting held on May 30th for re-construction of East Pittsfield Street. Contractors are very busy. As of right now, concrete work will begin July 9th. The week after that they hope to begin paving.
- Pumping station is operating well. Been monitoring for the last month or two. Pressures are staying consistent. No air detected in the main.

Member McDade asked who was awarded the re-construction contract. Engineer Palgutta said South State was awarded the contract.

The final item for discussion is the Superintendent's Report. Superintendent Cooksey reported:

- Everything at the plant is okay.
- Got the easement cleared between East Pittsfield St and Mellen Ave. Sewer guys ended up doing the clearing. Tried getting quotes from contractors but the price was too much. Guys from the plant went down and did a nice job with the clearing.

Chairman Sennstrom added, saying there were also several guys from the Highway Department that went out to help. Superintendent Cooksey said there is still some brush to be cleared but they got everything knocked down. He pointed out that everyone involved did a very good job despite the difficult circumstances and the Authority was able to save money.

- Lost control inspection for JIF. Had to do some labeling on automatic start equipment. Breaker panels had to be labeled with phases and voltage. All that is complete and submitted. Should be good to go.
- Lab audit through NJDEP. Came out good. No problems.
- Submitted Right-to-Know surveys.
- Did video inspection on a gas line located at South Washington and Illinois Rd. Inspection determined there was a gas line running through there. Gas company made necessary repairs. Highway department patched the pipe.

- Did video inspection for the county on Lighthouse Rd through Jack Lynch. Determined there was a separated joint. Information will be passed on to Jack.
- Siegfried has a permit. Every 5 years the DEP looks into the permit to reissue a new one. This time they took loading limitations off Siegfried's permit for BOD and solids. Completely eliminated the monitoring and reporting of these limitations for BOD. Not comfortable with elimination because there is an amount of BOD that they could send that would affect the plant. Resolution was done to have Kleinfelder review the draft permit they submitted and do any comments. Possibly meet with the DEP. More comfortable if a limitation is included.

Alternate Member Smith pointed out that they have had issues in the past with discharge from Siegfried. Superintendent Cooksey confirmed that years ago there were some problems but he feels comfortable with Kleinfelder reviewing the permits. Member McDade asked what might have happened that they changed something like that on the permit. Superintendent Cooksey said he thinks they could have just reviewed their permit and decided since Siegfried was only discharging a low percentage of their maximum allowable loading for the last 4-5 years they would not require monitoring and reporting. He pointed out that it doesn't make sense to him considering the discharge comes to the plant and should be monitored. Superintendent Cooksey said there are local limits but in his opinion these two things should correlate with each other. Superintendent Cooksey said he will see what happens with the permit and keep the board informed.

RESOLUTION NO. 18-58-SA AUTHORIZING A CLOSED SESSION IN ACCORANCE WITH THE PUBLIC MEETINGS ACT

A matter involving the employment relationship between the Pennsville Sewerage Authority and an Authority employee.

Kimberly Lockwood- Acct. Payable
Diane Ford, Clerk

Member McDade moved for adoption of Resolution No. 18-58-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-58-SA is approved.

Closed session minutes on separate document.

Chairman Sennstrom asked that Resolution No. 18-60-SA and No. 18-62-SA be read aloud.

RESOLUTION NO. 18-60-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE CHAIRMAN TO INCREASE THE SALARY OF ASSISTANT CLERK KIMBERLY LOCKWOOD, TO THE SUM OF \$48,672.04

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority have determined that, based on the additional duties recently assigned to the Assistant Clerk due to the outsourcing of the payroll and other financial responsibilities that have been assigned to her, and the outstanding job performance, her salary should be increased.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Pennsville Sewerage Authority that the Assistant Clerk's salary shall be increased from \$45, 672.04 to the sum \$48,672.04 retroactive back to January 1, 2018.

Member McDade moved for adoption of Resolution No. 18-60-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-60-SA is approved.

RESOLUTION NO. 18-62-SA A RESOLUTION OF THE PENNSVILLE SEWERAGE AUTHORITY AUTHORIZING THE AUTHORITY CHAIRMAN TO ENTER INTO AN EARLY RETIREMENT AGREEMENT WITH AUTHORITY CLERK DIANE FORD

WHEREAS, the Pennsville Sewerage Authority Clerk, Ms. Diane Ford, advised the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) during their regular meeting on June 14, 2018 of her desire to take early retirement; and

WHEREAS, Ms. Ford has requested that as part of an early retirement package she be given benefits associated with 25 years of service; and

WHEREAS, during the course of the discussion dealing with Ms. Ford's request it was determined that if Ms. Ford is granted the right to take early retirement there will be a cost benefit to the Authority in both the amount of savings associated with an anticipated salary to be paid to a replacement Clerk as well as savings in health insurance and benefits.

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. Authority Clerk Diane Ford's request for early retirement is granted effective November 1, 2019.

BE IT FURTHER RESOLVED that the terms and conditions of Ms. Ford's retirement shall be set forth in an "early retirement agreement" and prepared by the Authority Solicitor and approved by the Authority.

Member McDade moved for adoption of Resolution No. 18-62-SA and Member Chollis seconded. Roll call vote as follows: Chollis – yes; McDade – yes; Sennstrom – yes; Smith – yes. Resolution No. 18-62-SA is approved.

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 8:15 p.m.

Taped by Diane L. Ford

Transcribed by Stevie-Nicole R. Tinklepaugh/ Diane L. Ford

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

PENNSVILLE SEWERAGE AUTHORITY

Scott Hourigan, Secretary